

STATE EMPLOYMENT
AGREEMENT

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MASTER AGREEMENT

BETWEEN THE

**ST. CLAIRSVILLE
BOARD OF EDUCATION**

AND

THE

**ST. CLAIRSVILLE
EDUCATION ASSOCIATION**

2014-2017

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THIS AGREEMENT entered into this 4th day of June, 2014, by and between the Board of Education of The St. Clairsville-Richland City School District, hereinafter the "Board," and the St. Clairsville Education Association OEA/NEA-Local, hereafter the "Association";

WITNESSETH:

ARTICLE I

RECOGNITION

1.1 Recognition of the Association

The St. Clairsville Board of Education, hereafter "Employer" or "Board" hereby recognizes the St. Clairsville Education Association OEA/NEA-Local, hereafter the "Association"/"Union" as the sole and exclusive bargaining representative, for the purpose of and as defined in Chapter 4117 Ohio Revised Code, for all professional, non-supervisory, personnel (as certified by the State Employment Relations Board) for all full time and regular part time certificated personnel who are currently performing bargaining unit work, including, by way of illustration only but not limitation, classroom teachers (K-12, adult, special, vocational, and full time substitutes), guidance counselors, librarians, media and program specialists, school nurses, coordinators, department heads, and tutors. The Union recognizes that the Superintendent, Assistant Superintendent, Assistant Principals, Principals, and other Administrative Personnel as defined in Chapter 4117 Ohio Revised Code are excluded from the bargaining unit. The Employer recognizes that the Union representation will include any newly created position unless employment into the position is governed by Section 3319.02 of the Ohio Revised Code.

1.2 Recognition of the Board

The Association recognizes the Board as the lawfully elected body charged with the establishment of policies for public education in the St. Clairsville School District and as the Employer of all certificated personnel of the school system

1.3 Recognition of the Superintendent

The Association and Board recognize the Superintendent as the Chief Executive Officer and primary professional advisor of the Board.

ARTICLE II

NEGOTIATIONS PROCEDURES

2.1 Procedures

- a. Each party shall designate a negotiations team of up to five (5) persons. All negotiations shall be conducted between said teams. Each party will also be allowed up to two (2) observers, who may not participate in discussions.
- b. Bargaining teams shall be empowered to make proposals and counterproposals, to consider proposals and counter-proposals, and to indicate tentative agreement on behalf of the parties.
- c. The parties agree to bargain in good faith. Good faith shall be defined as the obligation of the parties to deal openly and fairly with each other in a sincere effort to reach agreement upon the matters being negotiated. Such obligation does not compel either party to agree or make a concession but both parties are obligated to make written counterproposals to negotiable issues placed on the table for discussion and to give reasons for these counterproposals.
- d. Either party may request opening of negotiations at least 90 days prior to the expiration of this contract.
- e. Both parties shall meet and exchange complete written proposals at least seventy-five (75) days prior to the expiration of the contract.
- f. A mutually convenient meeting shall be held no later than sixty (60) days prior to the expiration of the contract.
- g. At the first meeting, the bargaining teams shall establish an agenda of items for negotiations. No additional items shall be added to the agenda after the first meeting unless mutually agreed to by both parties.
- h. Meetings shall be held in executive session unless otherwise mutually agreed. Meetings shall not exceed five (5) hours and meetings subsequent to the first meeting, shall be held at times mutually agreeable to the parties.
- i. The parties may appoint joint ad hoc study committees to research and study proposals, and to make recommendations on matters under consideration. The committees shall report all findings to both parties. Any cost will be mutually shared.
- j. Each party shall have the right to recess its group for independent caucus at any time for a period of one (1) hour or as the parties otherwise mutually agree. Either party may call upon professional and lay consultants to assist in negotiations and may use its consultants in the manner it deems necessary. Each party agrees to pay for the services of consultants which it obtains.
- k. As negotiation items receive tentative agreement, the complete article shall be reduced to writing and initialed by each party.
- l. Both parties agree not to release information concerning negotiations to persons or groups not immediately concerned in negotiations without mutual consent.
- m. The Association and the Board will alternate providing final typed copies of items mutually agreed upon.

- n. The Board and the St. Clairsville Education Association will share equally the cost of providing printed contracts to all parties in the bargaining unit, the Board and the Administration.

2.2 Scope of Bargaining

Wages, hours or terms and other conditions of employment and the continuation, modification or deletion of an existing provision of this Agreement.

2.3 Agreement

- a. When tentative agreement is reached between the teams, it shall be submitted to the St. Clairsville Education Association and the Board for approval. Both parties agree to act on approval at the next regular or special meeting, provided the Board shall not act prior to the action by the St. Clairsville Education Association. Following approval by both parties, the agreement shall be signed by both parties. The resulting contract shall be binding on both parties.
- b. The representative teams from both parties shall have the power to negotiate without delays to consult total membership of the respective groups. While no final agreement shall be executed without ratification by the Association and the Board, 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.

2.4 Disagreement

Thirty (30) days prior to the expiration date of this Agreement, the parties will notify Federal Mediation and Conciliation Services (FMCS) of such negotiations. From that point (30 days prior), should an impasse occur, either party shall have the right to request the assistance of FMCS. In the event that agreement is not reached by the expiration date of this agreement, then the Association shall have the right to proceed in accordance with Section 4117.14D(2) and Section 4117.18(C) of the Ohio Revised Code.

ARTICLE III

RIGHTS OF INDIVIDUALS

- 3.1 Nothing herein contained shall prohibit certificated employees from presenting their own views to the Superintendent. However, such expressed opinions shall not be an indication of the views of other bargaining unit members.

ARTICLE IV

GRIEVANCE PROCEDURE

4.1 Definition

- a. A "grievance" is the allegation of a teacher, a group of teachers, or the bargaining agent that the provisions of this Agreement have been misinterpreted, violated or misapplied.
- b. The grievant or aggrieved. The term "grievant" or "aggrieved" shall include all members of the bargaining unit, any group of members acting as a class, or the bargaining agent itself acting on behalf of itself or for any member or group of members.
- c. Days. "Days" as used in this procedure shall be working days during the school year and Monday through Friday during summer vacation exclusive of negotiated or federally recognized holidays.
- d. Representative or Representation. "Representation" or "representative" as provided for in this section shall be: an association representative.

4.2 Rights of the Grievant

- a. A grievant may appear on his own behalf or may be represented at any and all steps of the Grievance Procedure, by the bargaining agent, or by counsel, or by any other person of the aggrieved's choice. The Association will be notified of all formal meetings at Steps I-III. The submission of all grievance report forms must be acknowledged at each step.
- b. A grievant shall have the right to present a claim in accordance with the procedure described herein, free from interference, coercion, restraint, discrimination, or reprisal.
- c. Nothing contained herein shall limit or otherwise exclude any grievant from seeking redress from any governmental agency, regulatory body, or any court of law with jurisdiction over this school district.
- d. No grievance may be submitted to arbitration without the consent of the bargaining agent.
- e. If a grievance appears to arise from the actions of an authority higher than the immediate supervisor and/or affects a group of members or the bargaining agent, it may be submitted at Step II described herein.
- f. Any grievance not settled at an informal level shall be reduced to writing, shall state such relief sought, and the specific section or sections of the agreement violated, misinterpreted or misapplied.
- g. Any grievance may be dealt with by the grievant seeking redress with the immediate supervisor; however, this informal procedure does not preclude the filing of any grievance at any appropriate formal step. The resolution at the informal step shall not create precedent(s) for the Board or the Association.
- h. A grievant shall not be placed in jeopardy or be subject for reprisal or discrimination for having followed or utilized this Grievance Procedure.
- i. Copies of the documents pertaining to a grievance which have been filed shall be placed only in the confidential files of the Treasurer of the Board and President of the Association. The Treasurer shall make these available only to members of the Board, the Superintendent, and/or by Court order. All proceedings shall be destroyed after three (3) years.

- j. Time Limits. Time limits specified herein are considered maximum; however, they may be extended by written agreement of the parties. Failure at any step of this procedure to communicate the disposition of a grievance within the time limits provided shall grant the relief sought. Lack of adherence to time limits by grievant shall bar the grievance and act as a waiver of grievant's right to proceed.
- k. The aggrieved, irrespective of the step at which grievance is entered, shall be granted a minimum of thirty (30) days in which to make the first filing.

4.3 Procedural Steps

- a. Informal Step – If a potential grievant believes there is basis for an eligible grievance, the potential grievant must first discuss the matter with an immediate supervisor in an effort to resolve the problem informally. Such discussion must take place within twenty (20) days after the alleged grievance occurs. The immediate supervisor shall provide the aggrieved with an answer within five (5) days of the informal discussion and the potential grievant and the immediate supervisor shall execute a Verification Report as identified in Section 4.5 (a) if the matter is not resolved through the informal step.
- b. Step I – If the informal discussion does not resolve the grievance to the satisfaction of the employee, such employee shall have the right to lodge a formal claim to his/her immediate supervisor by submitting a completed Grievance Report form. If such Grievance Report is not filed within five (5) days of the date of the receipt of the answer from the immediate supervisor, the grievance shall no longer exist. Within five (5) days of receipt of the grievance, the immediate supervisor shall meet with the aggrieved and the aggrieved's representative(s), if elected by the aggrieved, in an effort to resolve the matter. The immediate supervisor shall indicate his/her disposition of the grievance within five (5) days after such meeting by completing the report form and returning it to the aggrieved and the bargaining agent. If such disposition is not timely filed, the grievance shall be sustained.
- c. Step II – If the aggrieved is not satisfied with the disposition of the grievance in Step I, the grievant and/or the bargaining agent shall complete the Grievance Report Form, Step II, and submit the grievance to the Superintendent. Failure to file such Step II report within five (5) days following the receipt of the immediate supervisor's disposition of the grievance shall be deemed a waiver of the right of appeal. Within five (5) days of receipt, the Superintendent and/or designated representative shall meet with grievant and/or his/her representative to resolve the matter. Within five (5) days of this meeting, the Superintendent shall indicate in writing his/her disposition of the grievance by completing his/her portion of Step II and forwarding it to the aggrieved. The bargaining agent shall be notified in writing of said disposition. If such disposition is not timely filed, the grievance shall be sustained.
- d. Step III – If the aggrieved is not satisfied with the disposition of the grievance at Step II, he/she may within five (5) days submit the grievance to Step III – The Board of Education. The Board shall, at their next regular or special Board meeting, conduct a hearing in executive session. The Board shall render their decision in writing within five (5) days of the hearing. If said decision is not timely filed, the grievance shall be sustained.

e. Step IV

- (i.) If the aggrieved is not satisfied with the disposition of the grievance at Step III, he/she may within five (5) days submit the grievance to arbitration by a single arbitrator by the American Arbitration Association whose labor arbitration rules and regulations shall likewise govern the proceedings. The arbitrator may not add to, alter, or delete from the terms of Board Policy or terms of the negotiated items. The arbitrator shall have all power and remedies within lawful statutes, the terms of this agreement, and the applicable rules of the American Arbitration Association to render a binding award to the parties. In cases where the arbitrability of an issue is questioned, the matter of arbitrability shall be ruled upon by the arbitrator in an expedited fashion prior to a ruling by the arbitrator on the merits of the issue.
- (ii.) The arbitration hearing shall be conducted at a mutually agreeable site in proximity to St. Clairsville, Ohio. A stenographic record of the arbitration proceedings shall be taken through a mutually acceptable court reporter service.
- (iii.) The cost of the services of the arbitrator, hearing location and court reporter services shall be equally shared between the Board and the Association. Notwithstanding the foregoing, each party shall bear the cost and expense of any witness appearing before the arbitrator called on behalf of that party and the cost of representation of each party.
- (iv.) In the alternative and by mutual agreement, no later than fourteen (14) days in advance of the arbitration hearing, each party shall submit to the arbitrator and exchange with one another, their respective last, best offers on all issues to be submitted to the arbitrator, exclusive of arbitrability. Following the hearing, the arbitrator shall then be limited to awarding only one or the other of the two positions taken as a whole and not on individual issues within the positions.

4.4 Grievance forms shall be available at all administrative offices, from all building representatives and all other SEA officers.

4.5 Forms

- a. Verification Report Informal Step, see Page 79
- b. Grievance Report Form, see Page 80
- c. Grievance Decisions and Signature Page, see Page 81

ARTICLE V

ASSOCIATION RIGHTS

5.1 Exclusive Rights

Rights of the Association as the employee representative shall entitle the Association certain exclusive rights. Only the Association shall have the following rights:

- a. The building representative of the Association in each individual school will have the use of a bulletin board area, designated for Association business. Such area will normally be located in the teachers' lounge.

- b. Time at Faculty Meetings – Representatives of the Association may make announcements at School Faculty Meetings at such time as may be designated by the Principal.
- c. Use of Building PAs – Representatives of the Association may submit announcements to the school building principal to be made on the school building public address systems. Permission for such announcements to be made shall not be withheld as long as they are presented at least ten (10) minutes prior to regular building announcements and do not disrupt the educational process.
- d. Use of School Equipment – The Association building representatives will have permission to use school equipment and buildings provided that:
 - (1) Request is made and use arranged for in advance.
 - (2) All equipment will be checked as to condition by the building principal or his/her designated representative and the Association building representative prior to its use so that, in the event of damage or breakage, the Association will be responsible to repair or, if necessary, to replace such equipment.
 - (3) Supplies in connection with such equipment used will be furnished or paid for by the Association.
- e. Board Meetings – A copy of the official agenda of each Board meeting shall be given to the Association at the same time it is given to the news media. Two (2) representatives of the Association shall be accorded the same seating privilege as the press at regularly scheduled or special meetings of the Board. A representative of the Association shall be permitted to address the Board during the hearing of the public. Normally, the subject of such address shall have been communicated to the Superintendent at least twenty-four (24) hours prior to the Board meeting. Minutes of Board meetings will be made available to the Association. The Association will be normally notified twenty-four (24) hours in advance of any special Board meeting. Notification may be given by the Treasurer or any person acting in behalf of or under the authority of the Treasurer. Notification can be oral or written or by electronic mail, or any combination thereof. Oral notification means notification given orally either in person or by telephone directly to the person for whom such notification is intended, or by leaving an oral message for such person with an adult at the address, or if by telephone at the telephone number of such person as shown on the list provided to the Treasurer by the Association. Written notification means personal delivery to the person for whom the notice is intended; or leaving the same in his school mailbox not later than the end of the school day on which the meeting will be held; or leaving the same at the address set forth on the list provided to the Treasurer by the Association; or by regular U.S. Mail, postage prepaid, to said address, with reasonable assurance of delivery prior to the meeting. At the beginning of each school year, the Association shall provide a list of not more than four (4) persons, who are members of the organization, to whom such notice may be given. The list shall include the person's name, mailing address, and the telephone number at or through which the person can be reached during and outside of school hours. Notification to any one person on the list is sufficient. The list provided by the Association may be relied upon by the Board as accurate and complete unless otherwise notified in writing by the Association. A reasonable attempt at notification shall constitute notification. The names of other persons on the list shall not be changed more than once in any calendar year.
- f. Names and Addresses of New Employees – Names and addresses of newly employed professional staff members will be provided to the Association upon request following

Board approval of their contract, unless the professional staff member specifically requests otherwise in writing.

- g. New Teacher Orientation – Whenever a general orientation meeting for new teachers is held, the Association may participate in the following way: fifteen minutes will be granted for such participation after the administration has completed its program.
- h. Inter- School Mail – The Association shall be serviced by the Board’s inter-school mail pick-up and delivery system.
- i. Supplies and Materials – The Association may purchase supplies and materials from the Board’s supplies at the price paid by the Board if such supplies are available.

5.2 Leave for Association President

The President or designee of the Association shall be granted up to three and one-half (3 ½) days of leave to conduct local, state or national Association business. Such leave will not be charged to any other negotiated leave provisions. Application for such leave must be made at least five (5) days in advance where feasible, and must be for at least a half day. Additional days may be granted at the Superintendent’s discretion. If a substitute for the President or designee is deemed necessary, then the Association shall pay for the cost of such substitute.

5.3 Staff Directory

The administration shall make available by November 1 to all professional staff members a directory listing the names, addresses, phone numbers and job assignments on record of all certificated employees of the Board, except employees who have specifically requested that they not be listed in this directory.

5.4 Printing and Providing Copies of Contract

The Association shall provide a copy of this contract to the bargaining unit members. The Board shall share equally the expense of printing copies of the contract.

5.5 No Reprisal Clause

There shall be no reprisals of any kind taken against any teacher by reason of membership in the Association or participation in any of its activities.

5.6 Guarantee Leave for Association Conferences, Conventions and Work

The Board may authorize two (2) delegates of the Association a maximum of two (2) total days of absence without loss of pay per year (September 1 through August 31) to serve on programs or in official representative capacity at Association meetings, conferences or conventions. Should any Association members be elected as delegate at large, such person may accompany the two (2) delegates under the same conditions. To be valid, a request for use of such leave must be submitted by the President of the Association to the Superintendent or his designee, at least fifteen (15) days in advance unless there is an emergency or a special meeting which makes such notice impossible. The Board shall not be responsible for any expense. Additional days for such leave must be requested and approved by the Superintendent.

5.7 Classroom Visitations

No person shall interfere with or disrupt any teacher or class during the “school day,” as for example, by calling the teacher out of class, etc. unless expressed permission to do so is given by the building principal.

5.8 Contractual Guarantee of Rights Under Law

Nothing contained herein shall deny a professional staff member rights they may have under the law if those rights are not superseded by this master agreement.

5.9 Right to Fair Share Fee

- a. Payroll Deduction of Fair Share Fee -- The Board shall deduct from the pay of regular full time members of the bargaining unit (substitutes are excluded) who elect not to become or to remain members of the St. Clairsville Education Association, a fair share fee for the Association's representation of such nonmembers during the term of this contract. No nonmember filing a timely demand shall be required to subsidize partisan political or ideological causes not germane to the Association's work in the realm of collective bargaining.
- b. Notification of the Amount of Fair Share Fee -- Notice of the amount of the annual fair share fee, which shall be 100% of the unified dues of the Association, shall be transmitted by the Association to the Treasurer on or about September 30 of each year during the term of this contract for the purpose of determining amounts to be payroll-deducted, and the Board agrees to promptly transmit all amounts deducted to the Association.
- c. Schedule of Fair Share Fee Deductions --
 - (1) All fair share fee payers -- Payroll deduction of such fair share fees shall commence on the first pay date which occurs on or after January 15 annually. In the case of bargaining unit employees hired after the beginning of the school year, the payroll deduction shall commence on the first pay date on or after the later of:
 - (a) 60 days in a bargaining unit position (which shall be the required probationary period).
 - (b) January 15
 - (2) Upon termination of membership during the membership year -- The Treasurer shall, upon notification from the Association that a member has terminated membership, commence the deduction of the fair share fee with respect to the former member, and the amount of the fee yet to be deducted shall be the annual fair share fee less the amount previously paid through payroll deductions. The deduction of said amounts shall commence on the first pay date occurring on or after the 45 days from the termination of membership.
- d. Transmittal of Deduction--The Board further agrees to accompany each transmittal with a list of the names of the bargaining unit members for who all such fair share fee deductions were made, the period covered, and the amounts deducted for each.
- e. Procedure for Rebate -- The Association represents to the Board that an internal rebate procedure has been established and will be given to each member of the bargaining unit who does not join the Association and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitution of the United States and the State of Ohio.
- f. Entitlement to Rebate -- Upon timely demand, nonmembers may apply to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.
- g. Indemnification of Employer -- The Association on behalf of itself and the OEA and NEA agrees to indemnify the Board for any cost or liability incurred as a result of the implementation and enforcement of this provision provided that:
 - (1) The Board shall give a ten (10) day written notice of any claim made or action filed against the employer by a nonmember for which indemnification may be claimed;

- (2) The Association shall reserve the right to designate counsel to represent and defend the employer;
- (3) The Board agrees to (1) give full and complete cooperation and assistance to the Association and its counsel at all levels of the proceeding, (2) permit the Association or its affiliates to intervene as a party if it so desires, and/or (3) to not oppose the Association or its affiliates; application to file briefs amicus curiae in the action;
- (4) The Board acted in good faith compliance with the fair share fee provision of this Agreement; however, there shall be no indemnification of the Board if the Board intentionally or willfully fails to apply (except due to court order) or misapplies such fair share fee provisions herein.

ARTICLE VI

WORKING CONDITIONS

- 6.1 It is the intention of the Board to continue to maintain a teacher work area in each of the buildings provided it is feasible to do so.
- 6.2 When an emergency exists a teacher shall notify the office for immediate assistance, i.e., for class coverage.
- 6.3 Parking
 - a. At each building, a parking area shall be designated exclusively for teacher use during school hours. Employees and students shall be notified of such designation.
 - b. Allotment of individual spaces within the designated area shall be the responsibility of the SEA. Upon notification by a teacher that a non-teacher's vehicle is parked in the designated area, and along with the make, color and license number of the vehicle, the building principal, over the P.A. system during non-instructional time, shall request the driver of that vehicle to immediately move the vehicle. If the vehicle is not moved after the announcement is made, a notice of violation will be placed on the vehicle.
- 6.4 A teacher lounge areas shall be provided in each building in substantially equivalent condition to which it presently exists at its current location, unless an emergency relocation is necessary to meet the educational needs of the district resulting from unanticipated circumstances.
- 6.5 In the event that regular or special teachers, i.e. classroom, physical education, music and art teachers are absent, or unable to fulfill their scheduled classes, the administration shall make every effort to secure a substitute teacher or reimburse those affected by the change of schedule. If a certified employee is required by the principal to change his/her daily routine, he/she shall be compensated at the rate of \$4.50 for every fifteen (15) minute or portion of every fifteen (15) minute segment of the classroom period.
- 6.6 The Board recognizes that appropriate textbooks, library reference facilities, maps and globes, laboratory equipment, audio-visual equipment, art supplies, athletic equipment, current periodicals, standard tests, questionnaire and similar instructional materials are tools of the teaching profession. The Board, within its financial means, will continue to provide these tools to the teaching staff. The Board further recognizes the value of teacher participation in the selection and use of instructional materials and agrees to solicit the advice of the appropriate segment of the teaching staff in the process of selecting school materials; however, the Board reserves the right to make final approval and/or selection decisions regarding such materials before authorizing purchase.

- 6.7 Teachers are to have access during the teacher's workday to media centers, duplicating equipment and all supplies necessary to conduct their classes (i.e. preparation period).
- 6.8 The preservation of safe, wholesome, clean and pleasant surroundings is of mutual concern to the Board and the Association. To help the Board achieve this aim, the Association shall select three (3) members from each building to meet, as necessary, with the building principal to make suggestions and recommendations regarding any hazardous conditions, room and building repairs and other allied matters.
- 6.9 No teacher shall be assigned responsibilities normally performed by the custodial staff.
- 6.10 Prior to developing definitive plans for any new building or major change to present structures, a committee of affected teachers, not exceeding three (3), may be selected by the Association to make suggestions regarding such plans. The following may be considered:
- a. Each classroom will be provided with, but not limited to in all cases possible;
 - (1) Student stations to accommodate the enrollment.
 - (2) Tackboard and chalkboard.
 - (3) Safe strong space for instructional materials, equipment and supplies.
 - (4) Electrical outlets and other accommodations for convenient use of audio-visual equipment.
 - (5) Proper ventilation.
 - (6) Artificial and natural light control.
 - (7) Space for reference material.
 - b. The Board will provide in each building in all cases possible:
 - (1) Teacher rest areas, conference rooms and lavatories, appropriately furnished, ventilated and maintained, conveniently available for the professional staff. These facilities will not generally be used for regularly scheduled meetings.
 - (2) A teacher workroom and storage space of suitable size and location containing adequate equipment and supplies to meet the needs of the teacher in preparing instructional materials. This room or the teacher rest area will include a telephone to be reserved for the exclusive use of the teachers.
- 6.11 Bargaining unit members required to write IEP's will be provided release time to be pre-approved and completed on school grounds (current practice).
- 6.12 Academic Freedom
- a. The parties seek to educate young people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights, and to instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning, and in which academic freedom for teacher and student is encouraged.
 - b. Academic freedom shall be guaranteed to teachers, and no special limitations shall be placed upon study, investigation, presenting and interpreting facts and ideas concerning man, human society, the physical and biological world and other branches of learning subject only to accepted standards of professional education responsibility.
 - c. Freedom of individual conscience, association and expression will be encouraged and fairness in procedures will be observed both to safeguard the legitimate interests of schools and to exhibit by appropriate examples the basic objectives of a democratic society.
- 6.13 When a bargaining member is directed, authorized and required to use his personal automobile on school business, the Treasurer shall pay an amount per mile authorized automobile expense

which is equal to the per mile allowance standard being utilized by the Internal Revenue Service. Presently this allowance is fifty-five and five/tenths cents (\$.555). In the event the IRS modifies the allowance, the Treasurer shall, upon being so notified by the Association and after verification of the fact by the Treasurer, put the same into effect the first day of the following month.

- 6.14 Teachers shall comply with Board policy establishing a tobacco free campus.
- 6.15 Children of Bargaining Unit Members who live outside the district boundaries shall not be required to pay tuition in order to attend St. Clairsville Schools.
- 6.16 Forms
 - a. Notice of parking violation, see page 82. See Appendix C.

ARTICLE VII

COMPLAINT PROCEDURE – PROFESSIONAL STAFF

- 7.1 Should a complaint be made by a student's parents, or any other person, to an administrator regarding a teacher assigned to his building concerning the teacher's professional performance, the administrator shall within three (3) working days inform the teacher that a complaint has been made.
- 7.2 No complaints will be placed in the personnel file of a teacher unless all of the following are fulfilled:
 - a. The allegation is in writing and is signed by a complainant on the complaint form as provided.
 - b. A conference was held including the complainant, teacher and the principal or immediate supervisor.
 - c. The results or findings of a conference have been reduced to writing by the immediate supervisor and signed by the teacher. Said results shall be attached to the complaint. No anonymous letters or materials will be placed in the files.
 - d. The teacher(s) shall have the right to submit in writing a rebuttal which shall be attached to the complaint.
 - e. Teacher(s) signature(s) are not an indication of agreement with the findings but only provide verification of having seen the complaint.
- 7.3 Complaint Procedure – Professional Staff Form
See Appendix D at page 83.

