



14-MED-04-0685
2416-01
K31022
07/10/2014

NEGOTIATED AGREEMENT
FOR THE
VANTAGE CAREER CENTER SCHOOL BOARD OF EDUCATION
AND
VANTAGE TEACHERS ORGANIZATION
AFT, LOCAL #4321

July 1, 2014-June 30, 2017

TABLE OF CONTENTS

Article I – Recognition - pg. 5

Article II – Negotiations Procedure - pg. 5

- A. Subjects for Negotiation
- B. Requests for Negotiation
- C. Negotiations Meeting
- D. Representation
- E. Information
- F. New Releases
- G. Agreement
- H. Disagreement
- I. Continuity of Operations

Article III – Renegotiation - pg. 7

Article IV – Grievance Procedure - pg. 8

- A. Definition
- B. Procedure

Article V – Rights - pg. 10

- A. Management
- B. Organization
 - 1. Payroll Deduction of VTO Dues
 - 2. Fair Share Fee
 - 3. VTO Use of Buildings
 - 4. VTO Use of Equipment
 - 5. Request for Attendance at AFT Conference
 - 6. Labor Management Committee
 - 7. Notice of School Board Meetings
 - 8. Copies of Negotiated Agreement
 - 9. School Mail System
 - 10. Bulletin Boards
 - 11. Association Representatives
 - 12. Board Policy / Staff Handbook
 - 13. Supervisor Designation
 - 14. Notice of Monthly Meetings
- C. Notice of Non-Renewal
- D. Posting of Vacancies
- E. Personnel Files
- F. Satellite Programs
- G. Re-Employment of Retired Teachers
- H. Payment of Wages
- I. COPE

Article VI – Reduction In Force - pg. 16

Article VII – Duties and Conditions of Employment - pg. 17

- A. Home Visits
- B. Teacher Check Out
- C. Youth Activities
- D. Mileage Rates
- E. Meals and Lodging
- F. School Calendar
- G. Teacher Work Day
- H. Extended Time
- I. Contractual Status
- J. Continuing Contract
- K. Flextime for School Activities
- L. Lesson Plans
- M. Lunch Period
- N. Class Size

Article VIII – Evaluation System - pg. 21

- A. Definitions
- B. Purposes
- C. Application
- D. Standing Joint Committee For Teacher Evaluation Authority, Composition, Operations & Support
- E. Student Growth Measurer (SGMs) Committee
- F. Evaluators
- G. Commitment To Orientation & Professional Development Orientation of Teachers
- H. SGM Training
- I. Evaluation Structure & Procedures Schedule of Evaluation
- J. Student Growth Measures (SGM)
- K. Criteria For SGM
- L. Professional Development Plans
- M. Improvement Plans
- N. Finalization of Evaluation
- O. Due Process
- P. Personnel Action Requirements
- Q. Evaluation of Other Bargaining Unit Members (non-OTES)

Article IX – Fringe Benefits - pg. 37

- A. Insurance and Other Benefits - pg. 37
 - 1. Medical
 - 2. Dental Coverage
 - 3. Term Life Insurance
 - 4. Vision Reimbursement
 - 5. Professional Liability Insurance
 - 6. Sick Leave

7. Career-Tech Pre-Service Workshops
8. Bus Certification Training

- B. Other Leaves and Severance Pay - pg. 40
 1. Severance Pay
 2. Absence, Legal Commitments & Transaction
 3. Personal Leave
 4. Sick Leave
 5. Maternity Leave
 6. Professional Leave
 7. Sabbatical Leave
 8. Childcare Leave
 9. Family / Medical Leave
 10. Assault Leave
- C. Other Items - pg. 47
 1. Lab / Lab Compensation

Article X – Teacher Salary Schedule - pg. 47

- A. Teacher Work Year
- B. Submission of Course Work
- C. Challenges to Salary Placement
- D. Placement on Salary Schedule
- E. Salary

Article XI – Professional Growth - pg. 50

- A. Tuition Reimbursement
- B. Mentoring
- C. Local Professional Development Committee

Article XII – Duration of Agreement pg. 52

Appendices

- A Teachers' Salary Schedule—Effective 2014-2015 pg. 53
- B Teachers' Salary Schedule—Effective 2015-2016 pg. 54
- C Teachers' Salary Schedule—Effective 2016-2017 pg. 55
- D Class Size Form pg. 56

ARTICLE I
RECOGNITION

The Vantage Career Center Board recognizes the Vantage Teachers Organization, AFT Local #4321, as the sole and exclusive bargaining agent for all full-time, part-time (half-time or more), certificated personnel, except managerial or supervisory under regular contract with the Board, except for less than half-time teachers, and except for adult education teachers. Such recognition is contingent on notarized proof being presented, on Board request, that the majority of the teachers are members of the V.T.O. The term of recognition shall be continuous unless V.T.O. is removed or replaced in accordance with the provisions of Am. Sub. Senate Bill #133, O.R.C. 4117.04 and 4117.05. The Board and the V.T.O. agree that all members of the bargaining unit has the right to join, participate in, or assist the V.T.O. and the right to refrain from such without intimidation or coercion. Membership in the V.T.O. shall not be a condition for securing or retaining employment.