ARTICLE VIII

TEACHER EVALUATION

8.1 Definitions

- a. **Comparable Evaluation:** A three (3) year average with all areas above an ineffective rating shall be considered comparable.
- b. **Deficient:** A significant ineffective performance on key professional indicators cited in the evidence gathered during walkthroughs and formal observations that result in an ineffective rating.
- c. **Electronic Teacher and Principal Evaluation System (eTPES):** The electronic system used by the District to report to ODE aggregate final summative teacher evaluation ratings.
- d. **Evaluation Cycle:** The period of time for the completion of the evaluation procedure:
 - 1. The evaluation cycle for teachers using value added measures is completed when student growth measures resulting from assessments that were administered in the previous school year are combined with the teacher performance ratings resulting from performance assessments that are conducted for the current school year to assign an evaluation rating.
 - 2. The evaluation cycle for teachers using student learning objectives is completed when student growth measures resulting SLO's that were administered in the current school year are combined with the teacher performance ratings resulting from performance assessments that are conducted for the current school year to assign an evaluation rating.
- e. **Evaluation Factors:** The multiple measures that are required by law to be used in the teacher evaluation procedure. The two factors, which are weighted equally, are student growth measures at fifty percent (50%) and teacher performance at fifty percent (50%), or any other percentage allowed by the Ohio Revised Code in the future pursuant to an agreement with the Association.
- f. **Evaluations 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.
- g. **Evaluation Instrument:** The forms used by the teacher's evaluator and located in the OTES Workbook produced by ODE.
- h. **Evaluation Procedure:** 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.

- i. **Evaluation Rating:** The final summative evaluation level 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 percent (50%) of the evaluation rating is based on student growth measures as provided for in this agreement and fifty percent (50%) of the evaluation rating is based on a teacher performance rating as provided for in this agreement. Each completed evaluation will result in the assignment of one of the following evaluation ratings to the teacher: Accomplished, Skilled, Developing, or Ineffective, unless changes are made to the Ohio Revised Code and upon agreement with the Association.
- j. **Observable Outcomes:** Those data source/indicators of accomplishment, observations; artifacts, conversations by which the success of the Remediation Plan is determined.
- k. **Ohio Teacher Evaluation System (OTES):** The teacher evaluation system that is codified under sections 3319.111 and 3319.112 of the Ohio Revised Code.
- l. **Poorly Performing Teacher:** A teacher who continues to receive an overall summative rating of ineffective after receiving an ineffective rating for a period of no less than two out of the last three years, and who takes the written examinations required pursuant to section 3319.58 of the Ohio Revised Code, and who completes a remediation and/or improvement plan during the subsequent school year.

Note: During the term of this agreement, the number of completed evaluation cycles will not be sufficient to designate a teacher as poorly performing.

- m. **Remediation Plan.** A written plan which shall be collaboratively put into place with the teacher and the assigned credentialed evaluator, in order to directly address significant ineffective performance on key professional indicators cited in the evidence gathered during walkthroughs and formal observations that result in an ineffective rating.
- n. **Resources:** Those monetary, time, material and human resources provided to a teacher on a Remediation Plan.
- o. **Shared Attribution:** The practice of assigning student(s) growth results to a group of appropriately licensed educators who consistently meet to collaboratively plan and provide instruction and/or intervention for a student or defined group of students on a specific topic and/or grade level and which may or may not be reported in the teacher-student data linkage system.

- p. Student Growth Measure (SGM): A unit of academic growth projected for a student over specified period of time, and which has been established according to a set of procedures defined either by the value-added data system provider employed by the State of Ohio or by the school district for approved vendor assessments or locally developed student learning objectives (SLOs).
- q. Student Learning Objective (SLO): A measurable academic growth target that a teacher sets at the beginning of the course/term for all students or for subgroups of students to be achieved by completion of an established interval based upon baseline data gathered at the beginning of the course.
- r. Teacher of Record: A teacher who
 - 1. is responsible for assigning the grade to the student, and
 - 2. is required to have the proper credentials to teach the particular subject/grade level for which he/she has been designated "teacher(s) of record", and
 - 3. is responsible for a minimum of fifty percent (50%) of a student's scheduled instructional time within a given subject or course.
- s. 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 of a teacher's practice (including materials and other instructional artifacts) and walkthroughs that are performed by a credentialed evaluator. Teacher performance results are reported as a teacher performance rating that may be coded as "1" indicating lowest performance to "4" indicating highest performance.
- t. Teacher-Student Data Linkage (TSDL): The process of connecting the teacher(s) of record [based upon above definition] to a student and/or defined group of students' achievement scores for the purpose of attributing student growth to that teacher.
- u. Timeline: A minimum of a six (6) week period of time given to the teacher to meet the requirements, target dates and dates of review of the Remediation Plan.

8.2 Purpose

The objectives of the Professional Growth & Development Program are to improve teaching performance and to stimulate professional growth.

8.3 Application

Certificated staff who do not fall under the new evaluation system will be evaluated under the previous evaluation system.

8.4 Effectiveness Rating

- a. The evaluation procedure contained in this agreement shall not be the primary factor in any decision concerning any teacher until three (3) evaluation cycles have been completed and include three (3) consecutive years of the Final Summative Rating.
- b. The first year of collected data for the evaluation procedure shall be derived from value-added taken from the previous school year. The first evaluation cycle shall be completed by the first day of May of the first school year following the effective date of this agreement. An evaluation cycle shall not be completed until all teachers have been provided with a written report of the results of the evaluation.
- c. Until two (2) years of data have been collected and two (2) evaluation cycles have been completed, all decisions concerning any teacher shall continue to be governed by the terms set forth in this agreement.
- d. Final Summative Rating of Teacher Effectiveness form will be completed once the evaluation process is complete.

8.5 Student Growth Measures

A1 Teachers are 50% value added (26% Value Added + 24% SLO for the 2013-2014 school year. And value added data from the previous year will be used.

A2 Teachers are 10% value added 40% SLO.

B Teachers are 10% vendor assessment 40% SLO

C Teachers are 50% SLO (minimum of two SLOs)

- a. No shared attribution shall be used in student growth measures, consistent with the Policy outlines by the Evaluation Committee.
- b. When value added measures are not present, ODE approved assessments will be used. IF ODE approved assessments are unavailable to members, then SLOs must be written.
- c. Teachers can write their own SLOs or complete them collaboratively.
- d. Teachers can choose to grade their own SLP pre and post assessments. Once completed, the teacher will submit evidence of results from grades SLOs to their evaluator.
- e. When utilizing SLOs to construct SGMs, the teacher shall submit the completed SLO template for review by the building SLO committee no later than October 14 of each school year. Nine week teachers are excluded for the 1st 9 weeks of the 2014-2015 school year due to the lack of time to collect sufficient data.
- f. The SLO committee shall review and approve all submitted SLOs and teachers will receive feedback from the SLO Committee by November 5.

- g. Any SLO that is rejected by the SLO committee shall be returned to the teacher/group with recommendations and a timeline of 10 days for the resubmission of the corrected SLO.
- h. Students need to be present for October count and stay enrolled until the SLO is administered. Students with 45 days of excused or unexcused absences are excluded from being counted in SLO data.
- i. Teachers shall administer the final assessment to determine student growth as defined in the approved SLOs.
- j. Teachers complete local Student Growth Measure Scoring and report to Principal by May 1.
- k. The SGM portion of the evaluation shall be derived from one (or a combination of) the following:
 - 1. value added (VA) data,
 - 2. ODE approved student assessments (vendor assessments), and
 - 3. menu of options determined locally such as SLOs.
- l. The annual final summative rating of teacher effectiveness shall utilize value added data from the previous year in conjunction with the teacher performance rating from the current year.

Note: This is to ensure fair and equitable use of timelines, for all teachers with all SGM scores based on the same year of data, i.e., data calendar.
- m. The VA progress dimension established under section 3302.021 of the Ohio Revised Code, or an alternative student academic progress measure, if adopted by the State Board of Education, shall be used in the SGM portion of an evaluation in proportion to the part of the teacher's schedule of courses or subjects for which the VA progress dimension is applicable.
- n. All SGMs shall be derived through a pre- and post-assessment process. The period of time between the pre- and post-assessments for determining student growth must be a minimum 2 weeks, i.e., depending on the academic calendar in use.
- o. Factors in determining SGMs for purposes of any decision regarding a teacher must include, but are not limited to:
 - 1. Attendance: A teacher evidencing (15) days or more excused absences in any semester, excluding personal days as defined in the negotiated agreement, may elect to defer consideration of student growth measures to a subsequent year or modify the SGM expectations in coordination with their evaluator. Students that accumulate 15 or more days of absence within a nine week grading period should be removed from the data when

considering teacher contract status (this does not affect the OTES rating, merely decision on contract status).

2. Changes in specific federal/state mandates – A teacher who has involuntarily transferred for any purpose to meet the mandated Third Grade Reading Guarantee or another State or ESEA mandate, shall have accumulated a minimum of three (3) consecutive years of SGM data before any job action may be taken on the basis of the SGM data.
3. Teacher on approved leave – A teacher who has been approved for sick leave and/or the Federal Medical Leave Act for not less than 4 weeks shall not have the SGM portion for that school year used in a Final Summative Rating of Teacher Effectiveness, unless so requested by the teacher.
4. Teachers with student teachers – A teacher who has a student teacher assignment for not less than 6 weeks shall not have the SGM portion for that school year used in a Final Summative Rating of Teacher Effectiveness, unless so requested by the teacher. A teacher with a student teacher shall ensure that they retain control of a minimum of two (2) class periods for the purpose of the SGM for the period the student teacher is teaching.
5. Teacher who has been transferred – A teacher, who is involuntarily transferred to a different position (e.g. subject, grade level) shall have an SGM score consisting of a minimum of three (3) consecutive years of SGM data before any job action may be taken.
6. Co-teaching arrangement (e.g., Inclusion) – Teachers who have an approved co-teaching arrangement shall have a percentage of the SGM score for the individual teachers in the co-teaching arrangement based on the mutually determined time each has spent with the student(s).

8.6 Evaluation Timeline and Forms

- a. No teacher shall be evaluated more than once annually, said evaluations shall include a minimum of two (2) observations.
- b. The evaluation shall be completed no later than the first day of May, and the teacher being evaluated shall receive a written report of the results of this evaluation, including the assigned evaluation rating, not later than the tenth day of May.
- c. If the board has entered into a limited contract or an extended limited contract, excluding one-year probationary contracts, with a teacher pursuant to section 3319.11 of the Ohio Revised Code, the board 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 3319.11

- d. During the final summative evaluation teachers are given a copy of everything used in the evaluation including scripting evidence and the rubric.
- e. The date and time of the 30 minute observations will be pre-arranged between teacher and evaluator.
- f. Uniform evaluation forms shall be used for the purpose of making written evaluations of the certificated/licensed staff members.
- g. The forms adopted by the Board shall be attached as an appendix to this Agreement.
- h. Evaluation forms will not be changed during the life of the Master Agreement unless mutually agreed by the Association and Board.

8.7 Teacher Performance

- a. A teacher's performance shall be assessed based on the Ohio Educator Standards and rubrics for teaching and the criteria set forth in the evaluation instrument.
- b. Teacher performance assessments shall be based solely on:
 - 1. the evidence provided by the teacher,
 - 2. the formal observations of the teacher by the teacher's assigned evaluator, and
 - 3. the walkthroughs that are set forth in this agreement.
- c. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
- d. No inaccurate, untimely, or undocumented information may become part of a teacher's performance assessment. All results and conclusions of performance assessments shall be documented and supported by evidence.
- e. In implementing performance assessments, the district shall conduct all assessments so as to observe the legal and constitutional rights of teachers; and no teacher performance information shall be collected by video or audio devices.
- f. Schedule of observations:
 - 1. A minimum of two (2) formal observations shall be conducted. A formal observation shall last a minimum of thirty (30) continuous minutes. There shall be at least three (3) weeks between formal observations. The first formal observation shall be completed by the end of the first semester. The second formal observation shall be completed by May 1.
 - 2. Teachers shall not receive a formal observation on a day before or after the following: the administration of standardized testing; a holiday or any break from scheduled school days (excluding weekends); or any approved

leave of absence or on a day immediately following an extended (documented) illness of three (3) days or more.

3. Observation data should be recorded on OTES rubric with scripting evidence.
- g. Observation conferences:
1. All formal observations must be preceded by a pre-observation conference between the evaluator and the teacher within 5 working days. At the pre-observation conference teachers shall provide evidence for the work situation to be observed and evidence will be recorded on the OTES rubric.
 2. A post-observation conference shall be held after each formal observation. The post observation conference shall take place within 5 working days following the formal observation. At the post-observation conference, teachers shall be provided one (1) area of reinforcement and one (1) area of refinement through evidence, in alignment with the education standards. Teachers shall be given the opportunity to provide evidence to support the areas of reinforcement and refinement after this post-observation conference.
 3. The evaluator shall provide the teacher with copies of all written documentation including but not limited to data from pre-observation conferences recorded on OTES rubric, notes, scripting evidence from formal observations recorded on OTES rubric, artifacts, and classroom walkthrough data recorded on walkthrough forms, evidence collected during formal observations and walkthroughs.
 4. A teacher may request one (1) formal observation at any time in addition to those required by this procedure, scheduled in collaboration between the teacher and evaluator.
 5. Formal observations shall not disrupt and/or interrupt the classroom learning environment.
 6. All written information pertaining to evaluation shall be signed by the evaluator who is conducting the evaluation and the certificate/licensed staff member who is being evaluated, before such evaluation is submitted to the superintendent.
 7. Such signature by the certificated/licensed staff member does not necessarily indicate agreement with the content of the report
 8. No additional evaluation comments may be added by the evaluator after the evaluation has been signed by the certificated/licensed staff member.
 9. Both the certificated/licensed staff member and evaluator may react in writing to one another's comments.

10. All evaluation records, including the results of observations, written suggestions to the certificated/licensed staff member shall be in duplicate, one copy to be maintained by the administration in the official file and one copy to be maintained by the certificated/licensed staff member.

(h) Walkthroughs

1. A walkthrough is a formative assessment process that focuses on one (1) or no more than two (2) of the following components resulting in brief written notes or summary.
 - a. evidence of planning;
 - b. lesson delivery;
 - c. differentiation;
 - d. resources;
 - e. classroom environment;
 - f. student engagement;
 - g. assessment; or
 - h. or any other component of the standards and rubrics approved for teacher evaluation.
2. The walkthrough shall consist of at least 5 consecutive minutes, but not more than 20 consecutive minutes in duration.
3. The teacher shall be provided a copy of the walkthrough form completed including all scripted and anecdotal documents relative to the walkthrough no later than 5 working days following the walkthrough.
4. At the request of the teacher, a formal debriefing shall occur no later than 5 work days after the walkthrough to discuss observations relative to the identified focus.
5. No more than 8 walkthroughs shall be conducted in each evaluation cycle, with a minimum of 2.
6. Walkthroughs shall not disrupt and/or interrupt the learning environment in the classroom.

(i) Deficiencies identified through formal observations

1. Observations resulting in identification of significant ineffective performance on key professional indicators cited in the evidence gathered during walkthroughs and formal observations that result in an ineffective rating shall be followed within five (5) work days by a conference between the evaluator and the employee in order for questions arising from the observation to be discussed. All of the evaluator's observations shall be compiled in writing. A copy of the written observation report shall be given to the employee at the post observation conference.

2. The Evaluator involved shall assist the employee in correcting identified deficiencies.
3. The remediation plan, as outlined in this section, may address the following:
 - a. issues within the performance rubric documented as deficient;
 - b. specific performance rubric expectations;
 - c. the allocation of financial and other resources and assistance to be provided by the district to support the remediation plan and/or professional development of the teacher as deemed necessary by the evaluator;
 - d. sufficient, specific timelines, not less than six (6) weeks, to allow for the remediation of identified deficiencies; and
 - e. the provision for a trained teacher mentor/coach as appropriate, who shall be provided release time for consultations/observations with the teacher under a remediation plan.
4. If a remediation plan is developed prior to March 1, the identified deficiencies shall be reevaluated as part of the performance assessment process for the remainder of the school year. For deficiencies that are successfully remediated during the remainder of the school year, those deficiencies shall be deemed remediated.
5. If a remediation plan is developed after March 1, the teacher shall be permitted to continue remediation into the next school year.

8.8 CREDENTIALLED EVALUATORS

- a. An evaluator must be a credentialed administrator of the St. Clairsville-Richland City School District. The evaluator must be a Principal and not a bargaining unit member. The Superintendent and Assistant Superintendent may support the evaluation process by conducting walkthrough observations. At the end of the first 9 weeks of the 2014-2015 school year, the Board and the Association shall meet to discuss the need to expand the pool of evaluators, if any, and negotiate a Memorandum of Understanding regarding the pool of evaluators if needed.
- b. Each evaluator annually shall be required to successfully complete state mandated evaluator credentialing recertification.

8.9 PROFESSIONAL GROWTH PLAN

Professional growth plan shall be developed as follows:

- a. For the 2014-2015 school year:
 1. The Professional Growth Plan will be based on the results from the Self-Assessment Summary Tool and recorded on the Professional Growth Plan.
- b. For the 2015-2016 school year:
 1. Teachers whose students evidence expected levels or below expected levels of student growth shall develop a professional growth plan collaboratively with the credentialed evaluators.
- c. Professional growth plans for a school year shall be developed not later than September 30th.
- d. Professional growth plans shall describe the specific performance expectations, resources, and assistance to be provided.
- e. The board shall provide for professional development, including mentoring/coaching, and for the allocation of financial resources as deemed necessary by the evaluator to accelerate and continue teacher growth and improvement; and to provide support to poorly performing teachers as set forth in this agreement.

8.10 PROFESSIONAL DEVELOPMENT

The Board shall provide for professional development to accelerate and continue professional growth and provide support to poorly performing teachers.

The Board shall provide for the allocation of financial resources to support professional development in compliance with state law as deemed sufficient by the evaluator.

8.11 ROLE OF THE EVALUATEE

Professional growth is a cooperative process. The Evaluatee shall fulfill his/her role by:

- a. Making certain he/she fully understands the purpose of the evaluation program.
- b. Approaching the evaluation process with a positive attitude.
- c. Accept credit for successes as well as responsibility for failure.
- d. Being willing to examine and improve his/her teaching methods and techniques through self-evaluation and administrative evaluation.

- e. Taking an active part in the discussion and improvement phases of the evaluation process and knowing what worked well in the classroom as well as what did not.

8.12 SLO COMMITTEE

The Association and the Board agree to establish a standing joint committee for the sole purpose of assessing, reviewing, and approving the many facets of SLOs and providing professional developing on SLOs for the employees of the St. Clairsville-Richland City Schools.

Note: The recommendation is to create two committees to support the evaluation system – one for the evaluation system and one specifically for the SLO components. The evaluation committee's charge is to assist in developing, maintaining, and suggesting changes to the evaluation instrument. The SLO committee's charge is to assist in developing, maintaining, approving and suggesting changes to the SLOs the district uses.

A. SLO Committee Composition

1. The committee, is not composed of the BLT, shall be comprised of 3 association members from each building elected by the SEA members from each building, an administrator appointed by the Superintendent, and the Superintendent or his/her designee.
2. The terms of association members on the committee shall be for a period of no less than two (2) years unless a member leaves the district, retires, requests that the association removes him/her from the committee, is no longer able to serve due to unforeseen circumstances, or is removed by action of the association.
3. At the conclusion of the association member's term, or removal therefrom, the association will elect a successor.

B. Committee Operation

1. Members of the committee will receive training on the writing of student learning objectives (SLOs) and any other training that may become necessary for the committee. (For example: when the district approves a new vendor assessment, all committee members and the bargaining unit will be trained on the new system and SGM application).
2. The committee shall establish by mutual agreement a meeting calendar, tasks for the committee to complete, and timelines for the completion of specific tasks.
 - a. The committee shall perform its responsibilities over the term of this agreement and shall make recommendations to inform future contract negotiations.

3. At the initial meeting, the committee shall develop the ground rules by which the committee shall operate, review them at each meeting, and update them thereafter as needed.
4. All decisions of the committee shall be evidence-based and achieved by consensus.
5. Members of the committee shall receive release time or compensation at \$25 per hour for work outside the contractual work day for committee work and training.
6. 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.

C. Secretarial Support

The District shall provide secretarial support and assistance to the committee. Responsibilities shall include data entry, note taking, copying, committee notification, communications, and distribution of materials, preparation of forms/templates, and other duties as needed.

D. Committee Authority

The SLO committee shall recommend the policies and procedures for the student growth portion of the evaluation procedures to the association and the board.

ARTICLE IX

PERSONNEL FILE

- 9.1 The Board shall maintain an official personnel file for each teacher in the administrative center. All items in the file shall show the date of filing. All documents in the file shall be signed or identified as to source.
- 9.2 Each teacher has the right to examine his/her file. The teacher may be accompanied by a representative. An administrator or designee may be present during the examination. The file will be available for examination within twenty-four (24) hours of the request providing no more than ten (10) requests are received during said twenty-four (24) hour period. The teacher has the right to attach written comments to any item in the file.
- 9.3 The file shall not be removed from the administrative center by the teacher. Copies may be obtained if the teacher pays the reproduction cost.
- 9.4 Nothing in this Agreement shall prevent any administrator from maintaining a file system for professional use, which file shall be available for inspection by the teacher as provided herein.
- 9.5 Each file shall contain a record of when and why the file was opened. Routine personnel functions performed by central office employees are exempted from this provision.
- 9.6 No anonymous material may be placed in such file.

ARTICLE X

VACANCIES AND REASSIGNMENTS

10.1 Definitions

- a. A "vacancy" is defined as any newly created position or any preexisting position, which the Administration elects to fill and which is left unoccupied as the result of non-renewals, terminations, resignations, retirements, or deaths.
- b. A "reassignment" is a voluntary or involuntary change in the grade, subject matter or building assignment of a teacher by the Administration, in the absence of a vacancy which has not been filled by teachers presently employed.

10.2 Vacancies

- a. Written notice of all vacancies shall be made to the teaching staff presently employed by posting on all bulletin boards and, on the first day of posting, through the district's then existing electronic notification system, for a period of three (3) days.
- b. When the students are not in session, notice of postings shall also be provided on the day of posting to the members of the Bargaining Unit telephonically through the District's then existing mass communication system. Provided that if the mass communication system is not operating on the date of posting, then notice shall be provided by regular mail to the last address of the teacher filed with the Treasurer for forwarding of paychecks during the same period, and shall be in effect for five (5) days from the date of mailing. The posted notice shall be the official notice and any discrepancy between the posted notice and the telephonic notice shall be resolved in favor of the posted notice.
- c. The vacancy shall not be filled until the notice has been posted for the time periods set forth above.
- d. As used in this Article, the term "days" shall be working days during the school year and Monday through Friday during summer vacation exclusive of negotiated or federally recognized holidays. In computing time, the first day of posting shall not be counted and the final day of posting shall be counted.
- e.
 - (1.) If a vacancy, as defined in Article 10.1(a) is to be effective between July 1 and December 31 of a school year, the vacancy shall be posted pursuant to Article 10.1 (b), (c) and (d) within a reasonable period of time to be filled for the remainder of that school year.
 - (2.) If such vacancy is to be effective between January 1 and June 30 of a school year, it shall be posted within a reasonable period of time to be filled for the remainder of the school year, as set forth above, or filled with a long-term substitute for the remainder of the school year at the discretion of the Superintendent. If filled with a long-term substitute, the vacancy shall then be posted pursuant to Article 10.1 (b), (c) and (d) within a reasonable time after the conclusion of the school year.
 - (3.) If such vacancy is to be effective between January 1 and June 30 of a school year, and the Superintendent, in the exercise of discretion, elects to post the position for the remainder of the school year and the position is awarded to a currently employed member of the Bargaining Unit, then the Superintendent shall have the same discretion with respect to filling the vacancy thereby created, and any subsequent vacancies thereby created by

posting and filling such vacancy from a then currently employed member of the Bargaining Unit. Any vacancy filled by a long-term substitute shall then be posted pursuant to Article 10 (b), (c) and (d) within a reasonable time after the conclusion of the school year.

- (4.)
 - a. If, during or subsequent to the end of the second semester and prior to the commencement of the next first semester of the ensuing school year, the Administration is notified that a vacancy will occur in that first semester as the result of a resignation or retirement, then the vacancy shall be posted and, within a reasonable period of time, filled pursuant to this Article to commence at the start of the next school year.
 - b. The teacher whose position will be vacated shall remain employed under his/her contract up to the effective date of the vacancy to perform duties as may be assigned by the Administration not inconsistent with the duties of a teacher within the district in the areas of: mentoring, intervention, enrichment, and substitution within his/her grade level of licensure specific to the building at which the vacancy will occur.
 - c. Provided, however, that without his/her consent, the retiring/resigning teacher shall not be used as a substitute, unless no other qualified substitutes are available, and no more than twenty (20) days per nine (9) week grading period.
- f. In filling a vacancy from teachers presently employed who apply within the posting period, the Superintendent shall apply the following criteria in order: (1) individual qualifications/certification; (2) experience in teaching field, grade level and subject matter; (3) seniority in the school system (as defined in Article XXXIII).
- g. After following the foregoing provisions, the Superintendent shall have final authority to assign teachers and other employees under the Superintendent's supervision in the educational interests of the school district.
- h. Vacancies which may be filled by a teacher subject to recall pursuant to Article XI are subject to the procedures set forth in that Article and take preference over this procedure.

10.3 Voluntary Reassignments

- a. A teacher who desires a reassignment for the following school year shall file a written request with the Superintendent by May 1 of the prior school year which shall remain in effect through July 10 of that calendar year.
- b. The Superintendent will notify the teacher requesting the reassignment of the disposition of his or her request by July 10 of the calendar year in which the request is submitted.
- c. In acting on the request for reassignment, the Superintendent shall apply the following criteria in order: (1) individual qualifications and certification; (2); experience in the teaching field, grade level and subject matter (3) seniority in the school system (as defined in Article XXXIII).
- d. After applying the foregoing criteria and the educational interests of the school district, the decision with respect to granting the teacher's request shall be in the sole discretion of the Superintendent.

10.4 Involuntary Reassignments

- a. A teacher may be reassigned on an involuntary basis by the Superintendent. Involuntary reassignment shall only be implemented when it is in the best educational interest of the district as determined by the Superintendent.
- b. Within ten (10) days the teacher being reassigned shall be informed in a meeting with the Superintendent, at which the Building Principal of the building of the teacher's reassignment may or may not be present, at which the Superintendent's reasons for the transfer will be made known in writing to the teacher.

ARTICLE XI

REDUCTION IN STAFF

- 11.1 When any of the following reasons apply to the School District, the Board may reasonably reduce the number of teachers and/or teaching positions:
 - a. Return to duty of regular teachers after leaves of absence;
 - b. Suspension of schools;
 - c. Territorial changes affecting the District;
 - d. Decreased enrollment of pupils in the District;
 - e. Financial reasons.
- 11.2 Having made a determination that such reduction is made for the above reasons, the Superintendent shall inform the Association of the decision at least thirty (30) calendar days prior to the Board meeting at which action shall be taken on the reduction.
- 11.3 Accompanying that notice, the Association shall receive a list of all teachers to be reduced, which shall include the tenure of the teacher at the time of notification; area of certification; present teaching assignment; and building assignment.
- 11.4 In making such reduction:
 - (a) the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent who shall, within each teaching field affected, give preference first to teachers on continuing contracts, and then to teachers who have greater seniority within the school system as defined herein.
 - (b) Limited by certification, bumping rights shall accrue to teachers within their respective contract status groups (continuing/ limited). A teacher with limited contract status may not exercise bumping rights over a teacher with continuing contract status who has the necessary certification to fill the same position.
- 11.5 On a case by case basis, in lieu of suspending a contract in whole, the Board may suspend a contract in part, so that an individual teacher is required to work a percentage of the time he or she otherwise is required to work under the teacher's existing contract and receive a commensurate percentage of the full compensation which the teacher would otherwise receive under that contract.
- 11.6 Teachers whose continuing contracts are suspended by the Board pursuant to this Article shall have the right of restoration to continuing service status by the Board, if and when teaching positions become vacant or are created for which any of such teachers are or become qualified.
- 11.7 No teacher whose continuing contract has been suspended pursuant to this Article shall lose that right of restoration to continuing service status by reason of having declined recall to a position that is less than full-time or, if the teacher was not employed full-time just prior to

suspension of the teacher's continuing contract, to a position requiring a lesser percentage of full-time employment than the position the teacher last held while employed in the District.

- 11.8 Teachers whose contracts have been suspended pursuant to this Article shall have recall rights in the following order:
- a. Teachers with continuing contract status by certification in order of seniority.
 - b. If the vacant position cannot be filled from teachers with continuing contract status, then teachers with non-continuing contract status licensed in the subject matter in order of seniority.
 - c. When a recall is made for a vacancy, the eligible teacher next on the recall list will be notified in writing by certified mail at the address last provided to the Treasurer of the District. Any teacher who fails to respond in writing to the Treasurer or Superintendent within seven (7) calendar days of the mailing of said letter or who refuses an offer to a position for which the teacher is certified or otherwise qualified will lose all recall rights.
 - d. In any event, all rights of recall shall expire within four (4) years after the date of suspension of the teacher's contract.
 - e. While subject to recall, it shall be the obligation of the teacher to notify the Board through the Superintendent of any changes in the teacher's certification following lay-off.
- 11.9 During the term of this Master Agreement, the Board shall make every reasonable effort to avoid laying off staff (reducing employees from active positions). Efforts shall be made to utilize alternative procedures in lieu of reducing staff. Such alternatives may include attrition of positions by not replacing employees who resign, retire, take leave of absence, transfer, die or are lawfully terminated. However, the Board, in its discretion, engage in a reduction in force in accordance with the terms and procedures of this Article. Any employee who may be subject to a reduction in force shall be provided thirty (30) days written notice prior to the Board meeting in which the Board will take action to reduce staff.
- 11.10 Notwithstanding any provision to the contrary in Chapter 4117 of the Ohio Revised Code, the requirements of section ORC 3319.17 prevail over any conflicting provisions of this Agreement.

ARTICLE XII

SCHOOL CALENDAR

- 12.1 The school calendar shall consist of 182 days for students. Two (2) of these days shall be used for parent-teacher conferences. The parent-teacher conferences may consist of four (4) one-half days or two (2) full days. Two (2) of these days may be used for licensed staff in-service. The school year may also include two (2) teacher's meetings or work days during which teachers shall be provided a minimum of two and one-half (2-½) hours of the teachers' work day for classroom preparation. The total number of staff days in the calendar shall be 184. One (1) additional day shall be required of teachers new to the system.
- 12.2 A teacher's committee, composed of five (5) certificated employees, shall be selected by the S.E.A. This group will have one (1) representative from the high school level, two (2) from the middle school, and one (1) from the elementary school and the president or president elect of the SEA. They shall meet with the Superintendent and such principals as the Superintendent may designate at mutually agreed time in early February to develop a calendar. The calendar agreed to in these meetings shall be presented to the St. Clairsville Board of Education at a regular or special meeting in April for consideration. If the committee and the Superintendent fail to agree on a calendar, each shall submit a proposed calendar for consideration by the Board.

ARTICLE XIII

SCHOOL DAY

13.1 School Day

- a. The length of the work day for teachers in the St. Clairsville-Richland City School District shall be seven (7) hours and twenty (20) minutes, including a thirty (30) minute continuous lunch period in which they are not assigned duties.

All licensed employees shall report to their respective building at such times assigned by the building principal.

- b. Provided that no teacher shall be regularly scheduled beyond the foregoing work days. On occasion, the Administrator or Department Chairman may call meetings beyond the seven (7) hour and twenty (20) minutes regular day. Said meetings shall not exceed thirty (30) minutes in length and will not be scheduled more than twice a month. The building Principal may excuse attendance from this meeting, if the staff member has other assigned duties. Provided, further, however, that if and when the school system or any building therein is operating under emergency conditions, the affected administrator or the Superintendent may call a staff meeting, the length of which shall not be limited and which shall not count toward the maximum of one meeting per month.

13.2 Preparation/Planning Time

- a. The term "preparation" or "planning time" shall mean work time during the student day in the elementary (K-4), exclusive of the professional staff member's (teacher's) daily duty-free lunch period. This time may be used by the professional staff (teacher) for any teacher-related duties. Provided that for high school, middle school and elementary school teachers, no more than one (1) preparation/planning period per non-pay period week shall be used for collaborative/data meetings among grade or department levels as determined by the building principal.
- b. The elementary (K-4) staff shall receive planning time of two hundred (200) minutes per week.
- c. The secondary and middle school professional staff members (teacher)(5-12) shall be provided with one (1) unassigned preparation period daily or five (5) per week during the staff work day each equivalent to forty-two (42) minutes.
- d. Special area elementary professional staff members (teacher of art, music, physical education) shall be provided with one (1) unassigned preparation period daily or five (5) per week, each equivalent to the same length as a student regular class period.
- e. A teacher serving on a Superintendent approved committee which meets during preparation time or outside of the regular school day shall be compensated at the rate of twenty-five dollars (\$25.00) per hour, with a minimum stipend of twenty-five dollars (\$25.00) per meeting upon submission and approval of a time-sheet for time expended.

- 13.3 The Administration shall schedule a two (2) hour delay in each month of the school year (excluding August and December with the option of excluding May) for collaborative meetings among Departments or grade levels, the scope and content of which shall be determined by the respective building principals. This provision shall expire at the conclusion of this current contract term on May 31, 2017.

ARTICLE XIV

TEACHER'S CONTRACTS

- 14.1 Teachers who are renewed in their teaching contracts by action of the Board of Education shall receive their contracts no later than May 15. The contracts shall contain the following information:
- a. Name of member;
 - b. Type of contract (limited or continuing);
 - c. School year;
 - d. Employee number;
 - e. Base salary – bi-weekly and annual;
 - f. Number of pay periods; and
 - g. Statement of salary classification.
- 14.2 Teachers who are not up for contract renewal or who are on continuing contracts shall receive a salary notice by July 15. Said salary notice shall contain the following information:
- a. Name of member;
 - b. School year;
 - c. Employee number;
 - d. Base salary – biweekly and annual;
 - e. Number of pay periods; and
 - f. Statement of salary classification.
- 14.3 Teachers who have obtained tenure in another school district will be offered a one (1) year contract. Upon successful completion of this contract, the teacher will be offered a one (1) year contract or a continuing contract at the discretion of the Board.
- 14.4 A teacher who has not obtained tenure in another Ohio School District may:
- a. Be offered a one year limited contract upon initial employment
 - b. Upon completion of this contract be offered another one year limited contract.
 - c. After successful completion of the second one year contract be offered a two year limited contract.
 - d. After successful completion of the two year contract be offered a five year limited contract.
- 14.5 A teacher employed under a limited contract for a period of four (4) years may not have his/her contract nonrenewed except for gross inefficiency, immorality, willful and persistent violations of Board regulations or other just cause.
- 14.6 If a teacher has been employed under a limited contract and becomes eligible for tenure, the Board may offer said teacher a continuing contract or a limited contract for one (1) year along with a written explanation relative to the teacher's professional improvement as outlined in Section 3319 Ohio Revised Code. If at the end of this one (1) year limited contract a teacher is not approved for tenure, said teacher will be nonrenewed as provided in Section 3319.11 Ohio Revised Code.
- 14.7 A teacher who has become eligible for continuing contract status during the term of any limited contract may notify the Superintendent by October 31 of the school year in which the teacher wishes to be considered for continuing contract status. Written documentation from the college or university that verifies a degree will be conferred by December 31st must be provided to the Superintendent. The teacher shall then be subject to the evaluation procedures set forth in Article 8.3 as a teacher "under limited contract up for renewal". The teacher shall then be

considered at the April Board meeting in that school year for continuing contract status provided the teacher has met all requirements of the Ohio Revised Code and the provisions of this contract, including timely notice of eligibility referenced above.

- 14.8 In the event a teacher's contract is to be terminated by the Board of Education during the term thereof, such termination shall be for gross inefficiency, immorality, willful or persistent violations of Board regulations or other just cause.
- 14.9 Probationary Employee – A probationary employee is any teacher who has been employed less than one school year with the St. Clairsville Board of Education. During such probationary period, the teacher's contract may be nonrenewed without cause upon written notice to the teacher during the month of April. Upon written request to the superintendent, such teacher shall have the right to meet with the Board in executive session prior to the Board's action. The teacher may have representation of their choosing at such meeting. This nonrenewal procedure for probationary employees shall supersede all other provisions of this contract and of ORC 3319.111 and 3319.11. The nonrenewed teacher shall have no right to take his or her nonrenewal to arbitration or court. The St. Clairsville superintendent shall inform all new applicants of this provision in writing prior to their employment.

ARTICLE XV

LEAVES

15.1 Sick Leave Policy

- a. Sick leave credit shall accumulate at the rate of 1 ¼ days per month and at a maximum of fifteen (15) days per year. Each teacher's maximum accumulation shall be two hundred twenty-five (225) days. Each teacher shall be granted an advance of five (5) days sick leave by the Board.
- b. Any teacher employed by the Board shall be credited with the unused balance of his accumulated sick leave upon verification of such accumulation from the proper public agency pursuant to Section 3319.141 of the Ohio Revised Code up to the maximum accumulation authorized to this Section.
- c. A teacher shall be granted sick leave for absences due to personal illness, injury, pregnancy (to a maximum of eight (8) weeks), exposure to contagious disease which could be communicated to other employees or children, and absence due to illness or death in the immediate family. Sick leave shall be granted as authorized by this policy and shall be limited to the maximum sick leave accumulated by the teacher or advanced pursuant to Section 15.1 a. above, or donated through the Sick Leave Donation Program.
- d. Immediate family for the purposes of this policy shall include: spouse, children, father, mother, brother, sister, in-laws, grandparents, grandchildren, aunts, uncles, nieces, nephews and other persons who stand in the place of the above enumerated individuals or any other relative living in the immediate family.

e. Sick Leave Donation Program

- (1) The St. Clairsville-Richland School District Board of Education and the St. Clairsville Education Association shall establish a Sick Leave Donation Program. The Sick Leave Donation Program shall remain in effect for the duration of this Agreement and shall be governed by the following procedures.
- (2) To qualify for the Sick Leave Donation Program, an employee must be absent due to the employee or a member of the employee's immediate family having experienced a personal catastrophic or chronic illness or injury. The employee must have depleted his/her accumulated leave(s) and used possible advances of sick leave days under this Agreement, and additional days are still needed. The term "catastrophic illness or injury" shall include only those illnesses or injuries that are calamitous in nature constituting a great misfortune or are chronic or long term.
- (3) Requests for use of the Sick Leave Donation Program will be considered on a case by case basis by the Sick Leave Donation Committee. The Sick Leave Donation Committee will consist of five (5) St. Clairsville Education Association members, (2) members of OAPSE Local 549 and two (2) Administrative members. The Sick Leave Donation Committee shall develop a FAQ sheet to explain the Sick Leave Donation Program and will make a determination on the following criteria:
 - i. The employee must have experienced a personal catastrophic or chronic illness or injury or a member of the employee's immediate family must have experienced a catastrophic or chronic illness or injury as defined in this section that has exhausted or will exhaust the employee's sick leave. If so, the Committee will send out a notice to all employees notifying them of the need for donated days. Immediate family for this policy will be defined as: spouse, domestic partner, mother, father, children, brother, sister, mother-in-law, father-in-law, grandchildren and other persons who stand in the place of the above enumerated individuals.
 - ii. The Sick Leave Donation Program Committee may also accept requests for and allocate donations of sick leave to employees of the St. Clairsville-Richland City School District to the Sick Leave Donation Program for use by an employee who otherwise meets the conditions for participation and receipt of donated sick leave days under the Sick Leave Donation Program negotiated in the CBAs of the Board and SEA and OAPSE under the following conditions:
 - (1.) The employee requesting the donation of sick leave days is currently employed in the District; and the request is made for an illness, injury or condition to the employee, the employee's spouse, the employee's minor child, or a person of similar status residing in the employee's household which otherwise qualifies for sick leave.
 - (2.) The employee has utilized his or her accumulated sick leave for a catastrophic illness or injury to the employee, the employee's spouse, the employee's minor child, or persons of similar status residing in the home of the employee, if the catastrophic illness or injury occurred within the current or previous school year.

- (3.) The donation of sick leave for such purpose is subject to the approval of the Superintendent whose decision shall be final and not subject to grievance.
 - (4.) The allocation of such sick leave to the employee shall be subject to all other conditions of the Program, including, but not limited to, the individual limits of use of such leave and count toward the cumulative donations of such sick leave per school year as stated in the Program.
- iii. Employees requesting consideration for the Sick Leave Donation Program must complete the request on the proper form (See Appendices) and submit one copy to the Treasurer and one copy to the Association President.
 - iv. Sick leave donations may not be used to defer application for or receipt of disability retirement benefits.
 - v. All requests will be subject to the responses of the employees who wish to make donations to an individual approved by the Committee.
 - vi. All donations of sick leave by employees will remain confidential and should be submitted to the Committee on the proper form. Included on the form shall be a signed statement by the employee donating days, authorizing the Board Treasurer to transfer the days. (See Appendices)
 - vii. Activation of the Sick Leave Donation Program shall be made by a vote of each committee member. The rule of simple majority will be used to determine if request is granted. All voting will be done by secret ballot.
 - viii. An employee may request donations more than once in any school year for the same illness or injury, as needed, and as approved by the Sick Leave Donation Committee per school year regardless of the number of requests. The maximum number of days an employee may use per request shall not exceed fifteen (15) days. Total allotment per individual request for the year is up to a maximum of thirty (30) days. The District would not be responsible for more than a total of 150 days per school year to be utilized by the Sick Leave Donation Program.
- (4) A employee may apply to the Committee to the Sick Leave Donation Program in advance of the depletion of his/her accumulated sick leave, to be granted, if needed, upon such depletion.
 - (5) Sick leave usage for the purpose of this program shall be in full or half day units.
 - (6) All applications to the Sick Leave Donation Program shall be in writing, shall be verified by the Committee, and may be submitted in behalf of a employee by another person when necessary because of the incapacity of the employee.
 - (7) A doctor's statement is required with the application in order for the application to be considered. The applicant may be required to execute such HIPPA release(s) as may be necessary to provide minimum relevant information to the Committee. Additional information may be requested by the Committee.
 - (8) Employees who have a minimum of thirty (30) days accrued of unused sick leave days at the time the donation request is made, may donate up to five (5) days of sick leave per each request for donation up to a maximum of ten (10) donated days per school year. Employees donating sick leave shall notify the Committee of their donation by submitting a donation form (See Appendix F) to the Committee.
 - (9) The donation of sick leave days by employees is strictly voluntary. The Committee is not responsible to provide sick leave days if none are donated.

- (10) Neither the name of the employee requesting the donation of sick leave days nor the names of the employees donating sick leave days shall be disclosed to anyone other than the Committee representatives or those member(s) of the Treasurer's staff who administer the crediting and debiting of sick leave days pursuant to the donation procedure.
- (11) Donated sick leave days cannot be requested beyond the school year in which the request is made or beyond the term of the contract under which the requesting employee is employed, whichever comes first.
- (12) No bank, fund, or carryover balance of donated sick leave days shall be created as a result of the implementation of this section. The Treasurer or his/her staff will only deduct the number of requested and used days up to a maximum of thirty (30) days from those employees who have responded to the donation request.
- (13) The Committee shall establish procedures and forms for the recording, reporting, and accounting of Sick Leave Donation Program transactions and shall establish any other procedures necessary for the proper implementation of the Sick Leave Donation Program.
- (14) Applications for the Sick Leave Donation Program may be obtained from the Board office.
- (15) All decisions of the Sick Leave Donation Committee are final and are neither grievable nor arbitrable. The Association will defend and hold the Board and the Treasurer harmless against claims by a member against the Board relating to the Sick Leave Donation Committee's administration of the Sick Leave Donation Program.
- (16) Within three (3) days of the final approval of the request, the Sick Leave Donation Committee shall notify the Treasurer of the Board, in writing, of the number of days to be deducted/credited and from whom they are to be deducted/credited. The Treasurer may rely on the accuracy of the information provided by the Sick Leave Donation Committee and shall not be required to modify or reverse a member's compensation or sick leave accumulation, or otherwise be liable to a member of the Association for acts or omissions based on erroneous or untimely information.
- (17) The Committee will meet once per year by October 1st to annually review its guidelines.
- (18) Any district employee is eligible to submit an application to the Sick Leave Donation Committee. Provided, however, that employees who are members of another recognized bargaining unit within the District may not donate or apply without the consent of that bargaining unit.
- (19) Notwithstanding approval of a request for leave by the Committee, falsification of a request or inappropriate use of sick leave by an employee is subject to discipline.
- (20) Approved but unused sick leave days will not be returned to the donor.

15.2 Professional Leave

- a. Professional meetings are an extension of a teacher's continuing education. Participation in these meetings will serve as a benefit to the school district and each department through the educational awareness of new concepts in instruction and current trends in education.
- b. Each full-time or part-time teacher shall be entitled to apply for professional leave. Upon the approval of the building principal and the Superintendent, said leave shall be granted

for attending meetings, conferences, curriculum visitations or related activities that will benefit the teacher's professional abilities and/or benefit the district. Expenses shall be reimbursed as pre-approved by the Superintendent. Transportation expenses shall be reimbursed at the then existing IRS rate. Meal expenses are not to exceed Thirty Dollars (\$30.00) per day unless otherwise approved by the Superintendent.

- c. Written notification for leave shall be made in advance to the building principal. It shall include the date(s), purpose, and estimated expenses.
- d. The total amount allotted for professional leave shall not exceed the amount budgeted by the Board of Education and assigned to each school building. If the sums budgeted are exhausted, additional professional leave will not be granted until the next school year.
- e. Professional leave is not to be considered for coaches' clinics or workshops. Such leave shall be arranged through the Athletic Board.

15.3 Child Rearing Leave

- a. Leave Rights: A teacher who is pregnant or adopting a child shall be entitled to a leave of absence without pay for maternity reasons to begin at any time between:
 - 1) the commencement of pregnancy, or in case of adoption, the receipt of custody and
 - 2) one (1) year after the child is born or adopted.Such leave shall be for one (1) year and may be extended for one (1) further year at the request of the teacher.
- b. Application for Leave: Applications for maternity leave shall be in writing and shall contain a statement of the expected date of birth, or in case of adoption, the date of obtaining custody, the date on which the leave of absence is to commence and the date the teacher anticipates return to service. Such return date shall coincide with the commencement of a grading period. Applications for maternity leave shall be granted by the employer.
- c. Time for Filing Applications: Application for maternity leave prior to childbirth should be made prior to the thirtieth (30th) day before the beginning date of the leave. The employee's failure to make timely application shall not be grounds for denying the approval of maternity leave.
- d. Rights While on Leave: Teachers on maternity leave, whether before or after the period of disability caused or contributed to by pregnancy, shall continue to be credited with sick leave at the statutory rate and shall be recognized as full-time employees and treated as such for all fringe benefit purposes and the teacher may pay the premiums for all fringe benefits on a monthly basis to the Treasurer. Teachers on maternity leave effective prior to the period of disability caused or contributed to by pregnancy shall not be entitled to the use of sick leave for the period of disability immediately following the period of maternity leave. Teachers who will be on approved maternity leave to become effective at the termination of the period of disability caused or contributed to by pregnancy shall be entitled to use sick leave during the period of disability as provided in Section 15.1.
- e. Reinstatement Rights: Upon return from the initial approved maternity leave at the time set forth in the application for leave, the teacher shall be entitled to reinstatement to the same position which she held prior to the leave, or if that position is no longer in existence, to a substantially equivalent position for which the teacher holds a valid unexpired license. If the teacher desires to return to active service prior to the stated date of the application for leave, the teacher shall notify the Superintendent at least thirty (30) days in advance, when possible, in writing that an early return to service is requested, and

the date upon which the teacher will return. The teacher shall be assigned to the same or a substantially equivalent position for which she is qualified not later than the commencement of the next grading period only if such a position for which she is qualified is available before the commencement of the next grading period. If such a position is available, she shall be assigned to it. If such a position is not available then at the expiration of the leave period as originally granted, the teacher shall be entitled to reinstatement on the same terms and conditions as set forth in the application. Upon return from the extended maternity leave, the teacher shall be reinstated to the same or a substantially equivalent position for which she then holds a valid unexpired certification/license or for which she is otherwise qualified at the discretion of the Superintendent no later than the expiration of the leave period.

- f. Contract Rights: No factor pertaining to the condition of maternity, pregnancy, miscarriage, abortion, childbirth and recovery therefrom shall be grounds for termination, nonrenewal, or failure to issue any limited or continuing contract, whether for regular teaching duties, supplemental duties, or administrative duties.

15.4 Personal Leave

- a. At the beginning of each school year, each certificated employee shall be credited with four (4) days of personal leave to be used for any purpose at the discretion of the individual without loss of pay except any personal leave requested for the first or last student days shall be under the following restrictions:
- 1) Accidents or catastrophe involving family property
 - 2) Court appearance as litigant or witness
 - 3) Observance of religious holidays where total abstinence from work is required
 - 4) Attend graduation exercise or other ceremony honoring the employee, spouse or child
 - 5) Weddings of applicant or children of applicant
 - 6) Attending funerals of persons not within the immediate family
 - 7) College registration when it cannot be done at any other time
 - 8) Any other reason deemed valid by the Superintendent
- b. Any individual planning to use such leave should notify his/her immediate superior of such intent as soon in advance as possible. Classroom teachers who are granted such leave shall be replaced by a substitute according to the Board policy.
- c. The number of certified staff who can use personal leave on the day before or after a school holiday will be limited to fifteen percent (15%) per school building.
- d. In the event that the requests from the certified staff exceed the fifteen percent (15%) quota of each building for the day before or after a school holiday, the Superintendent shall have the final authority to grant such leave request.
- e. Personal Leave shall be used only in whole or half day increments.
- f.
- 1) If none of the four (4) days, in whole or in part is used during the school year, the employee shall receive a bonus of two hundred sixty dollars (\$260.00) to be paid in the following July.
 - 2) If three (3) days have not been used, in whole or in part, during the school year, the employee will receive a bonus of one hundred ninety five dollars (\$195.00) to be paid in the following July.
 - 3) If two (2) days have not been used, in whole or in part, during the school year, the employee shall receive a bonus of one hundred thirty dollars (\$130.00) to be paid in the following July.

- 4) If one (1) day has not been used, in whole or in part, during the school year, the employee shall receive a bonus of sixty-five dollars (\$65.00) to be paid in the following July.

15.5 Assault Leave

If any member of the instructional staff is physically assaulted while performing his/her assignment or duties by a parent, student, other employees or persons, the Board of Education shall grant leave of absence for the period so designated by the employee's physician. The leave shall be granted with full pay and benefit accruing and usable and shall not be charged to any other leave.

15.6 Sabbatical Leave

Upon written application made not later than March 1 of any school year, a teacher may request unpaid sabbatical leave for a period of not more than one (1) year. Such application will be directed to the Superintendent who may grant such leave at his/her discretion.

15.7 Medical Leave

Upon request a teacher may be granted unpaid medical leave for one semester or one year if he/she has no accumulated sick leave and a doctor has certified that such leave is necessary.