ARTICLE II
NEGOTIATIONS PROCEDURE

A. SUBJECTS FOR NEGOTIATION

Representatives of the Board and the V.T.O. will negotiate a teacher salary schedule, fringe benefits, and other terms and conditions of employment.

B. REQUESTS FOR NEGOTIATION

1. Notification of request--If either of the parties desires to negotiate changes in salaries or other terms and conditions of employment, it shall notify the other party in writing not later than three months, and not earlier than four months, prior to the expiration date of the Agreement. Notification in writing from the V.T.O. shall be submitted to the Superintendent. Notification in writing from the Board shall be addressed to the President of the V.T.O.
2. Initial Meeting—Within ten (10) working days of the above notification, the parties shall meet to exchange and to discuss a topical list of items from each party to be the subject of negotiations.
3. Exchange of Proposals--Within fifteen (15) working days after the initial meeting, each party will submit in writing its proposals.

Proposals shall be in form and detail specifying that to which agreement is sought. Topical listing of items proposed for negotiation shall constitute a clear failure of compliance with this requirement and may be disregarded. If mutually agreed upon by both parties, the exchange of proposals may occur at the first negotiations session.

4. The items proposed shall constitute the total for negotiations. The remaining of the then current Agreement shall remain in force and effect, and shall be part of any successor Agreement, if agreement is reached.

C. NEGOTIATIONS MEETINGS

1. Negotiation meetings shall be scheduled by the parties until negotiations are concluded. Either party may require, at each meeting, a decision on the date, time, and place of a subsequent meeting.
2. Meetings shall be scheduled at reasonable intervals, places and times to avoid conflict and interference with school and employment schedules.
3. Negotiations meetings shall be closed to the press and the public.
4. Either party may recess for caucuses of reasonable length at any time, normally limited to one-half ($\frac{1}{2}$) hours.
5. Minutes of the meetings shall be kept by both parties and shall be compared if deemed necessary.

D. REPRESENTATION

Representation at negotiation meetings shall consist of no more than five (5) representatives each for the Board and the V.T.O. The V.T.O. and the Board shall have representative teams.

E. INFORMATION

The Board and V.T.O. shall make District and Federation (public record) comparable financial information available to each other in accordance with the laws of public disclosure pertaining to negotiations.

F. NEWS RELEASES

Neither party shall make a release to the news media regarding negotiations during the period of negotiations set forth in this Agreement. All news releases shall be issued in the names of both the Board and the V.T.O.

G. AGREEMENT

1. Tentative agreement on negotiated items shall be reduced to writing and initialed by the representatives of each party, but such initialing shall not be construed as final agreement.
2. Final agreement shall be reached when the teachers ratify the final negotiated package. If ratified by the teachers, it will be submitted to the Board of Education for final approval.

3. The purpose of “tentative agreements” is to set aside those items, which have been agreed upon. Tentative agreements shall be initialed.
4. Tentative agreements may be brought back to the table when both parties believe that it will result in progress toward developing a final package. Each tentative agreement brought back to the table shall be discussed. Tentative agreements brought back but not changed by mutual agreement shall remain as a tentative agreement. Only the final package shall be presented to the teachers for ratification.
5. The parties have mutually agreed to this procedure as their alternative dispute resolution procedure. Both parties agree not to request the SERB to intervene in a negotiations impasse, unless by mutual consent.

H. DISAGREEMENT

1. If agreement is not reached within sixty (60) days following commencement of negotiations, either party may at any time thereafter request the employment of a mediator, and the cost, if any, of such mediating services shall be shared equally by the Board and the V.T.O. However, if after sixty (60) days from the commencement of negotiations should either side request that negotiations be extended before mediation and if both parties mutually agree to do so, negotiations before mediation will be extended for thirty (30) additional days making a total number of days for any one negotiations session ninety (90) days from the day of the initial meeting.
2. If possible, the mediator shall be supplied by the Federal Mediation and Conciliation Service.
3. Days herein shall mean calendar days.