15.8 Court Leave

An employee who is summoned for jury duty or who is appearing before a court or an agency as a witness or party in a criminal or civil proceeding shall be granted all necessary leave. The employee's compensation for said leave shall be with pay if the compensation received for the services performed is remitted to the St. Clairsville Board of Education.

15.9 Leave of Absence Insurance

Bargaining unit members who are on an authorized unpaid leave of absence shall be permitted to participate in district insurance programs, at the member's expense, by paying the entire amount of the premium to the Treasurer of the Board once a month providing authorization from the carrier is obtained.

15.10 FMLA Leave

In accordance with the Family Medical Leave Act, bargaining unit members shall be afforded up to twelve (12) weeks of unpaid leave annually, July 1 – June 30. Only bargaining unit members who have been employed for a least one year or 1250 hours shall be eligible for such leave. FMLA leave may be taken intermittently or on a reduced schedule in accordance with the law. Although eligible for FMLA leave, employees may choose to take paid sick leave, personal leave or other paid leave subject to the limits and the terms of this collective bargaining agreement. The taking of such paid leave will not diminish the annual amount of FMLA leave available to the bargaining unit member. If the bargaining unit member elects to use FMLA leave, the board may require certification of a "serious medical condition" by the member's physician before such leave is granted. Upon return to work from FMLA leave, the employee may be required to provide a statement from his/her physician that he/she is able to resume the full-time responsibilities of his/her position.

ARTICLE XVI
PAYROLL DEDUCTIONS

16.1 Professional Dues

- a. A signed authorization form for each teacher desiring dues check-off shall be filed with the Treasurer of the Board by September 30.
 - (1) Authorization for dues check-off shall be for the entire year and continue in effect until such time as it is revoked by the teacher. Revocation shall take effect at the end of the deduction period.
 - (2) After the first day of employment, all new teachers shall be permitted a period of one (1) month to sign up for payroll deduction.
- b. The Association agrees to give the Treasurer a copy of all certified employees on payroll deduction and the amount to be deducted by September 30.
- c. A check shall be provided to the Treasurer of the St. Clairsville Education Association once per month.

16.2 Other Payroll Deductions

- a. Deductions may be made for the following purposes under the conditions specified therein:
 - (1) Credit Union, provided
 - (a) All administrative work, with exception of withholding, is performed by the Association;
 - (b) Employees may elect this payroll deduction at any time during the school year. Once made, an election to withhold may not be changed during the school year.
 - (c) A copy of the credit union rules and regulations is given to the administration.
 - (2) Political Contributions
 - (3) Tax sheltered programs not to exceed ten in number provided there is a minimum of five participants in each program.
 - (4) Savings Bonds.
 - (5) Fair Share Fee.

ARTICLE XVII

PAY PERIODS

- 17.1 All certificated employees shall be paid bi-weekly, every other Friday. When a Friday pay day comes during any period when the teachers are on break from the classroom (for instance, but not necessarily limited only to, Thanksgiving, Christmas, Spring Break) the teachers will be paid for the first Friday pay period during the break on the last day that they are in class prior to commencement of the absence from the classroom such as Thanksgiving, Christmas or Spring Break or the like. Any subsequent pay days during the break shall be paid on the pay day.

ARTICLE XVIII

COURSE WORK REIMBURSEMENT

- 18.1 The total number of hours covered shall be thirty-six (36) semester hours or an equivalent number of continuing education units.
- 18.2 Said course work reimbursement shall be granted for graduate courses in educational methods, areas of instruction, or curriculum, or educationally related fields, or continuing education units for certificate renewal or upgrade.
- 18.3
- a. Application by the teacher must be completed prior to the first meeting of the course taken. Applications shall be submitted on an Application Form which shall be available in the Superintendent's office during regular business hours.
 - b. The Application Form may be hand delivered to the office of the Superintendent or the office of the Treasurer during regular business hours. The teacher will then be provided a dated and receipted copy of the Form by an employee of the Superintendent's office or the Treasurer's office. Receipts from other employees will not be sufficient to establish delivery.
 - c. In the alternative, the teacher may submit the Application Form by certified mail (return receipt requested) along with a self-addressed postage prepaid envelope for return of a dated and receipted copy of the Form. The Form shall be addressed to "Office of the Superintendent, St. Clairsville-Richland City School District, 108 Woodrow Avenue, St. Clairsville, Ohio 43950". The Form must be received in the Superintendent's office by the date set forth above to be effective.
 - d. The teacher is responsible for retaining a dated and receipted copy of the Application Form.
- 18.4 Coursework Reimbursement:
The amount of \$28,000 will be divided into semesters for use during the following terms:
- Fall: \$9,333.00
 - Winter: \$9,333.00
 - Summer: \$9,334.00

Each teacher will be entitled to apply for six (6) semester hours per semester. The completed Application Form must be received by the Superintendent's office by the following dates for the appropriate term or the application will be denied. Application dates will be:

- Fall: August 1-15
- Winter: December 1-15
- Summer: April 1-15

If the above dates fall on Saturday or Sunday, the application date will be the subsequent Monday.

There is a ceiling (cap) of 20 applicants per each application date, on a first-come/first-serve basis. Money will be dispersed among applicants equally up to the actual cost of class registration. Any balance between the applicant's actual cost of registration and the applicant's share of coursework reimbursement within the term will be equally divided between remaining applicants. Should the applicant not use the full amount per term, any remaining balance will be

rolled into the next term. If an applicant is unable to complete the coursework within six (6) months, that applicant's share will be rolled into the next term.

Example 1: 20 applicants = \$350.00 reimbursement per applicant
1 applicant's registration fee was \$300.00, the remaining \$50.00 will be divided among the remaining 19 applicants (\$2.63), for a total of \$352.63

Example 2: Only 1 applicant – registration fee was \$1,000.00. Balance of \$6,000.00 rolled into next term.

18.5 Upon completion of all aforesaid requirements, reimbursement shall be made at the next pay period.

ARTICLE XIX

INSURANCE

19.1 Group Life Insurance

The Board shall provide a group life insurance for each certificated employee in the amount of \$20,000. The full cost of this program and any increases thereof shall be paid by the Board. To the extent reasonably possible, the plan provided shall not limit or exclude payment of benefits as the result of a teacher being on a leave granted pursuant to this agreement.

19.2 Hospital/Surgical Insurance - Major Medical

The Board shall provide single and family medical insurance protection for each certified employee, with a carrier chosen by the Board, substantially equivalent to the level of benefits set forth in MMO/PPO Plan 2 attached hereto. The Board shall pay Ninety-One and one-half percent (91 ½ %) of the premium costs and the insured employee shall pay Eight and one-half percent (8 ½ %) of the premium costs for said coverage. Any increases in premium costs during the term of this contract shall be paid in the same proportions (Board 91 ½ %, Employee 8 ½ %).

Specifications - Major Medical Insurance:

The specifications for hospital/surgical-major medical-prescription drug insurance shall be at a level set forth on attached Appendix G through a carrier chosen by the Board. The Board shall use all reasonable efforts in working with the insurance committee to negotiate exceptions to the changes in level of benefits from the previous contract.

IRS Section 125 Plan

Effective January 1, 2004, a full IRS Section 125 Plan will be implemented.

19.3 Group Dental Insurance

The Board of Education shall provide a dental plan equivalent to the plan previously carried, through an insurance carrier licensed to do business in Ohio. Ninety-one and one-half percent (91 ½%) of the cost thereof shall be paid by the Board and Eight and one-half percent (8 ½%) shall be paid by the insured employee.

19.4 Prescription Drug Insurance

The Board shall provide a family prescription drug plan, through a carrier licensed to do business in Ohio and chosen by the Board, with a level of benefits substantially equivalent to those set forth in MMO/PPO Plan 2 attached hereto. Ninety-One and one-half (91 ½ %) of the cost thereof shall be paid by the Board and Eight and one-half percent (8 ½ %) shall be paid by the insured employee.

Specifications:

See attached document for a summary of proposed prescription drug insurance specifications for MMO/PPO Plan 2.

19.5 Liability for Transportation of Students

The Board of Education shall provide all necessary insurance coverage and liability protection, when a teacher, under a regular or supplement contract, is expected to supply transportation to students in his/her own automobile.

19.6 Insurance Committee

The Administration and the St. Clairsville Education Association shall form an Insurance Committee whose purpose shall be to review various types of Insurance programs as a cost savings measure. The committee shall be composed of three teachers selected by the SEA and three administrators selected by the Board of Education. After a full study, the committee shall provide a written report to the St. Clairsville Board of Education and the St. Clairsville Education Association. Such report shall be reviewed and utilized by the prospective negotiations teams of the above-referenced parties to formulate insurance proposals and counterproposals in negotiations of a successor Master Agreement as the parties deem appropriate.

ARTICLE XX

SEVERANCE PAY

- 20.1 The Board of Education shall pay an employee who elects to retire from teaching the total per diem rate for one-third (1/3) of the first one hundred twenty (120) days of accumulated sick leave and twelve percent (12%) of the additional accumulated days to the maximum number prescribed herein.
- 20.2 Such payment shall be made in cash and based upon the employee's per diem pay at the time of retirement from teaching.
- 20.3 The Treasurer is directed to advise all individuals who have retired to establish procedures for the processing of applications and to process such applications for conversion of sick leave from employees who retired.
- 20.4 Severance payments as provided herein will be made to the estate of any employee who dies after applying for service or disability retirement benefits but before receiving such benefits.

ARTICLE XXI

BOARD "PICK UP"

- 21.1 State Teachers Retirement System Board (hereafter STRS) "Pick Up" shall be implemented and effective after execution of this agreement. This change in procedure will be at no cost to the Board and is solely for the purpose of reducing current Federal Withholding Tax for certificated employees. This procedure will remain in effect as long as the Internal Revenue Ruling #77-462 and the rules and regulations of the STRS remain substantially unchanged.
- 21.2 Teachers are individually responsible for reviewing the relationship between this Article and any other tax deferral arrangements they may have.
- 21.3 The following guidelines must be met for implementation of the employer "pick up" of teacher contributions:
- a. The employer elects to pick up the required employee contribution in accordance with the Internal Revenue Service Ruling #77-462 which is supported by Attorney General Opinion #78-049 and #82-097.
 - b. The "pick up" must be a uniform percent for the entire group being covered. It must be considered as a condition for employment for that group and not at an individual member's option.
 - c. All of the certificated employees must be included for "pick up" purposes.
 - d. Earnable compensation for "pick up" purposes includes overtime or supplemental earnings. The amount picked up by the employer on behalf of the teacher does not discharge, relieve or reduce the employer contributions required by Section 3309.49 of the Revised Code.
 - e. The amount picked up by the employer is applied toward teacher contributions under Section 3307.53 of the Revised Code. All statutory and regulatory requirements applicable to Section 3307.53 Ohio Revised Code must also apply to the "pick up." The Board agrees to account for the amount of the "pick up" but otherwise assume no further liability.
- 21.4 The Board may refuse to accept "pick ups" if so directed by the Internal Revenue Service and the STRS if guidelines based upon the changing status of laws are not followed or if the qualified plan status of the STRS is placed in jeopardy. Should for any reason the current taxation or deferred taxation "pick up" plan be determined null and void by either the Internal Revenue Service or the STRS, the Board assumes no liability for any back taxes, interest, or penalties that may be applied by the Internal Revenue Service or the STRS. This will be solely the responsibility of each individual member.
- 21.5 In the event Medicare is made mandatory by Ohio law for all members of the bargaining unit, then this item will immediately become negotiable.

ARTICLE XXII

SALARY

22.1

a. Salary Schedule Provisions

The base salary shall be increased as follows:

Four percent (4%) in the 2014-2015 school year;
One percent (1%) in the 2015-2016 school year;
One percent (1%) in the 2016-2017 school year.

The step increment which was not applied to the salary schedule for the 2011-2012 school year shall be reinstated in the salary schedule in one-third (1/3) increments for the 2014-2015; 2015-2016; and 2016-2017 school years for current employees who were affected by the exclusion of said step in the 2011-2012 school year.

b. Initial placement on the Teachers' Salary Schedule shall be determined in accordance with the applicable provisions of the Ohio Law.

A four percent (4%) compounded index will be used for each increment. Increments are based on experience and training.

c. Experience will be credited as a half year or a full year. A year is equal to at least 120 days or more of active teaching, or an hourly equivalent.

d. Salary adjustments due to a teacher's change in column status shall be made twice a year at the beginning of each semester.

St. Clairsville-Richland City School District
 Certified Employee
 2014-2015 School Year
 4% Base Rate Increase
\$31,652.00

Years of Experience	Non-Degree		Bachelor		Bachelor +		Master		Master +30	
	Percent	Salary	Percent	Salary	Percent	Salary	Percent	Salary	Percent	Salary
0	0.9600	\$30,386	1.0000	\$31,652	1.0400	\$32,918	1.0950	\$34,659	1.1991	\$37,954
1	1.0000	\$31,652	1.0400	\$32,918	1.0816	\$34,235	1.1430	\$36,178	1.2471	\$39,473
2	1.0400	\$32,918	1.0816	\$34,235	1.1249	\$35,605	1.1910	\$37,698	1.2951	\$40,993
2.34	1.0541	\$33,366	1.0963	\$34,701	1.1402	\$36,090	1.2073	\$38,214	1.3114	\$41,509
3	1.0816	\$34,235	1.1249	\$35,605	1.1699	\$37,030	1.2390	\$39,217	1.3431	\$42,512
3.34	1.0963	\$34,701	1.1402	\$36,090	1.1858	\$37,533	1.2553	\$39,733	1.3594	\$43,028
4	1.1249	\$35,605	1.1699	\$37,030	1.2167	\$38,511	1.2870	\$40,736	1.3911	\$44,031
4.34	1.1402	\$36,090	1.1858	\$37,533	1.2332	\$39,034	1.3033	\$41,253	1.4074	\$44,548
5	1.1699	\$37,030	1.2167	\$38,511	1.2653	\$40,049	1.3350	\$42,255	1.4391	\$45,550
5.34	1.1858	\$37,533	1.2332	\$39,034	1.2825	\$40,594	1.3513	\$42,772	1.4531	\$45,993
6	1.2167	\$38,511	1.2653	\$40,049	1.3159	\$41,651	1.3830	\$43,775	1.4802	\$46,851
6.34	1.2332	\$39,034	1.2825	\$40,594	1.3338	\$42,218	1.3993	\$44,291	1.4825	\$46,926
7	1.2653	\$40,049	1.3159	\$41,651	1.3686	\$43,319	1.4310	\$45,294	1.4871	\$47,070
7.34	1.2825	\$40,594	1.3338	\$42,218	1.3872	\$43,908	1.4477	\$45,823	1.5049	\$47,634
8	1.3159	\$41,651	1.3686	\$43,319	1.4233	\$45,050	1.4802	\$46,851	1.5395	\$48,728
8.34	1.3338	\$42,218	1.3872	\$43,908	1.4426	\$45,663	1.5004	\$47,489	1.5604	\$49,390
9	1.3686	\$43,319	1.4233	\$45,050	1.4802	\$46,851	1.5395	\$48,728	1.6010	\$50,675
9.34	1.3872	\$43,908	1.4426	\$45,663	1.5004	\$47,489	1.5604	\$49,390	1.6228	\$51,364
10	1.4233	\$45,050	1.4802	\$46,851	1.5395	\$48,728	1.6010	\$50,675	1.6650	\$52,701
10.34	1.4426	\$45,663	1.5004	\$47,489	1.5604	\$49,390	1.6228	\$51,364	1.6876	\$53,417
11	1.4802	\$46,851	1.5395	\$48,728	1.6010	\$50,675	1.6650	\$52,701	1.7316	\$54,809
11.34	1.5004	\$47,489	1.5604	\$49,390	1.6228	\$51,364	1.6876	\$53,417	1.7552	\$55,554
12	1.5395	\$48,728	1.6010	\$50,675	1.6650	\$52,701	1.7316	\$54,809	1.8009	\$57,002
12.34	1.5604	\$49,390	1.6228	\$51,364	1.6876	\$53,417	1.7552	\$55,554	1.8254	\$57,778
13	1.6010	\$50,675	1.6650	\$52,701	1.7316	\$54,809	1.8009	\$57,002	1.8730	\$59,284
13.34	1.6228	\$51,364	1.6876	\$53,417	1.7552	\$55,554	1.8254	\$57,778	1.8985	\$60,090
14	1.6650	\$52,701	1.7316	\$54,809	1.8009	\$57,002	1.8730	\$59,284	1.9479	\$61,655
14.34	1.6876	\$53,417	1.7552	\$55,554	1.8254	\$57,778	1.8985	\$60,090	1.9744	\$62,493
15	1.7316	\$54,809	1.8009	\$57,002	1.8730	\$59,284	1.9479	\$61,655	2.0258	\$64,121
20	1.8009	\$57,002	1.8729	\$59,281	1.9479	\$61,655	2.0258	\$64,121	2.1068	\$66,684
25	1.8729	\$59,281	1.9479	\$61,655	2.0258	\$64,121	2.1068	\$66,684	2.1911	\$69,353

St. Clairsville-Richland City School District
 Certified Employee
 2015-2016 School Year
 1% Base Rate Increase
 \$31,969.00

Years of Experience	Non-Degree		Bachelor		Bachelor +		Master		Master +30	
	Percent	Salary	Percent	Salary	Percent	Salary	Percent	Salary	Percent	Salary
0	0.9600	\$30,690	1.0000	\$31,969	1.0400	\$33,248	1.0950	\$35,006	1.1991	\$38,334
1	1.0000	\$31,969	1.0400	\$33,248	1.0816	\$34,578	1.1430	\$36,541	1.2471	\$39,869
2	1.0400	\$33,248	1.0816	\$34,578	1.1249	\$35,962	1.1910	\$38,075	1.2951	\$41,403
2.67	1.0679	\$34,139	1.1106	\$35,505	1.1551	\$36,926	1.2232	\$39,103	1.3273	\$42,431
3	1.0816	\$34,578	1.1249	\$35,962	1.1699	\$37,401	1.2390	\$39,610	1.3431	\$42,938
3.67	1.1106	\$35,505	1.1551	\$36,926	1.2013	\$38,403	1.2712	\$40,638	1.3753	\$43,966
4	1.1249	\$35,962	1.1699	\$37,401	1.2167	\$38,897	1.2870	\$41,144	1.3911	\$44,472
4.67	1.1551	\$36,926	1.2013	\$38,403	1.2493	\$39,938	1.3192	\$42,172	1.4233	\$45,500
5	1.1699	\$37,401	1.2167	\$38,897	1.2653	\$40,450	1.3350	\$42,679	1.4391	\$46,007
5.67	1.2013	\$38,403	1.2493	\$39,938	1.2992	\$41,534	1.3672	\$43,707	1.4666	\$46,887
6	1.2167	\$38,897	1.2653	\$40,450	1.3159	\$42,068	1.3830	\$44,213	1.4802	\$47,321
6.67	1.2493	\$39,938	1.2992	\$41,534	1.3512	\$43,197	1.4152	\$45,241	1.4848	\$47,468
7	1.2653	\$40,450	1.3159	\$42,068	1.3686	\$43,753	1.4310	\$45,748	1.4871	\$47,541
7.67	1.2992	\$41,534	1.3512	\$43,197	1.4052	\$44,924	1.4640	\$46,801	1.5222	\$48,663
8	1.3159	\$42,068	1.3686	\$43,753	1.4233	\$45,501	1.4802	\$47,321	1.5395	\$49,216
8.67	1.3512	\$43,197	1.4052	\$44,924	1.4614	\$46,720	1.5199	\$48,591	1.5807	\$50,534
9	1.3686	\$43,753	1.4233	\$45,501	1.4802	\$47,321	1.5395	\$49,216	1.6010	\$51,182
9.67	1.4052	\$44,924	1.4614	\$46,720	1.5199	\$48,591	1.5807	\$50,534	1.6439	\$52,553
10	1.4233	\$45,501	1.4802	\$47,321	1.5395	\$49,216	1.6010	\$51,182	1.6650	\$53,228
10.67	1.4614	\$46,720	1.5199	\$48,591	1.5807	\$50,534	1.6439	\$52,553	1.7096	\$54,655
11	1.4802	\$47,321	1.5395	\$49,216	1.6010	\$51,182	1.6650	\$53,228	1.7316	\$55,358
11.67	1.5199	\$48,591	1.5807	\$50,534	1.6439	\$52,553	1.7096	\$54,655	1.7780	\$56,842
12	1.5395	\$49,216	1.6010	\$51,182	1.6650	\$53,228	1.7316	\$55,358	1.8009	\$57,573
12.67	1.5807	\$50,534	1.6439	\$52,553	1.7096	\$54,655	1.7780	\$56,842	1.8492	\$59,117
13	1.6010	\$51,182	1.6650	\$53,228	1.7316	\$55,358	1.8009	\$57,573	1.8730	\$59,878
13.67	1.6439	\$52,553	1.7096	\$54,655	1.7780	\$56,842	1.8492	\$59,117	1.9232	\$61,482
14	1.6650	\$53,228	1.7316	\$55,358	1.8009	\$57,573	1.8730	\$59,878	1.9479	\$62,272
14.67	1.7096	\$54,655	1.7780	\$56,842	1.8492	\$59,117	1.9232	\$61,482	2.0001	\$63,941
15	1.7316	\$55,358	1.8009	\$57,573	1.8730	\$59,878	1.9479	\$62,272	2.0258	\$64,763
20	1.8009	\$57,573	1.8729	\$59,875	1.9479	\$62,272	2.0258	\$64,763	2.1068	\$67,352
25	1.8729	\$59,875	1.9479	\$62,272	2.0258	\$64,763	2.1068	\$67,352	2.1911	\$70,047

St. Clairsville-Richland City School District
 Certified Employee
 2016-2017 School Year
 1% Base Rate Increase
\$32,289.00

Years of Experience	Non-Degree		Bachelor		Bachelor +		Master		Master +30	
	Percent	Salary	Percent	Salary	Percent	Salary	Percent	Salary	Percent	Salary
0	0.9600	\$30,997	1.0000	\$32,289	1.0400	\$33,581	1.0950	\$35,356	1.1991	\$38,718
1	1.0000	\$32,289	1.0400	\$33,581	1.0816	\$34,924	1.1430	\$36,906	1.2471	\$40,268
2	1.0400	\$33,581	1.0816	\$34,924	1.1249	\$36,322	1.1910	\$38,456	1.2951	\$41,817
3	1.0816	\$34,924	1.1249	\$36,322	1.1699	\$37,775	1.2390	\$40,006	1.3431	\$43,367
4	1.1249	\$36,322	1.1699	\$37,775	1.2167	\$39,286	1.2870	\$41,556	1.3911	\$44,917
5	1.1699	\$37,775	1.2167	\$39,286	1.2653	\$40,855	1.3350	\$43,106	1.4391	\$46,467
6	1.2167	\$39,286	1.2653	\$40,855	1.3159	\$42,489	1.3830	\$44,656	1.4802	\$47,794
7	1.2653	\$40,855	1.3159	\$42,489	1.3686	\$44,191	1.4310	\$46,206	1.4871	\$48,017
8	1.3159	\$42,489	1.3686	\$44,191	1.4233	\$45,957	1.4802	\$47,794	1.5395	\$49,709
9	1.3686	\$44,191	1.4233	\$45,957	1.4802	\$47,794	1.5395	\$49,709	1.6010	\$51,695
10	1.4233	\$45,957	1.4802	\$47,794	1.5395	\$49,709	1.6010	\$51,695	1.6650	\$53,761
11	1.4802	\$47,794	1.5395	\$49,709	1.6010	\$51,695	1.6650	\$53,761	1.7316	\$55,912
12	1.5395	\$49,709	1.6010	\$51,695	1.6650	\$53,761	1.7316	\$55,912	1.8009	\$58,149
13	1.6010	\$51,695	1.6650	\$53,761	1.7316	\$55,912	1.8009	\$58,149	1.8730	\$60,477
14	1.6650	\$53,761	1.7316	\$55,912	1.8009	\$58,149	1.8730	\$60,477	1.9479	\$62,896
15	1.7316	\$55,912	1.8009	\$58,149	1.8730	\$60,477	1.9479	\$62,896	2.0258	\$65,411
20	1.8009	\$58,149	1.8729	\$60,474	1.9479	\$62,896	2.0258	\$65,411	2.1068	\$68,026
25	1.8729	\$60,474	1.9479	\$62,896	2.0258	\$65,411	2.1068	\$68,026	2.1911	\$70,748

ARTICLE XXIII

SUPPLEMENTAL SALARIES

- 23.1 The Board will accept the recommendations but reserves the right not to fill any of the positions listed or in the existing Agreement.

The positions shown on the next pages following this page, if filled by the Board, shall be paid the compensation indicated.

A proportional step shall be added to the supplemental salary schedule for longevity in a specific position for ten (10) consecutive years.

- 23.2 A complete job description of each supplemental position, covering duties, areas of responsibility and minimum time to be expended may be prepared.
- 23.3 It is the prerogative of the Board to add to or subtract from the positions shown and to establish the salaries therefore. The Board agrees, however, to negotiate the supplemental salaries so established during the next contract negotiations.
- 23.4 The positions of Director of Sports (Athletic Director) and Middle School Athletic Director shall be removed from the Bargaining Unit. The Board may establish the position of Athletic Director as an administrative position and assign to the position such compensation and administrative duties as it deems appropriate.
- 23.5 The Board will pay all positions that are filled including Department Chairs and Club Advisors.
- 23.6 For payment of supplemental contracts to bargaining unit members the Treasurer's office will run three separate check runs per year to coordinate with each season. The fall check run will be the week following the first pay of October, the winter check run will be the week following the first pay of January, and the spring check run will be the week following the first pay of May. Only supplemental contracts that have been approved by the Board will be included in the check run. Checks will be distributed after completion of duties and signed off by the Supervisor and/or Principal.
- 23.7 Bargaining unit members with supplemental contracts who transport students/athletes in the school van as a part of their supplemental duties shall be compensated at the then current top rate for the position of Bus Driver in the district per hour driven.

- 23.8 Subject to the then existing policy provisions, the district shall provide primary liability insurance coverage to bargaining unit members when transporting students/athletes in their personal vehicle or school van.
- 23.9 Mileage reimbursement at the then current Internal Revenue Service rate when a personal vehicle is used.
- 23.10 For purposes of supplemental contracts, a Department must consist of at least three (3) certificated staff members.

St. Clairsville-Richland City School District
 Supplemental Salary Schedule
 2014-2016 School Year

Base: \$ 31,862.80

Athletics

	Index Year 1	Salary Year 1	Index Year 2	Salary Year 2	Index Year 3	Salary Year 3	Index Year 4	Salary Year 4	Index Year 5	Salary Year 5	Index Year 6	Salary Year 6
Basketball - Reserve	0.059	1,957	0.055	2,057	0.071	2,347	0.077	2,437	0.084	2,559	0.091	2,680
Basketball - Asst. Varsity	0.059	1,957	0.086	2,057	0.071	2,247	0.077	2,437	0.084	2,559	0.091	2,680
Basketball - Head Varsity	0.087	2,754	0.093	2,944	0.089	3,134	0.105	3,323	0.112	3,515	0.119	3,707
Basketball - Boys - 7th	0.038	1,203	0.044	1,393	0.050	1,583	0.056	1,773	0.063	1,964	0.070	2,154
Basketball - Boys - 8th	0.045	1,424	0.051	1,614	0.057	1,804	0.063	1,994	0.070	2,184	0.077	2,374
Basketball - Boys - 9th	0.056	1,773	0.062	1,962	0.068	2,152	0.074	2,342	0.081	2,532	0.088	2,722
Basketball - Boys - Reserve	0.073	2,311	0.079	2,501	0.085	2,690	0.091	2,880	0.098	3,102	0.105	3,323
Basketball - Boys - Varsity Asst.	0.038	1,203	0.044	1,393	0.050	1,583	0.056	1,773	0.063	1,964	0.070	2,154
Basketball - Boys - Head Varsity	0.123	3,893	0.129	4,083	0.135	4,273	0.141	4,463	0.148	4,654	0.155	4,844
Basketball - Girls - 7th	0.038	1,203	0.044	1,393	0.050	1,583	0.056	1,773	0.063	1,964	0.070	2,154
Basketball - Girls - 8th	0.045	1,424	0.051	1,614	0.057	1,804	0.063	1,994	0.070	2,184	0.077	2,374
Basketball - Girls - 9th	0.056	1,773	0.062	1,962	0.068	2,152	0.074	2,342	0.081	2,532	0.088	2,722
Basketball - Girls - Reserve	0.073	2,311	0.079	2,501	0.085	2,690	0.091	2,880	0.098	3,102	0.105	3,323
Basketball - Girls - Varsity Asst.	0.038	1,203	0.044	1,393	0.050	1,583	0.056	1,773	0.063	1,964	0.070	2,154
Basketball - Girls - Head Varsity	0.123	3,893	0.129	4,083	0.135	4,273	0.141	4,463	0.148	4,654	0.155	4,844
Cheering - 7th (2)	0.020	633	0.028	823	0.032	1,013	0.038	1,203	0.045	1,393	0.052	1,583
Cheering - 9th	0.044	1,393	0.050	1,583	0.056	1,773	0.062	1,962	0.069	2,152	0.076	2,342
Cheering - Reserve	0.044	1,393	0.050	1,583	0.056	1,773	0.062	1,962	0.069	2,152	0.076	2,342
Cheering - HS	0.066	2,152	0.072	2,279	0.078	2,409	0.084	2,539	0.091	2,680	0.098	2,821
Conditioning Coach	0.060	1,890	0.068	2,089	0.072	2,279	0.078	2,469	0.085	2,680	0.092	2,912
Cross Country - Jr. High	0.027	855	0.033	1,045	0.039	1,234	0.045	1,424	0.052	1,614	0.059	1,804
Cross Country - Boys - Varsity	0.048	1,551	0.055	1,741	0.061	1,931	0.067	2,121	0.074	2,311	0.081	2,501
Cross Country - Girls - Varsity	0.048	1,551	0.055	1,741	0.061	1,931	0.067	2,121	0.074	2,311	0.081	2,501
Facility/Equipment Manager - Fall	0.021	665	0.023	728	0.025	791	0.027	855	0.029	918	0.031	981
Facility/Equipment Manager - Winter	0.021	665	0.023	728	0.025	791	0.027	855	0.029	918	0.031	981
Facility/Equipment Manager - Spring	0.021	665	0.023	728	0.025	791	0.027	855	0.029	918	0.031	981
Football - 7th Asst. (2)	0.080	1,969	0.086	2,088	0.072	2,278	0.078	2,468	0.085	2,680	0.092	2,912
Football - 7th Head (2)	0.052	1,962	0.058	2,152	0.074	2,342	0.080	2,532	0.087	2,754	0.094	2,975
Football - 9th Asst.	0.081	1,931	0.087	2,121	0.073	2,311	0.079	2,501	0.086	2,722	0.093	2,944
Football - 9th Head	0.068	2,184	0.074	2,374	0.081	2,564	0.087	2,754	0.094	2,975	0.101	3,197
Football - Asst. Varsity (4)	0.080	2,332	0.086	2,722	0.092	2,912	0.098	3,102	0.106	3,323	0.112	3,545
Football - Head Varsity	0.138	4,388	0.144	4,578	0.150	4,768	0.156	4,958	0.163	5,159	0.170	5,381
Golf - Head	0.051	1,614	0.057	1,804	0.063	1,994	0.069	2,184	0.076	2,406	0.083	2,627
Soccer - Boys - Asst.	0.045	1,424	0.051	1,614	0.057	1,804	0.063	1,994	0.070	2,184	0.077	2,374
Soccer - Boys - Head	0.051	1,614	0.057	1,804	0.063	1,994	0.069	2,184	0.076	2,406	0.083	2,627
Soccer - Girls - Asst.	0.045	1,424	0.051	1,614	0.057	1,804	0.063	1,994	0.070	2,184	0.077	2,374
Soccer - Girls - Head	0.051	1,614	0.057	1,804	0.063	1,994	0.069	2,184	0.076	2,406	0.083	2,627
Softball - Reserve	0.058	1,957	0.064	2,057	0.071	2,247	0.077	2,437	0.084	2,559	0.091	2,680
Softball - Asst. Varsity	0.060	1,890	0.068	2,089	0.072	2,279	0.078	2,469	0.085	2,680	0.092	2,912
Softball - Head Varsity	0.087	2,754	0.093	2,944	0.099	3,134	0.105	3,323	0.112	3,515	0.119	3,707
Swim Coach	0.040	1,551	0.055	1,741	0.061	1,931	0.067	2,121	0.074	2,311	0.081	2,501

St. Clairsville-Richland City School District
 Supplemental Salary Schedule
 2014-2016 School Year

Base: \$ 31,652.00

Affiliate:

	Index Year 1	Salary Year 1	Index Year 2	Salary Year 2	Index Year 3	Salary Year 3	Index Year 4	Salary Year 4	Index Year 5	Salary Year 5	Index Year 10	Salary Year 10
Tennis - Boys/Girls - Asst.	0.027	855	0.033	1,045	0.039	1,234	0.046	1,424	0.052	1,646	0.059	1,867
Tennis - Boys/Girls - Head	0.070	2,216	0.076	2,406	0.082	2,595	0.088	2,785	0.095	3,007	0.102	3,229
Track - Jr. High - Asst.	0.027	855	0.033	1,045	0.039	1,234	0.046	1,424	0.052	1,646	0.059	1,867
Track - Jr. High - Head	0.032	1,013	0.038	1,203	0.044	1,393	0.050	1,583	0.057	1,804	0.064	2,026
Track - Boys - Asst.	0.067	2,121	0.073	2,311	0.079	2,501	0.085	2,690	0.092	2,912	0.099	3,134
Track - Girls - Asst.	0.067	2,121	0.073	2,311	0.079	2,501	0.085	2,690	0.092	2,912	0.099	3,134
Track - Boys/Girls - Varsity	0.123	3,593	0.129	4,083	0.136	4,273	0.141	4,483	0.148	4,864	0.155	4,906
Trainer-Fall (1st Aid Specialist)	0.034	1,076	0.038	1,139	0.038	1,203	0.040	1,266	0.042	1,329	0.044	1,393
Trainer-Winter (1st Aid Specialist)	0.034	1,076	0.038	1,139	0.038	1,203	0.040	1,266	0.042	1,329	0.044	1,393
Trainer-Spring (1st Aid Specialist)	0.034	1,076	0.038	1,139	0.038	1,203	0.040	1,266	0.042	1,329	0.044	1,393
Volleyball - 7th Grade	0.027	855	0.033	1,045	0.039	1,234	0.045	1,424	0.052	1,646	0.059	1,867
Volleyball - 8th Grade	0.027	855	0.033	1,045	0.039	1,234	0.045	1,424	0.052	1,646	0.059	1,867
Volleyball - 9th Grade	0.037	1,171	0.043	1,361	0.049	1,551	0.055	1,741	0.062	1,962	0.069	2,184
Volleyball - Reserve	0.059	1,867	0.065	2,057	0.071	2,247	0.077	2,437	0.084	2,659	0.091	2,890
Volleyball - Head Varsity	0.061	1,931	0.067	2,121	0.073	2,311	0.079	2,501	0.086	2,722	0.093	2,944
Wrestling - 7th	0.048	1,519	0.054	1,709	0.060	1,899	0.066	2,088	0.073	2,311	0.080	2,532
Wrestling - Asst.	0.070	2,216	0.076	2,406	0.082	2,595	0.088	2,785	0.095	3,007	0.102	3,229
Wrestling - Head	0.102	3,229	0.108	3,418	0.114	3,608	0.120	3,798	0.127	4,020	0.134	4,241

St. Clairsville-Bohland City School District
 Supplemental Salary Schedule
 2015-2016 School Year

Base: \$ 31,989.00

ARTICLE

	Index Year 1	Salary Year 1	Index Year 2	Salary Year 2	Index Year 3	Salary Year 3	Index Year 4	Salary Year 4	Index Year 5	Salary Year 5	Index Year 6	Salary Year 6	Index Year 10	Salary Year 10
Baseball - Reserve	0.059	1,896	0.065	2,078	0.071	2,270	0.077	2,462	0.084	2,658	0.091	2,858	0.091	2,908
Baseball - Asst. Varsity	0.059	1,896	0.065	2,078	0.071	2,270	0.077	2,462	0.084	2,658	0.091	2,858	0.091	2,908
Baseball - Head Varsity	0.087	2,781	0.093	2,973	0.099	3,165	0.105	3,357	0.112	3,549	0.119	3,741	0.119	3,844
Baseball - Boys - 7th	0.038	1,215	0.044	1,407	0.050	1,598	0.056	1,790	0.063	1,982	0.070	2,174	0.070	2,238
Baseball - Boys - 8th	0.045	1,439	0.051	1,630	0.057	1,822	0.063	2,014	0.070	2,206	0.077	2,398	0.077	2,462
Baseball - Boys - 9th	0.056	1,790	0.062	1,982	0.068	2,174	0.074	2,366	0.081	2,558	0.088	2,750	0.088	2,814
Baseball - Boys - Reserve	0.073	2,354	0.079	2,546	0.085	2,738	0.091	2,930	0.098	3,122	0.105	3,314	0.105	3,378
Baseball - Boys - Varsity Asst.	0.038	1,215	0.044	1,407	0.050	1,598	0.056	1,790	0.063	1,982	0.070	2,174	0.070	2,238
Baseball - Boys - Head Varsity	0.123	3,932	0.129	4,124	0.135	4,316	0.141	4,508	0.148	4,700	0.155	4,892	0.155	4,956
Baseball - Girls - 8th	0.038	1,215	0.044	1,407	0.050	1,598	0.056	1,790	0.063	1,982	0.070	2,174	0.070	2,238
Baseball - Girls - 9th	0.046	1,439	0.051	1,630	0.057	1,822	0.063	2,014	0.070	2,206	0.077	2,398	0.077	2,462
Baseball - Girls - Reserve	0.069	1,790	0.075	1,982	0.081	2,174	0.087	2,366	0.094	2,558	0.101	2,750	0.101	2,814
Baseball - Girls - Varsity Asst.	0.073	2,354	0.079	2,546	0.085	2,738	0.091	2,930	0.098	3,122	0.105	3,314	0.105	3,378
Baseball - Girls - Head Varsity	0.123	3,932	0.129	4,124	0.135	4,316	0.141	4,508	0.148	4,700	0.155	4,892	0.155	4,956
Cheering - 7th (2)	0.020	636	0.026	831	0.032	1,023	0.038	1,215	0.045	1,407	0.052	1,598	0.052	1,662
Cheering - 8th	0.044	1,407	0.050	1,598	0.056	1,790	0.063	1,982	0.070	2,174	0.077	2,366	0.077	2,430
Cheering - Reserve	0.044	1,407	0.050	1,598	0.056	1,790	0.063	1,982	0.070	2,174	0.077	2,366	0.077	2,430
Cheering - HS	0.068	2,110	0.072	2,302	0.078	2,494	0.084	2,686	0.091	2,878	0.098	3,070	0.098	3,134
Conditioning Coach	0.060	1,919	0.068	2,110	0.072	2,302	0.078	2,494	0.084	2,686	0.091	2,878	0.091	2,942
Cross Country - Jr. High	0.027	863	0.033	1,055	0.038	1,247	0.045	1,439	0.052	1,630	0.059	1,822	0.059	1,886
Cross Country - Boys - Varsity	0.049	1,566	0.055	1,758	0.061	1,950	0.067	2,142	0.074	2,334	0.081	2,526	0.081	2,590
Cross Country - Girls - Varsity	0.049	1,566	0.055	1,758	0.061	1,950	0.067	2,142	0.074	2,334	0.081	2,526	0.081	2,590
Facility/Equipment Manager - Fall	0.021	671	0.023	735	0.025	799	0.027	863	0.029	927	0.031	991	0.031	1,055
Facility/Equipment Manager - Winter	0.021	671	0.023	735	0.025	799	0.027	863	0.029	927	0.031	991	0.031	1,055
Facility/Equipment Manager - Spring	0.021	671	0.023	735	0.025	799	0.027	863	0.029	927	0.031	991	0.031	1,055
Football - 7th Asst. (2)	0.040	1,316	0.046	1,508	0.052	1,700	0.058	1,892	0.065	2,084	0.071	2,276	0.071	2,340
Football - 7th Head (2)	0.082	1,932	0.088	2,124	0.094	2,316	0.100	2,508	0.107	2,700	0.113	2,892	0.113	2,956
Football - 8th Asst.	0.051	1,550	0.057	1,742	0.063	1,934	0.069	2,126	0.076	2,318	0.082	2,510	0.082	2,574
Football - 8th Head	0.068	2,206	0.075	2,398	0.081	2,590	0.087	2,782	0.094	2,974	0.101	3,166	0.101	3,230
Football - Asst Varsity (4)	0.080	2,558	0.088	2,750	0.092	2,942	0.098	3,134	0.105	3,326	0.112	3,518	0.112	3,582
Football - Head Varsity	0.138	4,412	0.144	4,604	0.150	4,796	0.156	4,988	0.163	5,180	0.170	5,372	0.170	5,436
Golf - Head	0.051	1,630	0.057	1,822	0.063	2,014	0.069	2,206	0.076	2,398	0.083	2,590	0.083	2,654
Soccer - Boys - Asst.	0.045	1,439	0.051	1,630	0.057	1,822	0.063	2,014	0.070	2,206	0.077	2,398	0.077	2,462
Soccer - Boys - Head	0.061	1,990	0.067	2,182	0.073	2,374	0.079	2,566	0.086	2,758	0.093	2,950	0.093	3,014
Soccer - Girls - Asst.	0.048	1,439	0.051	1,630	0.057	1,822	0.063	2,014	0.070	2,206	0.077	2,398	0.077	2,462
Soccer - Girls - Head	0.061	1,990	0.067	2,182	0.073	2,374	0.079	2,566	0.086	2,758	0.093	2,950	0.093	3,014
Softball - Reserve	0.069	1,986	0.075	2,178	0.081	2,370	0.087	2,562	0.094	2,754	0.101	2,946	0.101	3,010
Softball - Asst. Varsity	0.058	1,686	0.064	1,878	0.070	2,070	0.076	2,262	0.083	2,454	0.090	2,646	0.090	2,710
Softball - Head Varsity	0.087	2,781	0.093	2,973	0.099	3,165	0.105	3,357	0.112	3,549	0.119	3,741	0.119	3,804
Swim Coach	0.048	1,596	0.055	1,788	0.061	1,980	0.067	2,172	0.074	2,364	0.081	2,556	0.081	2,620

St. Clairsville-Richland City School District
 Supplemental Salary Schedule
 2015-2016 School Year

Base: \$ 31,968.00

Activities:

	Index Year 1	Salary Year 1	Index Year 2	Salary Year 2	Index Year 3	Salary Year 3	Index Year 4	Salary Year 4	Index Year 5	Salary Year 5	Index Year 10	Salary Year 10
Tennis - Boys/Girls - Asst.	0.027	883	0.033	1,066	0.039	1,247	0.045	1,439	0.052	1,662	0.058	1,886
Tennis - Boys/Girls - Head	0.070	2,238	0.079	2,430	0.082	2,621	0.088	2,813	0.095	3,037	0.102	3,281
Track - Jr. High - Asst.	0.027	883	0.033	1,056	0.038	1,247	0.045	1,439	0.052	1,662	0.058	1,886
Track - Jr. High - Head	0.032	1,023	0.038	1,216	0.044	1,407	0.050	1,598	0.057	1,822	0.064	2,046
Track - Boys - Asst.	0.067	2,142	0.073	2,334	0.078	2,526	0.085	2,717	0.092	2,941	0.099	3,165
Track - Girls - Asst.	0.067	2,142	0.073	2,334	0.078	2,526	0.085	2,717	0.092	2,941	0.099	3,165
Track - Boys/Girls - Varsity	0.123	3,932	0.129	4,124	0.136	4,316	0.141	4,508	0.148	4,731	0.155	4,955
Trainer-Fall (1st Aid Specialist)	0.034	1,087	0.036	1,151	0.038	1,215	0.040	1,279	0.042	1,343	0.044	1,407
Trainer-Winter (1st Aid Specialist)	0.034	1,087	0.036	1,151	0.038	1,215	0.040	1,279	0.042	1,343	0.044	1,407
Trainer-Spring (1st Aid Specialist)	0.034	1,087	0.036	1,151	0.038	1,215	0.040	1,279	0.042	1,343	0.044	1,407
Volleyball - 7th Grade	0.027	883	0.033	1,056	0.039	1,247	0.045	1,439	0.052	1,662	0.058	1,886
Volleyball - 8th Grade	0.027	883	0.033	1,056	0.039	1,247	0.045	1,439	0.052	1,662	0.058	1,886
Volleyball - 8th Grade	0.037	1,183	0.043	1,375	0.049	1,566	0.055	1,758	0.062	1,962	0.069	2,208
Volleyball - Reserve	0.058	1,886	0.065	2,078	0.071	2,270	0.077	2,462	0.084	2,696	0.091	2,908
Volleyball - Head Varsity	0.061	1,950	0.067	2,142	0.073	2,334	0.079	2,526	0.086	2,749	0.093	2,973
Wrestling - 7th	0.048	1,536	0.054	1,728	0.060	1,919	0.066	2,110	0.073	2,334	0.080	2,568
Wrestling - Asst.	0.070	2,238	0.076	2,430	0.082	2,621	0.088	2,813	0.095	3,037	0.102	3,281
Wrestling - Head	0.102	3,281	0.108	3,453	0.114	3,644	0.120	3,836	0.127	4,069	0.134	4,284

St. Charles-Richland City School District
 Supplemental Salary Schedule
 2016-2017 School Year

Base: \$ 32,289.00

Athletic:

	Index Year 1	Salary Year 1	Index Year 2	Salary Year 2	Index Year 3	Salary Year 3	Index Year 4	Salary Year 4	Index Year 5	Salary Year 5	Index Year 10	Salary Year 10
Baseball - Reserve	0.059	1,905	0.065	2,099	0.071	2,293	0.077	2,486	0.084	2,712	0.091	2,938
Baseball - Asst. Varsity	0.059	1,905	0.065	2,099	0.071	2,293	0.077	2,486	0.084	2,712	0.091	2,938
Baseball - Head Varsity	0.087	2,809	0.093	3,003	0.099	3,197	0.105	3,390	0.112	3,616	0.119	3,842
Basketball - Boys - 7th	0.038	1,227	0.044	1,421	0.050	1,614	0.056	1,808	0.063	2,034	0.070	2,280
Basketball - Boys - 8th	0.045	1,453	0.051	1,647	0.057	1,840	0.063	2,034	0.070	2,260	0.077	2,486
Basketball - Boys - 9th	0.056	1,809	0.062	2,002	0.068	2,196	0.074	2,389	0.081	2,615	0.088	2,841
Basketball - Boys - Reserve	0.073	2,357	0.079	2,551	0.085	2,745	0.091	2,938	0.098	3,164	0.105	3,390
Basketball - Boys - Varsity Asst.	0.038	1,227	0.044	1,421	0.050	1,614	0.056	1,808	0.063	2,034	0.070	2,280
Basketball - Boys - Head Varsity	0.123	3,972	0.129	4,165	0.135	4,359	0.141	4,553	0.148	4,779	0.155	5,005
Basketball - Girls - 7th	0.038	1,227	0.044	1,421	0.050	1,614	0.056	1,808	0.063	2,034	0.070	2,280
Basketball - Girls - 8th	0.045	1,453	0.051	1,647	0.057	1,840	0.063	2,034	0.070	2,280	0.077	2,486
Basketball - Girls - 9th	0.056	1,809	0.062	2,002	0.068	2,196	0.074	2,389	0.081	2,615	0.088	2,841
Basketball - Girls - Reserve	0.073	2,357	0.079	2,551	0.085	2,745	0.091	2,938	0.098	3,164	0.105	3,390
Basketball - Girls - Varsity Asst.	0.038	1,227	0.044	1,421	0.050	1,614	0.056	1,808	0.063	2,034	0.070	2,280
Basketball - Girls - Head Varsity	0.123	3,972	0.129	4,165	0.135	4,359	0.141	4,553	0.148	4,779	0.155	5,005
Cheering - 7th (2)	0.020	649	0.026	843	0.032	1,033	0.038	1,227	0.045	1,453	0.052	1,679
Cheering - 8th	0.044	1,421	0.050	1,614	0.056	1,808	0.062	2,002	0.069	2,228	0.076	2,454
Cheering - Reserve	0.044	1,421	0.050	1,614	0.056	1,808	0.062	2,002	0.069	2,228	0.076	2,454
Cheering - HS	0.066	2,131	0.072	2,325	0.078	2,519	0.084	2,712	0.091	2,938	0.098	3,164
Conditioning Coach	0.060	1,937	0.066	2,131	0.072	2,325	0.078	2,519	0.085	2,745	0.092	2,971
Cross Country - Jr. High	0.027	872	0.033	1,066	0.039	1,259	0.045	1,453	0.052	1,679	0.059	1,905
Cross Country - Boys - Varsity	0.049	1,582	0.055	1,776	0.061	1,970	0.067	2,163	0.074	2,389	0.081	2,615
Cross Country - Girls - Varsity	0.049	1,582	0.055	1,776	0.061	1,970	0.067	2,163	0.074	2,389	0.081	2,615
Facility/Equipment Manager - Fall	0.021	678	0.023	743	0.025	807	0.027	872	0.029	936	0.031	1,001
Facility/Equipment Manager - Winter	0.021	678	0.023	743	0.025	807	0.027	872	0.029	936	0.031	1,001
Facility/Equipment Manager - Spring	0.021	678	0.023	743	0.025	807	0.027	872	0.029	936	0.031	1,001
Football - 7th Asst. (2)	0.060	1,937	0.066	2,131	0.072	2,325	0.078	2,519	0.085	2,745	0.092	2,971
Football - 7th Head (2)	0.062	2,002	0.068	2,196	0.074	2,389	0.080	2,583	0.087	2,809	0.094	3,035
Football - 8th Asst.	0.061	1,970	0.067	2,163	0.073	2,357	0.079	2,551	0.086	2,777	0.093	3,003
Football - 8th Head	0.069	2,228	0.075	2,422	0.081	2,615	0.087	2,809	0.094	3,035	0.101	3,261
Football - Asst Varsity (4)	0.060	1,937	0.066	2,131	0.072	2,325	0.078	2,519	0.085	2,745	0.092	2,971
Football - Head Varsity	0.138	4,456	0.144	4,650	0.150	4,843	0.156	5,037	0.163	5,263	0.170	5,489
Golf - Head	0.051	1,647	0.057	1,840	0.063	2,034	0.069	2,228	0.076	2,454	0.083	2,680
Soccer - Boys - Asst.	0.045	1,453	0.051	1,647	0.057	1,840	0.063	2,034	0.070	2,260	0.077	2,486
Soccer - Boys - Head	0.061	1,970	0.067	2,163	0.073	2,357	0.079	2,551	0.086	2,777	0.093	3,003
Soccer - Girls - Asst.	0.045	1,453	0.051	1,647	0.057	1,840	0.063	2,034	0.070	2,260	0.077	2,486
Soccer - Girls - Head	0.061	1,970	0.067	2,163	0.073	2,357	0.079	2,551	0.086	2,777	0.093	3,003
Softball - Reserve	0.059	1,905	0.065	2,099	0.071	2,293	0.077	2,486	0.084	2,712	0.091	2,938
Softball - Asst. Varsity	0.059	1,905	0.065	2,099	0.071	2,293	0.077	2,486	0.084	2,712	0.091	2,938
Softball - Head Varsity	0.087	2,809	0.093	3,003	0.099	3,197	0.105	3,390	0.112	3,616	0.119	3,842
Swim Coach	0.049	1,582	0.055	1,776	0.061	1,970	0.067	2,163	0.074	2,389	0.081	2,615

St. Clairsville-Richland City School District
 Supplemental Salary Schedule
 2016-2017 School Year

Base: \$ 32,289.00

Activities:

	Index Year 1	Salary Year 1	Index Year 2	Salary Year 2	Index Year 3	Salary Year 3	Index Year 4	Salary Year 4	Index Year 5	Salary Year 5	Index Year 6	Salary Year 6
Tennis - Boys/Girls - Asst.	0.027	872	0.033	1,068	0.039	1,259	0.045	1,453	0.052	1,679	0.059	1,905
Tennis - Boys/Girls - Head	0.070	2,260	0.078	2,454	0.082	2,648	0.088	2,841	0.095	3,067	0.102	3,293
Track - Jr. High - Asst.	0.027	872	0.033	1,068	0.039	1,259	0.045	1,453	0.052	1,679	0.059	1,905
Track - Jr. High - Head	0.032	1,033	0.038	1,227	0.044	1,421	0.050	1,614	0.057	1,840	0.064	2,068
Track - Boys - Asst.	0.067	2,163	0.073	2,357	0.079	2,551	0.085	2,745	0.092	2,971	0.099	3,197
Track - Girls - Asst.	0.067	2,163	0.073	2,357	0.079	2,551	0.085	2,745	0.092	2,971	0.099	3,197
Track - Boys/Girls - Varsity	0.123	3,872	0.129	4,165	0.135	4,359	0.141	4,553	0.148	4,779	0.155	5,005
Trainer-Fall (1st Aid Specialist)	0.034	1,098	0.038	1,162	0.039	1,227	0.040	1,292	0.042	1,358	0.044	1,421
Trainer-Winter (1st Aid Specialist)	0.034	1,098	0.038	1,162	0.039	1,227	0.040	1,292	0.042	1,358	0.044	1,421
Trainer-Spring (1st Aid Specialist)	0.034	1,098	0.038	1,162	0.039	1,227	0.040	1,292	0.042	1,358	0.044	1,421
Volleyball - 7th Grade	0.027	872	0.033	1,068	0.039	1,259	0.045	1,453	0.052	1,679	0.059	1,905
Volleyball - 8th Grade	0.027	872	0.033	1,068	0.039	1,259	0.045	1,453	0.052	1,679	0.059	1,905
Volleyball - 8th Grade	0.037	1,195	0.043	1,386	0.049	1,582	0.055	1,778	0.062	2,002	0.069	2,228
Volleyball - Reserve	0.059	1,905	0.065	2,089	0.071	2,293	0.077	2,498	0.084	2,712	0.091	2,938
Volleyball - Head Varsity	0.061	1,970	0.067	2,163	0.073	2,367	0.079	2,551	0.086	2,777	0.093	3,003
Wrestling - 7/8	0.048	1,560	0.054	1,744	0.060	1,937	0.066	2,131	0.073	2,357	0.080	2,583
Wrestling - Asst.	0.070	2,260	0.078	2,454	0.082	2,648	0.088	2,841	0.095	3,067	0.102	3,293
Wrestling - Head	0.102	3,293	0.108	3,487	0.114	3,681	0.120	3,875	0.127	4,101	0.134	4,327

St. Clairsville-Richland City School District
 Supplemental Salary Schedule
 2014-2015 School Year

Base: \$ 31,882.00

Non-Addict:

	Index Year 1	Salary Year 1	Index Year 2	Salary Year 2	Index Year 3	Salary Year 3	Index Year 4	Salary Year 4	Index Year 5	Salary Year 5	Index Year 10	Salary Year 10
Academic Quiz Team (2)	0.018	570	0.022	698	0.026	823	0.030	950	0.034	1,076	0.038	1,203
A.M. Bus Supervisor (2)	0.040	1,286	0.045	1,424	0.050	1,583	0.055	1,741	0.060	1,899	0.065	2,057
P.M. Bus Supervisor (2)	0.040	1,286	0.045	1,424	0.050	1,583	0.055	1,741	0.060	1,899	0.065	2,057
Clean Up Coach	0.018	570	0.022	698	0.026	823	0.030	950	0.034	1,076	0.038	1,203
Color Guard	0.039	1,234	0.043	1,361	0.047	1,488	0.051	1,614	0.055	1,741	0.059	1,867
Culture Club	0.018	570	0.022	698	0.026	823	0.030	950	0.034	1,076	0.038	1,203
Destination Imagin. Coordinator	0.018	570	0.022	698	0.026	823	0.030	950	0.034	1,076	0.038	1,203
Drum Line	0.039	1,234	0.043	1,361	0.047	1,488	0.051	1,614	0.055	1,741	0.059	1,867
French Club	0.034	1,076	0.039	1,234	0.044	1,393	0.049	1,551	0.054	1,709	0.059	1,867
Fresh Class Advisor	0.018	570	0.022	698	0.026	823	0.030	950	0.034	1,076	0.038	1,203
Grade Level Chair Elementary (7)	0.015	475	0.019	601	0.023	728	0.027	855	0.031	981	0.035	1,108
HS Department Chair (6)	0.015	475	0.019	601	0.023	728	0.027	855	0.031	981	0.035	1,108
Instrumental Music	0.068	2,722	0.081	2,880	0.096	3,039	0.101	3,197	0.106	3,355	0.111	3,513
JETS Team Coach (2)	\$100 Each Per Year											
Jr. H Student Council	0.021	665	0.026	823	0.031	981	0.036	1,139	0.041	1,298	0.046	1,456
Junior Class Advisor	0.053	1,878	0.068	1,936	0.083	1,994	0.088	2,152	0.073	2,311	0.078	2,469
MS Yearbook	0.029	918	0.034	1,076	0.039	1,234	0.044	1,393	0.049	1,551	0.054	1,709
NHS	0.029	918	0.034	1,076	0.039	1,234	0.044	1,393	0.049	1,551	0.054	1,709
Pep Band	0.028	886	0.033	1,045	0.038	1,203	0.043	1,361	0.048	1,519	0.053	1,678
Play Director - High School	0.039	1,234	0.043	1,361	0.047	1,488	0.051	1,614	0.055	1,741	0.059	1,867
Play Director - Middle School	0.039	1,234	0.043	1,361	0.047	1,488	0.051	1,614	0.055	1,741	0.059	1,867
Play Director - Elementary	0.039	1,234	0.043	1,361	0.047	1,488	0.051	1,614	0.055	1,741	0.059	1,867
Schl Schen	0.065	2,057	0.070	2,216	0.075	2,374	0.080	2,532	0.085	2,690	0.090	2,849
Scoreboard Programmer	\$30.00 per hour											
Senior Class Advisor	0.048	1,519	0.053	1,678	0.058	1,836	0.063	1,994	0.068	2,152	0.073	2,311
Sophomore Class Advisor	0.023	728	0.027	855	0.031	981	0.035	1,108	0.039	1,234	0.043	1,361
Spanish Club	0.034	1,076	0.039	1,234	0.044	1,393	0.049	1,551	0.054	1,709	0.059	1,867
Spelling Bee (2)	0.015	475	0.019	601	0.023	728	0.027	855	0.031	981	0.035	1,108
Stage/Jazz Band	0.039	1,234	0.044	1,393	0.049	1,551	0.054	1,709	0.059	1,867	0.064	2,026
Student Council	0.039	1,234	0.044	1,393	0.049	1,551	0.054	1,709	0.059	1,867	0.064	2,026
St. C. Singers	0.042	1,329	0.047	1,488	0.052	1,646	0.057	1,804	0.062	1,962	0.067	2,121
Team Leaders 5 - 8 (4)	0.015	475	0.019	601	0.023	728	0.027	855	0.031	981	0.035	1,108
Student Action Committee	0.018	570	0.022	698	0.026	823	0.030	950	0.034	1,076	0.038	1,203
Vocal Music	0.042	1,329	0.047	1,488	0.052	1,646	0.057	1,804	0.062	1,962	0.067	2,121
Washington DC Trip	0.015	475	0.019	601	0.023	728	0.027	855	0.031	981	0.035	1,108

St. Clairsville-Richland City School District
 Supplemental Salary Schedule
 2015-2016 School Year

Base: \$ 31,989.99

Non-Athletic:

	Index Year 1	Salary Year 1	Index Year 2	Salary Year 2	Index Year 3	Salary Year 3	Index Year 4	Salary Year 4	Index Year 5	Salary Year 5	Index Year 10	Salary Year 10
Academic Quiz Team (2)	0.018	575	0.022	703	0.026	831	0.030	959	0.034	1,087	0.038	1,215
A.M. Bus Supervisor (2)	0.040	1,279	0.045	1,439	0.050	1,598	0.055	1,758	0.060	1,918	0.065	2,078
P.M. Bus Supervisor (2)	0.040	1,279	0.045	1,439	0.050	1,598	0.055	1,758	0.060	1,918	0.065	2,078
Class Up Coach	0.018	575	0.022	703	0.026	831	0.030	959	0.034	1,087	0.038	1,215
Color Guard	0.039	1,247	0.043	1,375	0.047	1,503	0.051	1,630	0.055	1,758	0.059	1,886
Culture Club	0.018	575	0.022	703	0.026	831	0.030	959	0.034	1,087	0.038	1,215
Destination Imagination, Coordinator	0.018	575	0.022	703	0.026	831	0.030	959	0.034	1,087	0.038	1,215
Drum Line	0.039	1,247	0.043	1,375	0.047	1,503	0.051	1,630	0.055	1,758	0.059	1,886
French Club	0.034	1,067	0.039	1,247	0.044	1,407	0.049	1,566	0.054	1,726	0.059	1,886
Fresh Class Advisor	0.018	575	0.022	703	0.026	831	0.030	959	0.034	1,087	0.038	1,215
Grade Level Chair Elementary (7)	0.015	480	0.019	607	0.023	735	0.027	863	0.031	991	0.035	1,119
HS Department Chair (6)	0.015	480	0.019	607	0.023	735	0.027	863	0.031	991	0.035	1,119
Instrumental Music	0.086	2,749	0.091	2,909	0.096	3,069	0.101	3,229	0.106	3,389	0.111	3,549
JETS Team Coach (2)	\$100 Each Per Year											
Jr. HI Student Council	0.021	671	0.026	831	0.031	991	0.036	1,151	0.041	1,311	0.046	1,471
Junior Class Advisor	0.053	1,694	0.059	1,854	0.063	2,014	0.069	2,174	0.073	2,334	0.078	2,494
MS Yearbook	0.029	927	0.034	1,067	0.039	1,247	0.044	1,407	0.049	1,566	0.054	1,726
NHS	0.029	927	0.034	1,067	0.039	1,247	0.044	1,407	0.049	1,566	0.054	1,726
Pep Band	0.028	895	0.033	1,055	0.038	1,215	0.043	1,375	0.048	1,535	0.053	1,694
Play Director - High School	0.039	1,247	0.043	1,375	0.047	1,503	0.051	1,630	0.055	1,758	0.059	1,886
Play Director - Middle School	0.039	1,247	0.043	1,375	0.047	1,503	0.051	1,630	0.055	1,758	0.059	1,886
Play Director - Elementary	0.039	1,247	0.043	1,375	0.047	1,503	0.051	1,630	0.055	1,758	0.059	1,886
Schil Schan	0.065	2,078	0.070	2,238	0.075	2,398	0.080	2,558	0.085	2,717	0.090	2,877
Scoreboard Programmer	\$30.00 per hour											
Senior Class Advisor	0.048	1,535	0.053	1,694	0.058	1,854	0.063	2,014	0.068	2,174	0.073	2,334
Sophomore Class Advisor	0.023	735	0.027	863	0.031	991	0.035	1,119	0.039	1,247	0.043	1,375
Spanish Club	0.034	1,067	0.039	1,247	0.044	1,407	0.049	1,566	0.054	1,726	0.059	1,886
Spelling Bee (2)	0.018	480	0.019	607	0.023	735	0.027	863	0.031	991	0.035	1,119
Stage/Jazz Band	0.039	1,247	0.044	1,407	0.049	1,566	0.054	1,726	0.059	1,886	0.064	2,046
Student Council	0.039	1,247	0.044	1,407	0.049	1,566	0.054	1,726	0.059	1,886	0.064	2,046
St. C. Singers	0.042	1,343	0.047	1,503	0.052	1,662	0.057	1,822	0.062	1,982	0.067	2,142
Team Leaders 5 - 8 (4)	0.015	480	0.019	607	0.023	735	0.027	863	0.031	991	0.035	1,119
Student Action Committee	0.018	575	0.022	703	0.026	831	0.030	959	0.034	1,087	0.038	1,215
Vocal Music	0.042	1,343	0.047	1,503	0.052	1,662	0.057	1,822	0.062	1,982	0.067	2,142
Washington DC Trip	0.015	480	0.019	607	0.023	735	0.027	863	0.031	991	0.035	1,119

St. Clairsville-Richland City School District
 Supplemental Salary Schedule
 2016-2017 School Year

Base: \$ 22,289.00

Non-Athletic:

	Index Year 1	Salary Year 1	Index Year 2	Salary Year 2	Index Year 3	Salary Year 3	Index Year 4	Salary Year 4	Index Year 5	Salary Year 5	Index Year 10	Salary Year 10
Academic Quiz Team (2)	0.018	581	0.022	710	0.026	840	0.030	969	0.034	1,098	0.038	1,227
A.M. Bus Supervisor (2)	0.040	1,282	0.046	1,463	0.050	1,614	0.055	1,776	0.060	1,937	0.066	2,099
P.M. Bus Supervisor (2)	0.040	1,282	0.046	1,463	0.050	1,614	0.055	1,776	0.060	1,937	0.066	2,099
Close Up Coach	0.018	581	0.022	710	0.026	840	0.030	969	0.034	1,098	0.038	1,227
Color Guard	0.039	1,259	0.043	1,388	0.047	1,518	0.051	1,647	0.055	1,776	0.059	1,905
Culture Club	0.018	581	0.022	710	0.026	840	0.030	969	0.034	1,098	0.038	1,227
Destination Imagin. Coordinator	0.018	581	0.022	710	0.026	840	0.030	969	0.034	1,098	0.038	1,227
Drum Line	0.039	1,259	0.043	1,388	0.047	1,518	0.051	1,647	0.055	1,776	0.059	1,905
French Club	0.034	1,086	0.039	1,268	0.044	1,421	0.049	1,582	0.054	1,744	0.059	1,905
Fresh Class Advisor	0.018	581	0.022	710	0.026	840	0.030	969	0.034	1,098	0.038	1,227
Grade Level Chair Elementary (7)	0.015	484	0.019	613	0.023	743	0.027	872	0.031	1,001	0.035	1,130
HS Department Chair (6)	0.015	484	0.019	613	0.023	743	0.027	872	0.031	1,001	0.035	1,130
Instrumental Music	0.068	2,777	0.081	2,938	0.096	3,100	0.101	3,261	0.106	3,423	0.111	3,584
JETS Team Coach (2)	\$100 Each Per Year											
Jr. Hi Student Council	0.021	678	0.026	840	0.031	1,001	0.036	1,162	0.041	1,324	0.046	1,485
Junior Class Advisor	0.053	1,711	0.058	1,873	0.063	2,034	0.068	2,196	0.073	2,357	0.078	2,519
MB Yearbook	0.029	936	0.034	1,098	0.038	1,259	0.044	1,421	0.049	1,582	0.054	1,744
NHS	0.028	936	0.034	1,098	0.039	1,259	0.044	1,421	0.049	1,582	0.054	1,744
Pep Band	0.028	904	0.033	1,066	0.038	1,227	0.043	1,388	0.048	1,550	0.053	1,711
Play Director - High School	0.039	1,259	0.043	1,388	0.047	1,518	0.051	1,647	0.055	1,776	0.059	1,905
Play Director - Middle School	0.039	1,259	0.043	1,388	0.047	1,518	0.051	1,647	0.055	1,776	0.059	1,905
Play Director - Elementary	0.039	1,259	0.043	1,388	0.047	1,518	0.051	1,647	0.055	1,776	0.059	1,905
Sch'l Sch'n	0.065	2,669	0.070	2,280	0.075	2,422	0.080	2,563	0.086	2,745	0.090	2,906
Scoreboard Programmer	\$30.00 per hour											
Senior Class Advisor	0.048	1,550	0.053	1,711	0.058	1,873	0.063	2,034	0.068	2,196	0.073	2,357
Sophomore Class Advisor	0.023	743	0.027	872	0.031	1,001	0.036	1,130	0.039	1,259	0.043	1,388
Spanish Club	0.034	1,086	0.039	1,268	0.044	1,421	0.049	1,582	0.054	1,744	0.059	1,905
Spelling Bee (2)	0.015	484	0.019	613	0.023	743	0.027	872	0.031	1,001	0.035	1,130
Stage/Jazz Band	0.039	1,259	0.044	1,421	0.049	1,582	0.054	1,744	0.059	1,905	0.064	2,066
Student Council	0.039	1,259	0.044	1,421	0.049	1,582	0.054	1,744	0.059	1,905	0.064	2,066
St. C. Singers	0.042	1,356	0.047	1,518	0.052	1,679	0.057	1,840	0.062	2,002	0.067	2,163
Team Leaders 5 - 8 (4)	0.015	484	0.019	613	0.023	743	0.027	872	0.031	1,001	0.035	1,130
Student Action Committee	0.018	581	0.022	710	0.026	840	0.030	969	0.034	1,098	0.038	1,227
Vocal Music	0.042	1,356	0.047	1,518	0.052	1,679	0.057	1,840	0.062	2,002	0.067	2,163
Washington DC Trip	0.015	484	0.019	613	0.023	743	0.027	872	0.031	1,001	0.035	1,130

ARTICLE XXIV

MANAGEMENT RIGHTS

- 24.1 The Association agrees that the functions, rights, powers, responsibilities and authority of the Board in regard to the management of the work force and the operation of the school district not specifically limited or modified by an express provision or term of this agreement or applicable law shall remain exclusively those of the Board.

ARTICLE XXV

MAINTENANCE OF STANDARDS

- 25.1 During the duration of this Agreement the Board will maintain all terms, conditions and benefits of employment as provided herein. It is agreed, however, that this agreement supersedes and cancels all previous agreements, verbal or written, or based upon alleged past practices between the Board and Association and constitutes the entire agreement between the parties.

ARTICLE XXVI

PROVISIONS CONTRARY TO LAW

- 26.1 All items in this Agreement which supersede applicable state law and which may permissibly do so under Section 4117.01(A) shall not be affected by this Article. Should any provision of this Agreement be held to be in violation of the law by a court of competent jurisdiction, then that provision of the Agreement shall be deemed null and void, but the remainder of the Agreement shall remain in full force and effect. The subject of the Articles or Sections of this Agreement ruled invalid shall be submitted for negotiations within thirty (30) days after the Board and the Association learn of the ruling.

ARTICLE XXVII

EQUAL OPPORTUNITY

- 27.1 Candidates for employment are considered equally without regard to age, race, color, religion, sex, national origin, marital status or nonrelated medical condition or handicap.

ARTICLE XXVIII

RETIREMENT

28.1 Re-employment of Retiree

- (a) As used in this subsection, a "Retiree" is an individual who:
 - 1. Is eligible for service retirement status with the State Teachers Retirement System and has submitted a Notice of Retirement to the Board of Education; or
 - 2. Has attained service requirement status with the State Teachers Retirement System and is otherwise qualified by certification and background for public school teaching in Ohio.

- (b) The Board of Education may offer a one (1) year contract to a Retiree, at the zero step salary level at the degree level of the teacher at the time of retirement or upon re-employment following retirement, whichever is higher.

- (c) Said contract shall expire automatically at the end of its stated term. No notice of non-renewal is required. Continuation of the employment of a retiree through offering a new one (1) year limited contract, which shall automatically expire at the end of its term, shall be at the election of the Board and upon recommendation of the Superintendent. The requirements of Article XIV of the negotiated agreement shall not apply to Retiree limited contracts. The parties specifically waive all rights for such employees pursuant to ORC 3319.11 and ORC 3319.111, or their successors.

- (d) While employed by the Board, a Retiree:
 - 1. Shall not retain or accumulate seniority;
 - 2. Shall accumulate and may use sick leave and personal leave in accordance with the negotiated agreement;
 - 3. Shall not be entitled to severance pay under the negotiated agreement upon conclusion of employment as a Retiree;
 - 4. A Retiree is not eligible for continuing contract status;
 - 5. The limited contracts of Retirees shall be the first suspended in the event of a reduction in force.

- (e) The Board and the Association expressly intend this article to supersede any differing or inconsistent terms of the negotiated agreement or provisions of the Ohio Revised Code which would otherwise be applicable to these provisions.

28.2 Early Retirement Cash Payment

- (a) A teacher who is (1) otherwise eligible for retirement through STRS; and (2) will have up to, but not in excess of, thirty (30) years of service by June 30 of the then current school year; and (3) by April 15 of that school year submits a written -contract of retirement to the Board through its Treasurer to be effective June 30 of that school year shall receive a Ten Thousand Dollar (\$10,000.00) cash payment, subject to all required

withholding, by the first day of March of the calendar year following that teacher's last salary payment from the Board.

- (b) Failure of a teacher to elect retirement prior to commencement of the teacher's thirty-first (31st) year of service will disqualify the teacher from receiving this payment.

ARTICLE XXIX

NEW STEP PLACEMENT

Any teacher new to the district regardless of prior experience may upon initial employment be placed on the salary schedule at any step zero (0) through three (3) years at the discretion of the Superintendent. When such teacher is placed at a step that exceeds his/her prior experience, he/she will remain at said step until the experience in the district is commensurate with the step placement. However, no teacher will be placed at a step lower than the experience credit he/she would be entitled to under law. The Superintendent will give the Association reasonable notice when implementing this provision.

ARTICLE XXX

COMMITTEES

- 30.1 The Local Professional Development Committee shall be established under the following guidelines:
 - A. The LPDC shall consist of nine (9) members, six (6) selected by the SEA and three (3) appointed by the Superintendent.
 - B. The term of office for members serving on the committee shall be three (3) years. Initially, the appointments shall be staggered as two (2) teacher members shall be appointed for a one (1) year term, two (2) teachers for a two (2) year term, and two (2) teachers for a three (3) year term. Each appointment, if renewed, shall be for three (3) years. The Superintendent shall designate one (1) person for a one (1) year term, one (1) person for a two (2) year term; and one (1) for a three (3) year term.
 - C. LPDC members shall receive approved released time and a stipend of \$500.00 for each year in which they serve the full year.
 - D. Meeting space, file storage facilities and clerical help as needed shall be provided.
 - E. The LPDC shall establish its by-laws and operating procedures in keeping with the laws of the State of Ohio.

30.2 Master Teacher Committee

- 1. A Master Teacher Committee shall be created in the 2012-13 school year for the purpose of establishing procedures whereby Board employees may become and/or maintain the designation of "master teacher" according to standards set forth by the state of Ohio.

2. The committee shall be clothed with all authority afforded it under Ohio law and under the Ohio Educator Standards Board in order to carry out its mission and to make decisions as to how it shall function.
3. Important functions of the committee shall include but not be limited to: constructing district timelines to oversee and verify candidate eligibility, using state designated forms to properly process candidates, providing "master teacher" program information to employees, communicating the compilation of candidates' scores to appropriate individuals, maintaining required records, and submitting required information to the EMIS Coordinator.
4. The Committee shall consist of a total of eight (8) Board employees as follows: Two (2) elementary teachers, two (2) middle school teachers, two (2) high school teachers and two (2) administrators. Said committee teachers shall be chosen by the current Association President with approval by its Executive Committee. The committee administrator shall be chosen by the district's Superintendent of schools.
5. Notwithstanding Item Four in this subsection, the Association President shall invite any National Board Certified bargaining unit member or bargaining unit members who currently hold the Master Teacher designation to serve on the committee, though such members shall not be required to serve on the committee. Furthermore, in 2012 the Association President and Executive Committee shall assign staggered terms of one (1) year, two (2) years and three (3) years to the appointed teacher members of the committee so that an equal number (two) of them shall fill said terms. Upon the expiration of these staggered terms, teacher members of the committee shall thereafter be appointed for a term of three (3) years. The term for the administrator serving on the committee shall be determined by the district's Superintendent of schools, but in no case shall exceed three (3) years. Furthermore, it shall be the goal of the committee that in subsequent years teacher member appointments shall consist of "master teachers" who have achieved "master teacher" status through the committee.
6. The committee shall choose a chairperson annually by a simple majority vote. The duties of the chairperson shall include but not be limited to attending all meetings and facilitating them, maintaining a written record of meeting attendees, receiving all candidate applications, preparing candidate applications for blind readings by committee members, taking notes during meetings, or assigning note taking to another member, maintaining and storing all records and forms, sending application results to appropriate individuals, receiving written correspondence, including appeals by candidates and remaining impartial by not scoring applicant documents.
7. Two (2) teacher members of the committee shall read and score each application solely according to the scoring guide based on the criteria in the Ohio Standards for the Teaching Profession, and the committee shall assign such members by attempting to closely match the candidate to these committee members by either grade level and/or subject. If the two (2) assigned committee members disagree regarding the recommendation of an applicant, then the committee shall assign a third teacher member to read and score the application. Applicants will receive recommendations by a majority vote of the assigned teacher members.
8. An applicant may submit to the committee chair an appeal in writing, within thirty (30) calendar days of receiving any written decision to deny the status of

“master teacher” to the applicant. Upon receiving such appeal the committee chairperson shall set an appeal meeting for the applicant to meet with members of the committee. Said meeting shall be held no later than sixty (60) calendar days from receipt by the chairperson of the written appeal. Within thirty (30) days of this appeal meeting the committee shall render a final decision to the applicant. No decision by the committee shall be subject to the grievance procedure in Article III.

9. There shall be at least four (4) required meetings of the committee during each school year. For attending each required meeting that occurs outside the regular work day, teacher members of the committee shall be paid fifty dollars (\$50) per meeting with the chairperson receiving sixty dollars (\$60) per meeting to compensate for additional duties.
10. Bargaining unit members who attain the status of Master Teacher shall receive a one-time stipend of Five Hundred Dollars (\$500.00).

ARTICLE XXXI

PROFESSIONAL LEARNING AND NEEDS TEAM (PLAN)

A. Composition

The PLAN team will consist of administrative representatives, an Ohio University Eastern consultant, and six bargaining unit members appointed by SEA.

B. Reimbursement

Team members will receive a minimum of four professional days.

A stipend of \$1,500.00 will be rewarded to each member upon completion of a full year of service. In addition, each team member will be reimbursed for any cost of all necessary training in order to serve as an effective team member. Those team members who take on mentoring responsibilities will receive an additional stipend of \$1,000.00.

C. Operation

The number of Prime Times will be increased to nine per school year (1 per month). The PLAN team will be responsible for the following:

1. Assign and monitor the entry year mentoring program;
2. Survey staff to determine professional needs;
3. Arrange for evaluation of the program;
4. Assign mentors to teachers new to the district and others who request assistance;
5. Determine the length of mentoring for both entry year and others; and
6. Provide conflict resolution.

D. Released Time for Mentorees

All new teachers, teachers new to the district, and others who volunteer to be mentored will receive a minimum of two and a maximum of four professional days to be used in half-day increments in order to meet with assigned mentors.

- E. This Article shall be implemented if, and only if, the Board of Education receives grant monies to pay the stipends, costs, and obligations of this Article. If said grant monies are not received, then this Article shall be void and held for naught unless the Department of Education, Board of Education and Association agree to a modified plan. If grant monies are not received in subsequent years to fund the stipends, costs and obligations, this Article shall be void and held for naught.

The Prime Time days must be approved by the Department of Education. If approval is not received, the utilization of Prime Time shall be void and held for naught.

ARTICLE XXXII

REIMBURSEMENT TO VAN DRIVERS

The Board of Education will reimburse applicants who successfully complete necessary certification and licensure to operate a school district van for transportation of students and staff to and from athletic events up to a maximum of One Hundred Fifty Dollars (\$150.00) per application. The Board shall also reimburse a certified and licensed applicant for any co-payment for any physical examination required to maintain the certification and licensure which is covered under the then existing health insurance plan designated in Article XIX of this Agreement, provided the physical is performed at the facility designated by the employer.

ARTICLE XXXIII

SENIORITY

1. Definitions
 - (a) Seniority shall be defined as the continuous service or employment of a teacher beginning with the first date the teacher reported for duty without distinction between full-time and part-time employment. If two (2) or more teachers have the same length of continuous service, then seniority will be determined by the date of the Board Meeting at which the teacher was hired. If two (2) or more teachers were hired at the same Board meeting, then seniority will be determined by a lottery drawing.
 - (b) The first date of reporting for duty is the first date of reporting for teaching duties, notwithstanding that the teacher may have reported for duty under a supplemental or extended service contract at an earlier date.
 - (c) Long term substitutes shall not accrue seniority within the system.
2. Continuous Employment or Service shall be defined as:
 - a) All time on sick leave;
 - b) All time accrued on a Board approved leave of absence;
 - c) All time while on military leave of absence;
 - d) All time on disability retirement up to a maximum of five (5) years;
 - e) All time during suspension of a teacher if the teacher is subsequently reinstated;
 - f) All time when a teacher who submits a letter of resignation is consequently reemployed by the Board for the ensuing school year.
 - g) Should the employee leave the Bargaining Unit for an administrative position, then his or her seniority shall remain frozen at the date the employee left the Bargaining Unit.

3. **Seniority Loss**
Seniority shall be lost when a teacher:
 - a) Resigns;
 - b) Retires and is not reemployed by the Board under Article XXVIII for the ensuing school year.
 - c) Leaves the employment of the Board due to non-renewal or termination of contract.

4. By December 31st of each school year, the Association and the Administration shall mutually agree upon a seniority list which shall be binding on the Board and the SEA throughout the ensuing calendar year.

ARTICLE XXXIV
PROFICIENCY TUTORS

1. Proficiency tutors are those teachers assigned to assist students in upgrading skills and may work 3 hours and 40 minutes per day or less.
2. Proficiency tutors shall receive all rights and benefits as provided by law and the terms of the Master Agreement.
3. Proficiency tutors shall not be entitled to a lunch break or a planning and conference period.
4. The Board shall pay toward the proficiency tutor insurance premium 50% of the amount that it pays for a full-time teacher's Major Medical, Dental, Prescription and any other insurance premium. The proficiency tutor will be responsible for paying the remaining balance due on said premium.
5. Proficiency tutors may bid upon vacant full-time or part-time positions in accordance with Article X. However, such teacher's seniority shall be prorated at 50% of a full-time teacher's experience.

ARTICLE XXXV
DURATION OF CONTRACT

35.1 This agreement shall remain in effect from June 1, 2014, to May 31, 2017
both dates inclusive.

SIGNED by the duly authorized representatives of the parties hereto in quadruplicate originals
the day and year first above written.

St. Clairsville-Richland City Board of Education

by: Michael Spurb
President

St. Clairsville Education Association OEA/NEA/Local

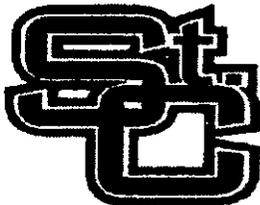
by: Victor Kuncygent
President

ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

108 Woodrow Avenue, St. Clairsville, Ohio 43950 Phone: (740) 695-1624 Fax: (740) 695-1627

SUPERINTENDENT'S OFFICE

Walter Skaggs, Superintendent
Diane Thompson, Assistant Superintendent
Tammy Weisal, EMIS Coordinator
Jim Yates, Network Administrator
Sharon Harrison, Administrative Assistant



TREASURER'S OFFICE

Amy Porter, Treasurer/CFO
Betty Milhcan, Assistant to the Treasurer
Valerie Lachendro, Assistant to the Treasurer
Treasurer's Office Fax: 740-695-5805

MEMORANDUM OF UNDERSTANDING

(HEALTH CARE AND PRESCRIPTION INSURANCE)

This Memorandum of Understanding is entered into by and between the St. Clairsville-Richland City School District Board of Education ("Board") and the St. Clairsville Education Association ("SEA").

WHEREAS, the Board and SEA have entered into a Collective Bargaining Agreement ("Master Agreement") under Ohio Revised Code Chapter 4117 which provides, inter alia, for health insurance benefits ("Hospital/Surgical/Major Medical/Prescription") for the Board employed members of the SEA, and

WHEREAS, the Insurance Committee established under Article 19.6 of the Master Agreement has net and recommended a change in the current provider of such health insurance and the schedule of benefits available to the employees under that provider's plan; and

WHEREAS, such a change in the provider and the benefits provided will be in the best interests of the Board and Members of the SEA;

IT IS AGREED that Articles 19.2 and 19.4 of the Master Agreement shall be amended as follows:

(1) Effective August 1, 2013, the health insurance provider shall be changed to the Health Plan of the Upper Ohio Valley and the level of benefits to be provided shall be amended as set forth on attached Exhibit A - Column 3 - "THP-PPO 100%/\$15.00/\$500.00".

(2) Provided that upon receipt of appropriate documentation, the Treasurer will reimburse an insured beneficiary requiring "specialty drugs", as defined under the plan, for the out-of-pocket difference between the formulary drug co-pay (\$35.00) and the specialty drug co-pay (maximum of \$300.00).

(3) This Memorandum of Understanding shall remain in effect through May 31, 2014, unless it is earlier amended, revised or revoked by the mutual agreement of the Board and the SEA.

(4) All other provisions of the Master Agreement, and specifically the premium contribution levels by the Board and the insured employee as set forth in Article 19.2, not otherwise expressly inconsistent with the Memorandum of Understanding shall remain in effect through May 31, 2014.

(5) Provided, however, that this Memorandum of Understanding shall not take effect, unless a Memorandum of Understanding providing for the same change in the health insurance provider and level of benefits as set forth above is approved by OAPSE Local 549.

WITNESS THE FOLLOWING SIGNATURES by representatives of the Board and the SEA who have authority to bind their respective principals to this agreement.

EXTENSION OF MEMORANDUM OF UNDERSTANDING

The Collective Bargaining Agreement ("Master Agreement") between the St. Clairsville-Richland City School District Board of Education ("Board") and the St. Clairsville Education Association ("SEA"), having been re-negotiated and extended through May 31, 2017, the foregoing Memorandum is hereby extended through May 31, 2017, unless it is earlier amended, revised or revoked by the mutual agreement of the Board and the SEA.

ST. CLAIRSVILLE EDUCATION
ASSOCIATION
(SEA)

ST. CLAIRSVILLE-RICHLAND CITY SCHOOL
DISTRICT BOARD OF EDUCATION
(BOARD)

By: Victor Sauvageot
Victor Sauvageot, Its President

By: Walt E Skaggs
Walt Skaggs, Its Superintendent

Date: 9/17/2014

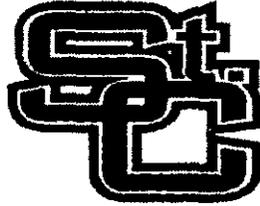
Date: 9-17-14

ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

108 Woodrow Avenue, St. Clairsville, Ohio 43950 Phone: (740) 695-1624 Fax: (740) 695-1627

SUPERINTENDENT'S OFFICE

Walter Skaggs, Superintendent
Diane Thompson, Assistant Superintendent
Tammy Weisal, EMIS Coordinator
Jim Yates, Network Administrator
Sharon Harrison, Administrative Assistant



TREASURER'S OFFICE

Amy Porter, Treasurer/CFO
Betty Milhoan, Assistant to the Treasurer
Valerie Laohendro, Assistant to the Treasurer
Treasurer's Office Fax: 740-695-5805

MEMORANDUM OF UNDERSTANDING

(GROUP LIFE INSURANCE)

This Memorandum of Understanding is entered into by and between the St. Clairsville-Richland City School District Board of Education ("Board") and the St. Clairsville Education Association ("SEA").

WHEREAS, the Board and SEA have entered into a Collective Bargaining Agreement ("Master Agreement") under Ohio Revised Code Chapter 4117 which provides, inter alia, for group life insurance benefits for the Board employed members of the SEA, and

WHEREAS, the Board desires to increase the benefit payable to such employees under Article 19.1 of the Master Agreement; and

WHEREAS, such an increase in said benefit will be in the best interests of the Board and Members of the SEA;

IT IS AGREED that Article 19.1 of the Master Agreement for the period June 1, 2014 through May 31, 2017 shall be amended to read as follows:

1. The Board shall provide a group life insurance for each certificated employee in the amount of Thirty Thousand Dollars (\$30,000.00). The full cost of this program and any increases thereof shall be paid by the Board. To the extent reasonably possible, the plan provided shall not limit or exclude payment of benefits as the result of a teacher being on a leave granted pursuant to this Agreement.

2. This Memorandum of Understanding and the benefit granted thereunder shall become effective on the ____ day of _____, 2014 and shall remain in effect through May 31, 2017, unless it is earlier amended, revised, or revoked by the mutual agreement of the Board and the SEA.

3. This Agreement does not establish any precedent or past practice on the part of the Board or the SEA.

4. Any violation of this Memorandum of Understanding shall be subject to the terms of the grievance and arbitration procedure provided in Article IV of the Master Agreement.

Signed by the duly authorized representatives of the parties:

ST. CLAIRSVILLE EDUCATION ASSOCIATION

By: Victor Sauvageot

Victor Sauvageot, President

Date: 9/17/2014

ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

BOARD OF EDUCATION

By: Walter E. Skaggs

Walter Skaggs, Superintendent

Date: 9-17-14

MEMORANDUM OF UNDERSTANDING
Technology Acceptable Use Policy for Staff

This Memorandum of Understanding is entered into by and between the St. Clairsville-Richland City School District Board of Education (Board) and the St. Clairsville Education Association (SEA).

WHEREAS, the Board has adopted a "Network Privacy and Acceptable Use for Staff Members" policy (EDEA); and

WHEREAS, the SEA has raised concerns regarding the privacy of its members use of personal technology equipment in the course of performing district business; and

WHEREAS, both the Board and the SEA recognize that advances in technology are consistently occurring;

It is AGREED that policy EDEA shall be modified to provide the following:

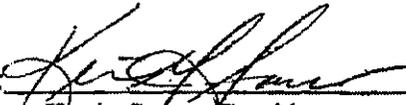
1. References to student violations of the policy and subsequent discipline will be deleted.
2. Prohibitions against instant messaging or text messaging by employees for district business will be deleted.
3. The term "Network" shall be as defined in Policy EDEA.
4. Nothing in the policy shall be construed to grant to the Board or its Administration a unilateral right to seize, confiscate or take custody of an employee's personal technological equipment which may or may not have been utilized by the employee to access the Network for district business or other activities permitted by the policy. The employee may be required to produce such equipment and its content through subpoena, warrant or other order of a court of competent jurisdiction.
5. An employee's use of a district provided "Teacher Website" as developed in the district will be monitored by the Administration.
6. Policy EDEA, or its successor, will be reviewed by the Technology Committee on an annual basis.

This Agreement shall not establish any precedent for either party.

Any alleged violation of this Memorandum of Understanding shall be subject to the terms of a grievance and arbitration procedure provided in Article IV of the Master Agreement between the SEA and the Board effective June 1, 2011.

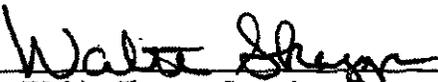
This Memorandum of Understanding shall be in effect through the duration of this contract.

ST. CLAIRSVILLE EDUCATION ASSOCIATION

BY: 
Kevin Sacco, President

Date: 11/2/12

ST. CLAIRSVILLE-RICHLAND CITY SCHOOL
DISTRICT BOARD OF EDUCATION

BY: 
Walter Skaggs, Superintendent

Date: 11/5/12

MEMORANDUM OF UNDERSTANDING
Credit Flexibility Program

This Memorandum of Understanding is entered into by and between the St. Clairsville-Richland City School District Board of Education (Board) and the St. Clairsville Education Association (SEA).

WHEREAS, Senate Bill 311 requires the Board to develop and implement a Credit Flexibility Program in conformity with the standards developed and being developed by the Ohio Department of Education (ODE); and

WHEREAS, the SEA desires professional input into the development of the district's Credit Flexibility Program;

It is therefore AGREED as follows:

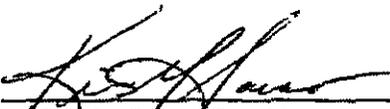
1. The Faculty Advisory Committee (FAC) shall be charged with the development and oversight of the district's Credit Flexibility Program as required by SB 311 and the Ohio Department of Education for recommendation to the Board of Education for its approval or disapproval.
2. The FAC shall consult with the "potential" teacher of record:
 - a) To identify the learning outcomes in the context of the student's Credit Flexibility Plan and the assessments thereof; and
 - b) To develop within the plan of study the minimum, regular intervals with the teacher of record regarding the student's progress.
3. No teacher shall be required to serve as a teacher of record.
4. A teacher who accepts the assignment of teacher of record for a student participating in an approved Flexibility Credit Plan shall be compensated at the VLA rate in existence at the time of assignment to be paid upon course completion. Provided, however, that payment of compensation is not conditioned on the student's receipt of credit for the course, unless the teacher has failed to fulfill his/her duties under the assignment.
5. The determination of the credit, if any, and the grade assigned, or level of mastery achieved, if applicable, shall be made by the teacher of record subject to the then existing grade appeal process within the district.
6. No change to the current make-up of the FAC will be made by the Administration without prior consultation with the SEA.

This Memorandum of Understanding shall not establish any precedent for either party.

Any alleged violation of this Memorandum of Understanding shall be subject to the terms of a grievance and arbitration procedure provided in Article IV of the Master Agreement between the SEA and the Board effective June 1, 2011.

Unless modified by mutual agreement, this Memorandum of Understanding shall remain in effect through the duration of this contract.

ST. CLAIRSVILLE EDUCATION ASSOCIATION

BY: 
Kevin Sacco, President

Date: 11/2/12

ST. CLAIRSVILLE-RICHLAND CITY SCHOOL
DISTRICT BOARD OF EDUCATION

BY: 
Walter Skaggs, Superintendent

Date: 11/5/12

MEMORANDUM OF UNDERSTANDING
Seniority

This Memorandum of Understanding is entered into by and between the St. Clairsville-Richland City School District Board of Education (Board) and the St. Clairsville Education Association (SEA).

WHEREAS, Article XXXIII of the Master Agreement between the SEA and the Board effective June 1, 2011, sets forth definitions of Seniority and the conditions under which seniority may be continued in the absence of a teacher from employment or lost as a result of absence of a teacher from employment; and

WHEREAS, the application of Seniority may be a determining factor in the award of a vacant teaching position; transfer of a teacher within the district; suspension of a teacher contract through a reduction in force; and recall of a teacher to reemployment from a previously suspended contract; and

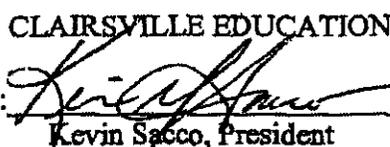
WHEREAS, the Board and the SEA wish to mutually agree as to the placement of SEA members on the seniority list within the district;

It is AGREED that the Administration and the SEA shall certify, by mutual agreement, a seniority list of teachers within the district effective May 31, 2011. The status of a teacher on the seniority list as of May 31, 2011, which shall be the benchmark from which seniority shall be determined from and after June 1, 2011.

This Agreement shall not establish any precedent for either party.

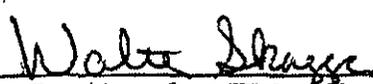
Any alleged violation of this Memorandum of Understanding shall be subject to the terms of a grievance and arbitration procedure provided in Article IV of the Master Agreement between the SEA and the Board effective June 1, 2011.

ST. CLAIRSVILLE EDUCATION ASSOCIATION

BY: 
Kevin Sacco, President

DATE: October 19, 2011

ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT
BOARD OF EDUCATION

BY: 
Superintendent, Walter Skaggs

DATE: 10/19/11

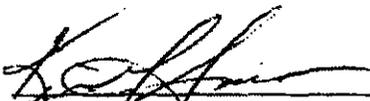
MEMORANDUM OF UNDERSTANDING
between
ST. CLAIRSVILLE EDUCATION ASSOCIATION
and the
ST. CLAIRSVILLE CITY SCHOOL DISTRICT BOARD OF EDUCATION

Reduction in Force

The Association and the Board agree, that Article XI, Reduction in Force, as delineated in the 2011-2012 Master Agreement between the parties, will be used to determine reductions of staff until such time as the Evaluation Policy and Procedure required under Ohio Revised Code 3319.112 for the evaluation of teachers in the St. Clairsville City School District is adopted, functioning and in effect.

This Agreement represents the entire Agreement by the parties and any other claimed verbal or informal understandings are null and void and shall have no effect on the written terms contained in this Agreement.

This Agreement is a binding contractual commitment. The parties acknowledge and agree that this Agreement is subject to the grievance process.



Kevin Sacco, SEA President



Walter Skaggs, Superintendent

11/2/12

Date

11/5/12

Date

MEMORANDUM OF UNDERSTANDING
EVALUATION DEVELOPMENT COMMITTEE

The Association and the Board agree to a joint Evaluation Development Committee for the purpose of creating the Evaluation Framework, procedure and process for the evaluation of certified employees in St.-Clairsville-Richland City School District. In the interim, current Teacher Evaluation contract language (Article VIII) will continue to apply to the extent permitted by law

1. Composition

- a) The Committee shall be comprised of, four (4) Association members appointed by the Association president and, four (4) members appointed by the Board or its designee.
- b) Committee members shall be representative of elementary, middle school, secondary and specialty areas within the district.

2. Operational Procedures

- a) At the initial committee meeting, the committee will develop the ground rules by which the committee will operate. These ground rules will be reviewed annually.
- b) The Committee shall recommend an evaluation model to the Board and the Association.

3. Compensation

- a) Any committee work required outside of the work day, teacher members will be paid fifty dollars (\$50) per meeting with the chairperson receiving sixty dollars (\$60) per meeting to compensate for additional duties.

4. Committee Authority

- a) The Evaluation Committee shall not have the authority to negotiate wages, hours or terms and conditions of employment.
- b) If the committee has not recommended or the Board has not adopted an Evaluation Policy by July 1, 2013, the current contract language (Article VIII) will be modified to align with the required elements of the Ohio Teacher Evaluation System (OTES) thru the 2013-2014 school year.

5. Adoption/Revision of Evaluation Model

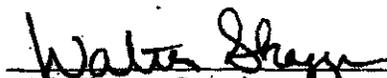
- a) Once ratified by both parties this procedure shall be incorporated into the Master Agreement and will go into effect for the start of the 2013-2014 school year.
- b) In the event of legislative action by the Ohio General Assembly that impacts in any way on this topic, the parties to the Master Agreement agree to reconvene this committee to recommend any necessary adjustments.



Kevin Saoco, SEA President

11/2/12

Date



Walt Skaggs, Superintendent

11/5/12

Date

APPENDIX A

VERIFICATION REPORT

INFORMAL STEP

The undersigned potential grievant and his/her immediate supervisor acknowledge that a potential grievance was discussed between them in accordance with Step I of the negotiated agreement between the Board of Education and the S.E.A. regarding an incident allegedly occurring on

(Date) _____ which generated the following complaint by the potential grievant:

Supervisor Answer:

Discussion Date: _____

Answer Date: _____

Potential Grievant

Immediate Supervisor

APPENDIX B

GRIEVANCE REPORT FORM

Aggrieved Person, Persons and/or Association:

Address: _____

_____ Phone: _____

School: _____ Principal: _____

Date Grievance Occurred: _____

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

If no, follow informal step procedure. If yes, attach verification report.

Statement of Grievance: What part of the definition of a grievance is violated? Set forth the language and source violated.

Relief Sought:

Grievant: _____

To be signed and dated by
Board Representative:

Check applicable box:

/___/ Step I, Immediate Supervisor

Date Received

Acknowledged

/___/ Step II, Superintendent

Date Received

Acknowledged

/___/ Step III, Board of Education

Date Received

Acknowledged

/___/ Step IV, Arbitration

Date Received

Acknowledged

STEP ONE (Formal)

Decision: _____

Date: _____ Signature: _____
Immediate Supervisor

Date Received: _____ Signature: _____
Aggrieved and/or
Association Representative

STEP TWO (Formal)

Decision: _____

Date: _____ Signature: _____
Superintendent

Date Received: _____ Signature: _____
Aggrieved and/or
Association Representative

STEP THREE (Formal)

Decision: _____

Date: _____ Signature: _____
For the Board of Education

Title: _____

Date Received: _____ Signature: _____
Aggrieved and/or
Association Representative

WHERE DECISION REQUIRES ADDITIONAL SPACE, ATTACH PAGES AS NECESSARY

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

APPENDIX C

NOTICE OF VIOLATION

You have parked in a parking space that has been reserved for the teaching staff of the St. Clairsville-Richland City School District. Parking spaces are provided for staff members in order to facilitate the educational program. Public parking is provided in designated areas or on the adjacent public streets.

We appreciate your cooperation in this matter.

APPENDIX D

ARTICLE VII – Continuation

7.3 Complaint Procedure – Professional Staff Form

COMPLAINT PROCEDURE – PROFESSIONAL STAFF FORM

DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

Complainant Represents: _____ Himself/Herself
_____ Organization
_____ Other Group

(1) Whom is this complaint against?

(2) Complaint: (Please be specific in the nature of the complaint)

Request a conference: _____ Yes _____ No

Signature (Complainant)

Signature (Supervisor)

Signature (Teacher)

APPENDIX E

REQUEST FOR SICK LEAVE DONATION PROGRAM

Employee's Name _____

I am requesting _____ (number of days) from the Sick Leave Donation Program.

1. I understand that my request will be considered and granted only if there are days donated by fellow employees to the Sick Leave Donation Program.
2. I understand that the number of days granted cannot exceed the number of days that have been donated up to a maximum of fifteen (15) per application and a maximum thirty (30) days for the same illness or injury as needed, and as approved by the Sick Leave Donation Committee per school year regardless of the number of requests.
3. I have read the guidelines for use of the Sick Leave Donation Program in the Negotiated Agreement.
4. I understand that I am only eligible to use the Sick Leave Donation Program during the current school year.
5. I have attached all required documentation as required in Article XV.

I have read all of the above statements and agree to abide by the conditions.

Date _____

Name of person making request

(Name may be withheld on donation request form upon request of person making request for Sick Leave Donation Program)

I DO _____ I DO NOT _____ request that my name be withheld

Date _____ Approved by Committee

One copy of this form should be returned to the Treasurer and one copy should be sent to the Association President.

APPENDIX F

AUTHORIZATION OF DONATION TO SICK LEAVE DONATION PROGRAM

I have read the Request for Sick Leave Donation Program and agree to donate _____ days

For the Sick Leave Donation Program to _____.

Name of Employee Receiving Donation
(Name may be withheld upon request)

I currently have a total of _____ days accumulated sick leave.

Date: _____

Name of Employee making donation: _____

Signature

This form should be returned to the Sick Leave Donation Committee via the Treasurer's Office.

APPENDIX G

**St. Clairsville Richland City Schools
SuperMed Plus
Medical Plan**

Benefits	Network	Non-Network
Benefit Period	August 1 st through July 31 st	
Dependent Age	26	
Older Age Child	Removal upon End of Month	
Blood Pint Deductible	0 Pints	
Pre-Existing Condition Waiting Period (does not apply to members under the age of 19)	Initial Group Waiver, All Others: 6-12	
Overall Annual Benefit Period Maximum	Unlimited	
3 month Deductible Carryover	Does Apply	
Benefit Period Deductible-Single/Family ¹	\$550/\$1,000	\$1,000/\$2,000
Coinsurance	100%	70%
Coinsurance Out-of-Pocket Maximum (Excluding Deductible)-Single/Family	None	\$1,000/\$2,000
Physician/Office Services		
Office Visit (Illness/Injury) ²	\$15 copay, then 100%	70% after deductible
Urgent Care Office Visit ²	\$35 copay, then 100%	70% after deductible
Surgical Services in Physicians Office	\$15 copay, then 100%	70% after deductible
All Immunizations	100%	70% after deductible
Administration of H1N1	100%	
Allergy Testing	100%	70% after deductible
Allergy Treatments	100%	70% after deductible
Preventive Services		
Routine Physical Exams (Age 9 and over)	100%	70% after deductible
Well Child Care Services including Exam & Immunizations & Lab Tests (to age 9)	100%	70% after deductible
Routine Vision Exams – includes Refraction	100%	70% after deductible
Routine Hearing Exams	100%	70% after deductible
Routine Mammogram (one per benefit period)	100%	70% after deductible
Routine Pap Test (one per benefit period)	100%	70% after deductible
Routine Laboratory, X-ray & Medical Tests (Age 9 and over)	100%	70% after deductible
Routine Endoscopic Services (Age 9 and over)	100%	70% after deductible
Outpatient Services		
Surgical Services (other than in physician's office)	100% after deductible	70% after deductible
Diagnostic Services	100% after deductible	70% after deductible
Physical Therapy-Professional & Facility (20 visits per benefit period)	Professional \$15 copay, then 100% Facility 100% after deductible	70% after deductible
Occupational Therapy – Professional & Facility (20 visits per benefit period)	Professional \$15 copay, then 100% Facility 100% after deductible	70% after deductible
Chiropractic Therapy – Professional Only (12 visits per benefit period)	\$15 copay, then 100%	70% after deductible
Speech Therapy-Facility & Professional (20 visits per benefit period)	Professional \$15 copay, then 100% Facility 100% after deductible	70% after deductible

Benefits	Network	Non-Network
Cardiac Rehabilitation/Pulmonary Rehabilitation	Professional \$15 copay, then 100% Facility 100% after deductible	70% after deductible
Emergency use of an Emergency Room ³	\$75 copay, then 100%	
Non-Emergency use of an Emergency Room ⁴	\$75 copay, then 100%	\$75 copay, then 100%
Inpatient Facility		
Semi-Private Room and Board	100% after deductible	70% after deductible
Diagnostic Services	100% after deductible	70% after deductible
Professional Services	100% after deductible	70% after deductible
Maternity	100% after deductible	70% after deductible
Skilled Nursing Facility	100% after deductible	70% after deductible
Additional Services		
Ambulance	100% after deductible	
Durable Medical Equipment including Prosthetic Appliances and Orthotic Devices	100% after deductible	70% after deductible
Home Healthcare	100% after deductible	70% after deductible
Hospice	100% after deductible	
Oral Accident	100% after deductible	70% after deductible
Organ Transplants		
Weight Loss Surgical Services including complications from Weight Loss Surgery		
Private Duty Nursing		
Mental Health and Substance Abuse – Federal Mental Health Parity		
Inpatient Mental Health and Substance Abuse Services	Benefits paid are based on corresponding medical benefits	
Outpatient Mental Health and Substance Abuse Services		

Note: Services requiring a copayment are not subject to the single/family deductible.

Non-Contracting and Facility Other Providers will pay the same as Non-Network.

Coinsurance expenses incurred for services by a network provider will only apply to the network coinsurance out-of-pocket limits. Coinsurance expenses incurred for services by a non-network provider will only apply to the non-network coinsurance and out-of-pocket limits.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

¹Maximum family deductible. Member deductible is the same as single deductible.

²The office visit copay applies to the cost of the office visit only.

³Copay waived if admitted. The copay applies to room charges only. All other covered charges are not subject to deductible.

⁴Copay waived if admitted. The copay applies to room charges only. All other covered charges are subject to deductible and coinsurance.

**St. Clairsville Richland City Schools
Prescription Drug Program**

Benefits	Copay	Day Supply
Benefit Period	August 1 st through July 31 st	
Dependent Age Limit	Same as Medical	
Formulary Retail Program with Oral Contraceptive Coverage¹		
Generic Copayment	\$10	30
Formulary Copayment	\$20	30
Non-Formulary Copayment	\$30	30
Diabetic Supplies	0	30
Asthmatic Supplies	0	30
Formulary Home Delivery Program with Oral Contraceptive Coverage		
Generic Copayment	\$20	90
Formulary Copayment	\$40	90
Non-Formulary Copayment	\$60	90
Diabetic Supplies ²	0	90
Asthmatic Supplies ³	0	90

Note: In an effort to continue our commitment to quality care and help contain the increasing cost of prescription drug coverage, a formulary feature is included in your prescription drug benefit. A formulary drug is a FDA approved prescription medication reviewed by an independent Pharmacy and Therapeutics Committee brought together by Medco Health Solutions, Inc. Formulary drugs can assist in maintaining quality care while meeting your plan's cost containment objectives.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

¹Coverage includes Preventive Medications, in accordance with Federal Law.

²Includes over-the-counter items, as well as insulin, syringes, needles, glucose monitors and meters.

³Includes Replacement bags, Peak Flow Meters and Inhalation Spacers only.

St. Clairsville-Richland City School District Professional Growth Plan

Teacher Name _____ School Year _____

Evaluator _____ Building _____

Self-Directed / Teacher Developed

Collaborative / Co-Developed with evaluator

GOAL STATEMENT	DATE	AREA FOR GROWTH
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:		

Comments:

Teacher signature _____ Date _____

Evaluator signature _____ Date _____

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

St. Clairsville-Richland City School District
Teacher Evaluation Observation Review

Teacher Name _____ Date _____

Grade/Sub. Area _____

Evaluator Name _____

	Ineffective	Developing	Skilled	Accomplished
FOCUS FOR LEARNING				
ASSESSMENT DATA				
PRIOR CONTENT KNOWLEDGE / SEQUENCE / CONNECTIONS				
KNOWLEDGE OF STUDENTS				
LESSON DELIVERY				
DIFFERENTIATION				
RESOURCES				
CLASSROOM ENVIRONMENT				
ASSESSMENT OF STUDENT LEARNING				
PROFESSIONAL RESPONSIBILITIES				

**Evidence collected and OTES adopted rubric will accompany this form.*

<p>Overall Rating: <i>(this observation only)</i></p> <p>_____ Ineffective</p> <p>_____ Developing</p> <p>_____ Skilled</p> <p>_____ Accomplished</p>

Evaluator Signature _____

Teacher Signature _____

*** Signature does not indicate agreement with the contents; it simply indicates a receipt of the document.*

St. Clairsville-Richland City School District
Teacher Evaluation Informal Observation - Walkthrough

Teacher Name _____ Grade/Subject Area _____

Observer Name _____ Date _____

Walkthrough time _____ Duration _____

Directions: This form serves as a record of an informal observation conducted by an approved/trained OTES administrator/approved evaluator. The observer will likely not observe all teaching elements listed below in any one informal observation. This record, along with records of additional informal observations, will be used to support the summative evaluation of the teacher.

OBSERVER'S 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 conducive 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.
Student behavior is effectively managed and does not hinder instruction.	Students are engaged in learning activities.
Other:	Other:

OBSERVER'S COMMENTS / RECOMMENDATIONS

Observers Signature _____

___ Copy to teacher

St. Clairsville-Richland City School District
Final Summative Rating of Teacher Effectiveness Worksheet

Teacher Name _____ Building _____

Evaluator Name _____ Date _____

Note: The information contained on this rating worksheet will be maintained in eTPES as prescribed by the Ohio Department of Education and Ohio Revised Code. The eTPES system calculates and maintains the final summative rating product.

Proficiency on Standards 50%	Ineffective	Developing	Skilled	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:			

	Ineffective	Developing	Skilled	Accomplished
Final Summative Overall Rating				

Evaluator signature _____ Date _____

Teacher signature _____ Date _____

- The signatures above indicate that the teacher and the evaluator have discussed the Summative Rating.
- 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.

St. Clairsville-Richland City School District
Teacher Remediation Plan

Teacher Name _____ Evaluator Name _____
 Grade Level / Subject _____ Building _____ School Yr. _____

Section 1: Improvement Statement *List specific areas for improvement as related to the Ohio Standards*

<i>Performance Standard(s) Addressed in this Plan</i>	<i>Date(s) Improvement Areas or Concern Observed</i>	<i>Specific Statement of the Concern/ Areas of Improvement</i>

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

<i>Beginning Date</i>	<i>Ending Date</i>	<i>Level of Performance Specifically Describe Successful Improvement Target(s)</i>

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 source of evidence that will be used to document the completion of the improvement plan.

<i>Actions to be Taken</i>	<i>Sources of Evidence that Will be Examined</i>

Section 4: Assistance and Professional Development

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

--

Follow up Observation Date (20-50 days) _____

Date for this improvement plan to be evaluated: _____

Teacher signature _____ Date _____

Evaluator signature _____ Date _____

**the evaluator's signature on this form verifies that the proper procedures as detailed in law and contract have been adhered to.*

St. Clairsville-Richland City School District
Teacher Remediation 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 being 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:

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 Signature _____

Date _____

Evaluator Signature _____

Date _____

+the evaluator's signature on this form verifies that the proper procedures as detailed in law and contract have been adhered to.

Teacher Performance Evaluation Rubric

The *Teacher Performance Evaluation Rubric* is intended to be scored holistically. This means that evaluators will assess which level provides the best *overall* description of the teacher. The scoring process is expected to occur upon completion of each thirty (30) minute observation and post-conference. The evaluator is to consider evidence gathered during the pre-observation conference, the observation, the post-observation conference, and classroom walkthroughs (if applicable). When completing the performance rubric, please note that evaluators are not expected to gather evidence on all indicators for each observation cycle. Likewise, teachers should not be required to submit additional pieces of evidence to address all indicators. The professionalism section of the rubric may use evidence collected during the pre-observation and post-observation conferences as well as information from the Professional Growth and/or improvement Plan (if applicable).

INSTRUCTIONAL PLANNING		Ineffective	Developing	Skilled	Accomplished
INSTRUCTIONAL PLANNING	FOCUS FOR LEARNING (Standard 4: Instruction) <i>Sources of Evidence:</i> Pre-Conference	The teacher does not demonstrate a clear focus for student learning. Learning objectives are too general to guide lesson planning and are inappropriate for the students, and/or do not reference the Ohio standards.	The teacher communicates a focus for student learning, develops learning objectives that are appropriate for students and reference the Ohio standards but do not include measurable goals.	The teacher demonstrates a focus for student learning, with appropriate learning objectives that include measurable goal(s) for student learning aligned with the Ohio standards. The teacher demonstrates the importance of the goal and its appropriateness for students.	The teacher establishes challenging and measurable goal(s) for student learning that aligns with the Ohio standards and reflect a range of student learner needs. The teacher demonstrates how the goal(s) fit into the broader unit, course, and school goals for content learning and skills.
	Evidence				
INSTRUCTIONAL PLANNING	ASSESSMENT DATA (Standard 3: Assessment) <i>Sources of Evidence:</i> Pre-Conference	The teacher does not plan for the assessment of student learning or does not analyze student learning data to inform lesson plans. The teacher does not use or only uses one measure of student performance.	The teacher explains the characteristics, uses, and limitations of various diagnostic, formative, and summative assessments but does not consistently incorporate this knowledge into lesson planning. The teacher uses more than one measure of student performance but does not appropriately vary assessment approaches, or the teacher may have difficulty analyzing data to effectively inform instructional planning and delivery.	The teacher demonstrates an understanding that assessment is a means of evaluating and supporting student learning through effectively incorporating diagnostic, formative, and/or summative assessments into lesson planning. The teacher employs a variety of formal and informal assessment techniques to collect evidence of students' knowledge and skills and analyzes data to effectively inform instructional planning and delivery.	The teacher purposefully plans assessments and differentiates assessment choices to match the full range of student needs, abilities, and learning styles, incorporating a range of appropriate diagnostic, formative, and summative assessments into lesson plans. Student learning needs are accurately identified through an analysis of student data; the teacher uses assessment data to identify student strengths and areas for student growth.
	Evidence				

INSTRUCTIONAL PLANNING					
		Ineffective	Developing	Skilled	Accomplished
INSTRUCTIONAL PLANNING	<p>PRIOR CONTENT KNOWLEDGE / SEQUENCE / CONNECTIONS (Standard 1: Students; Standard 2: Content, Standard 4: Instruction)</p> <p><i>Sources of Evidence:</i> Pre-Conference</p>	<p>The teacher's lesson does not build on or connect to students' prior knowledge, or the teacher may give an explanation that is illogical or inaccurate as to how the content connects to previous and future learning.</p>	<p>The teacher makes an attempt to connect the lesson to students' prior knowledge, to previous lessons or future learning but is not completely successful.</p>	<p>The teacher makes clear and coherent connections with students' prior knowledge and future learning—both explicitly to students and within the lesson.</p> <p>The teacher plans and sequences instruction to include the important content, concepts, and processes in school and district curriculum priorities and in state standards.</p>	<p>The teacher uses the input and contributions of families, colleagues, and other professionals in understanding each learner's prior knowledge and supporting their development. The teacher makes meaningful and relevant connections between lesson content and other disciplines and real-world experiences and careers as well as prepares opportunities for students to apply learning from different content areas to solve problems.</p> <p>The teacher plans and sequences instruction that reflects an understanding of the prerequisite relationships among the important content, concepts, and processes in school and district curriculum priorities and in state standards as well as multiple pathways for learning depending on student needs. The teacher accurately explains how the lesson fits within the structure of the discipline.</p>
	Evidence				

INSTRUCTIONAL PLANNING

<p>KNOWLEDGE OF STUDENTS (Standard 1: Students)</p> <p><i>Sources of Evidence</i> Analysis of Student Data Pre-Conference</p>	<p>The teacher demonstrates a lack of familiarity with students' backgrounds and has made no attempts to find this information.</p> <p>The teacher's plan for instruction does not demonstrate an understanding of students' development, preferred learning styles, and/or student backgrounds/prior experiences.</p>	<p>The teacher demonstrates some familiarity with students' background knowledge and experiences and describes one procedure used to obtain this information.</p> <p>The teacher's instructional plan draws upon a partial analysis of students' development, readiness for learning, preferred learning styles, or backgrounds and prior experiences and/or the plan is inappropriately tailored to the specific population of students in the classroom.</p>	<p>The teacher demonstrates familiarity with students' background knowledge and experiences and describes multiple procedures used to obtain this information.</p> <p>The teacher's instructional plan draws upon an accurate analysis of the students' development, readiness for learning, preferred learning styles, and backgrounds and prior experiences.</p>	<p>The teacher demonstrates an understanding of the purpose and value of learning about students' background experiences, demonstrates familiarity with each student's background knowledge and experiences, and describes multiple procedures used to obtain this information.</p> <p>The teacher's analysis of student data (student development, student learning and preferred learning styles, and student backgrounds/prior experiences) accurately connects the data to specific instructional strategies and plans.</p> <p>The teacher plans for and can articulate specific strategies, content, and delivery that will meet the needs of individual students and groups of students.</p>
<p>Evidence</p>				

Instruction and Assessment					
		Ineffective	Developing	Skilled	Accomplished
INSTRUCTION AND ASSESSMENT	<p>LESSON DELIVERY (Standard 2: Content; Standard 4: Instruction; Standard 6: Collaboration and Communication)</p> <p><i>Sources of Evidence:</i> Formal Observation Classroom Walkthroughs/ Informal Observations</p>	<p>A teacher's explanations are unclear, incoherent, or inaccurate, and are generally ineffective in building student understanding. The teacher uses language that fails to engage students, is inappropriate to the content, and/or discourages independent or creative thinking.</p> <p>The teacher fails to address student confusion or frustration and does not use effective questioning techniques during the lesson. The lesson is almost entirely teacher-directed.</p>	<p>Teacher explanations are accurate and generally clear but the teacher may not fully clarify information based on students' questions about content or instructions for learning activities or the teacher may use some language that is developmentally inappropriate, leading to confusion or limiting discussion.</p> <p>The teacher re-explains topics when students show confusion, but is not always able to provide an effective alternative explanation. The teacher attempts to employ purposeful questioning techniques, but may confuse students with the phrasing or timing of questions. The lesson is primarily teacher-directed.</p>	<p>Teacher explanations are clear and accurate. The teacher uses developmentally appropriate strategies and language designed to actively encourage independent, creative, and critical thinking.</p> <p>The teacher effectively addresses confusion by re-explaining topics when asked and ensuring understanding. The teacher employs effective, purposeful questioning techniques during instruction. The lesson is a balance of teacher-directed instruction and student-led learning.</p>	<p>Teacher explanations are clear, coherent, and precise. The teacher uses well-timed, individualized, developmentally appropriate strategies and language designed to actively encourage independent, creative, and critical thinking, including the appropriate use of questions and discussion techniques.</p> <p>The teacher accurately anticipates confusion by presenting information in multiple formats and clarifying content before students ask questions. The teacher develops high-level understanding through effective uses of varied levels of questions. The lesson is student-led, with the teacher in the role of facilitator.</p>
	Evidence				
	<p>DIFFERENTIATION (Standard 1: Students; Standard 4: Instruction)</p> <p><i>Sources of Evidence:</i> Pre-Conference Formal Observation Classroom Walkthroughs/ Informal Observations</p>	<p>The teacher does not attempt to make the lesson accessible and challenging for most students, or attempts are developmentally inappropriate.</p>	<p>The teacher relies on a single strategy or alternate set of materials to make the lesson accessible to most students though some students may not be able to access certain parts of the lesson and/or some may not be challenged.</p>	<p>The teacher supports the learning needs of students through a variety of strategies, materials, and/or pacing that make learning accessible and challenging for the group.</p>	<p>The teacher matches strategies, materials, and/or pacing to students' individual needs, to make learning accessible and challenging for all students in the classroom. The teacher effectively uses independent, collaborative and whole-class instruction to support individual learning goals and provides varied options for how students will demonstrate mastery.</p>
Evidence					

<p>RESOURCES (Standard 2: Content; Standard 4: Instruction)</p> <p><i>Sources of Evidence:</i> Pre-Conference Formal Observation Classroom Walkthroughs/ Informal Observations</p>	<p>Instructional materials and resources used for instruction are not relevant to the lesson or are inappropriate for students.</p>	<p>The teacher uses appropriate instructional materials to support learning goals, but may not meet individual students' learning styles/needs or actively engage them in learning.</p>	<p>Instructional materials and resources are aligned to the instructional purposes and are appropriate for students' learning styles and needs, actively engaging students.</p>	<p>Instructional materials and resources are aligned to instructional purposes, are varied and appropriate to ability levels of students, and actively engage them in ownership of their learning.</p>
<p>Evidence</p>				

Instruction and Assessment		Ineffective	Developing	Skilled	Accomplished
INSTRUCTION AND ASSESSMENT	<p>CLASSROOM ENVIRONMENT (Standard 1: Students; Standard 5: Learning Environment; Standard 6: Collaboration and Communication)</p> <p><i>Sources of Evidence:</i> Pre-Conference Formal Observation Classroom Walkthroughs/ Informal Observations</p>	<p>There is little or no evidence of a positive rapport between the teacher and students. For example, the teacher may respond disrespectfully to students or ignore their questions or comments.</p> <p>There are no evident routines or procedures; students seem unclear about what they should be doing or are idle.</p> <p>Transitions are inefficient with considerable instructional time lost. Lessons progress too slowly or quickly so students are frequently disengaged.</p> <p>The teacher creates a learning environment that allows for little or no communication or engagement with families.</p> <p>Expectations for behavior are not established or are inappropriate and/or no monitoring of behaviors occurs. The teacher responds to misbehavior inappropriately.</p>	<p>The teacher is fair in the treatment of students and establishes a basic rapport with them. For example, the teacher addresses students questions or comments but does not inquire about their overall well-being.</p> <p>Routines and procedures are in place, but the teacher may inappropriately prompt or direct students when they are unclear or idle.</p> <p>The teacher transitions between learning activities, but occasionally loses some instructional time in the process.</p> <p>The teacher welcomes communication from families and replies in a timely manner.</p> <p>Appropriate expectations for behavior are established, but some expectations are unclear or do not address the needs of individual students. The teacher inconsistently monitors behavior.</p>	<p>The teacher has positive rapport with students and demonstrates respect for and interest in all students. For example, the teacher makes eye contact and connects with individual students.</p> <p>Routines and procedures run smoothly throughout the lesson, and students assume age-appropriate levels of responsibility for the efficient operation of the classroom.</p> <p>Transitions are efficient and occur smoothly. There is evidence of varied learning situations (whole class, cooperative learning, small group and independent work).</p> <p>The teacher engages in two-way communication and offers a variety of volunteer opportunities and activities for families to support student learning.</p> <p>A classroom management system has been implemented that is appropriate and responsive to classroom and individual needs of students. Clear expectations for student behavior are evident. Monitoring of student behavior is consistent, appropriate, and effective.</p>	<p>The teacher has positive rapport with students and demonstrates respect for and interest in individual students' experiences, thoughts and opinions. For example, the teacher responds quietly, individually, and sensitively to student confusion or distress.</p> <p>Routines are well-established and orderly and students initiate responsibility for the efficient operation of the classroom.</p> <p>Transitions are seamless as the teacher effectively maximizes instructional time and combines independent, collaborative, and whole-class learning situations.</p> <p>The teacher engages in two-way, ongoing communication with families that results in active volunteer, community, and family partnerships which contribute to student learning and development.</p> <p>A classroom management system has been designed, implemented, and adjusted with student input and is appropriate for the classroom and individual student needs. Students are actively encouraged to take responsibility for their behavior. The teacher uses research-based strategies to lessen disruptive behaviors and reinforce positive behaviors.</p>
	Evidence				

Instruction and Assessment					
		Ineffective	Developing	Skilled	Accomplished
INSTRUCTION AND ASSESSMENT	<p align="center">ASSESSMENT OF STUDENT LEARNING (Standard 3: Assessment)</p> <p><i>Sources of Evidence:</i> Pre-Conference Formal Observation Classroom Walkthroughs/ Informal Observations Post-Conference</p>	<p>The teacher does not routinely use assessments to measure student mastery.</p> <p>The teacher rarely or never checks the students' understanding of content. The teacher fails to make adjustments in response to student confusion.</p> <p>The teacher persists in using a particular strategy for responding to misunderstandings, even when data suggest the approach is not succeeding.</p> <p>The teacher does not provide students with feedback about their learning.</p>	<p>The teacher uses assessments to measure student mastery, but may not differentiate instruction based on this information.</p> <p>The teacher checks for student understanding and makes attempts to adjust instruction accordingly, but these adjustments may cause some additional confusion</p> <p>The teacher gathers and uses student data from a few sources to choose appropriate instructional strategies for groups of students.</p> <p>Students receive occasional or limited feedback about their performance from the teacher.</p>	<p>The teacher uses assessment data to identify students' strengths and needs, and modifies and differentiates instruction accordingly, although the teacher may not be able to anticipate learning obstacles.</p> <p>The teacher checks for understanding at key moments and makes adjustments to instruction (whole-class or individual students). The teacher responds to student misunderstandings by providing additional clarification.</p> <p>The teacher gathers and uses student data from a variety of sources to choose and implement appropriate instructional strategies for groups of students.</p> <p>The teacher provides substantive, specific, and timely feedback of student progress to students, families, and other school personnel while maintaining confidentiality.</p>	<p>The teacher uses assessment data to identify students' strengths and needs, and modifies and differentiates instruction accordingly, as well as examines classroom assessment results to reveal trends and patterns in individual and group progress and to anticipate learning obstacles.</p> <p>The teacher continually checks for understanding and makes adjustments accordingly (whole-class or individual students). When an explanation is not effectively leading students to understand the content, the teacher adjusts quickly and seamlessly within the lesson and uses an alternative way to explain the concept.</p> <p>By using student data from a variety of sources, the teacher appropriately adapts instructional methods and materials and paces learning activities to meet the needs of individual students as well as the whole class.</p> <p>The teacher provides substantive, specific, and timely feedback to students, families, and other school personnel while maintaining confidentiality. The teacher provides the opportunity for students to engage in self-assessment and show awareness of their own strengths and weaknesses. The teacher uses student assessment results to reflect on his or her own teaching and to monitor teaching strategies and behaviors in relation to student success.</p>
	Evidence				

Professionalism					
		ineffective	Developing	Skilled	Accomplished
PROFESSIONALISM	<p>PROFESSIONAL RESPONSIBILITIES (Standard 6: Collaboration and Communication; Standard 7: Professional Responsibility and Growth)</p> <p><i>Sources of Evidence:</i> Professional Development Plan or Improvement Plan, Pre-conference; Post-conference; daily interaction with others</p>	<p>The teacher fails to communicate clearly with students and families or collaborate effectively with professional colleagues.</p> <p>The teacher fails to understand and follow regulations, policies, and agreements.</p> <p>The teacher fails to demonstrate evidence of an ability to accurately self-assess performance and to appropriately identify areas for professional development.</p>	<p>The teacher uses a variety of strategies to communicate with students and families and collaborate with colleagues, but these approaches may not always be appropriate for a particular situation or achieve the intended outcome.</p> <p>The teacher understands and follows district policies and state and federal regulations at a minimal level.</p> <p>The teacher identifies strengths and areas for growth to develop and implement targeted goals for professional growth.</p>	<p>The teacher uses effective communication strategies with students and families and works effectively with colleagues to examine problems of practice, analyze student work, and identify targeted strategies.</p> <p>The teacher meets ethical and professional responsibilities with integrity and honesty. The teacher models and upholds district policies and state and federal regulations.</p> <p>The teacher sets data-based short- and long-term professional goals and takes action to meet these goals.</p>	<p>The teacher communicates effectively with students, families, and colleagues. The teacher collaborates with colleagues to improve personal and team practices by facilitating professional dialogue, peer observation and feedback, peer coaching and other collegial learning activities.</p> <p>The teacher meets ethical and professional responsibilities and helps colleagues access and interpret laws and policies and understand their implications in the classroom.</p> <p>The teacher sets and regularly modifies short- and long-term professional goals based on self-assessment and analysis of student learning evidence.</p>
	Evidence				