I. CONTINUITY OF OPERATIONS

The V.T.O. and the Board recognize the desirability of continuous and uninterrupted operation of the instructional program during the school year. The V.T.O. and the Board further recognize the desirability of avoiding disputes, which would threaten such operation. Accordingly, the Board agrees to honor the terms of this Agreement and the V.T.O. agrees that it will not, during the period of this Agreement, engage in or assist in any way a work stoppage, strike, slowdown, or other concerted refusal to perform contracted services.

ARTICLE III

RENEGOTIATION

The Board and the V.T.O. agree that this Agreement constitutes the entire agreement between them for the period indicated. The terms of this Agreement are binding upon

both parties and may not be changed by either party without the concurrence of the other.

Any section of this Agreement found contrary to law shall be deemed invalid except to the extent permitted by law. If the Board and the V.T.O. agree, following a change in any law, which renders any section of this Agreement invalid, renegotiations shall occur over that item.

Any section of this Agreement, which is not specifically prohibited by law, and all other provisions shall continue in full force and effect.

The specific provisions of this Agreement shall be the source of the rights of the Vantage Teachers Organization. This Agreement supersedes all previous oral and written agreements between the Board and the Vantage Teachers Organization and between the Board and any teacher within the collective bargaining unit. The parties hereby agree that relations between them shall be governed by the terms of this Agreement and no prior agreement, amendments, modifications, alterations, additions or changes, oral or written, or past practices shall be controlling or in any way affect the relations between the parties or the wages, hours, and working conditions of the teachers covered by this Agreement.

ARTICLE IV

GRIEVANCE PROCEDURE

A. DEFINITION

The Board of Education and its employees mutually recognize that a procedure for resolving personnel-management conflicts exists. The primary purpose of this procedure is to resolve concerns in an equitable manner at the lowest administrative level and in the shortest period of time.

1. A grievance is a claim that there has been a violation, misinterpretation, or misapplication of any provision of this written Agreement.
2. A grievant is a member of the bargaining unit or the Association alleging there has been a violation, misinterpretation, or misapplication of any provision of this written Agreement. VTO may be present at the adjustment of any grievance at any level for the purpose of ensuring that the adjustment is not inconsistent with the terms of this Agreement.
3. A grievance must cite the Article and Section allegedly violated, misinterpreted, or misapplied and shall indicate the relief requested.
4. The time limits in this procedure are maximums and can only be extended by mutual written agreement of the parties. Failure of an employee or the union to initiate a grievance timely shall constitute a waiver of the grievance. If the administration fails to respond timely to a grievance at

any step of this procedure, such failure will entitle the grievant to appeal to the next Step.

5. Grievance Records – All grievance records shall be kept separately from the teacher’s personnel file and shall be subject to the same rules and confidentiality (to the extent allowed by law) as the personnel file, except that written grievance resolutions and arbitration awards shall not be considered confidential.

B. PROCEDURE

Step I The grievant shall first discuss the grievance with his or her immediate supervisor within ten (10) days of the act or condition on which the grievance is based. This meeting shall be on an informal basis. If the grievance relates to a matter beyond the authority of the supervisor to resolve, the grievant may omit Step One and file the grievance at Step Three. Any grievance initiated at Step Three will indicate the reason for filing initially at that level and must be filed within ten (10) days of the occurrence.

Step II If the discussion does not resolve the grievance to the satisfaction of the grievant, the aggrieved may file a written grievance with his or her immediate supervisor within fifteen (15) days following the act or condition which is the basis of said grievance.

The grievant shall be granted a conference to be conducted within five (5) days after the administrator’s receipt of the request. The grievant shall be advised, in writing, of the time, place and date of such conference. The action taken shall be reduced to writing and copies sent to the individual, President of the V.T.O., and Superintendent.

Step III If the action taken by the administrator does not resolve the grievance to the satisfaction of the grievant, the aggrieved may appeal in writing to the Superintendent and request a conference. Failure to file such appeal ten (10) days from receipt of the written disposition at Step II shall constitute a waiver of the right to appeal. Upon request, a conference shall be conducted by the Superintendent within five (5) days. The Superintendent shall address the grievance, in writing, within five (5) days after the conclusion of said conference. Copies of the written disposition shall be sent to the grievant, administrator, and V.T.O. President.

Step IV If the decision of the Superintendent is not satisfactory, the grievant may, with the written approval of the V.T.O. request the grievance be submitted for binding arbitration. The demand for binding arbitration shall be submitted to the Federal Mediation and Conciliation Service within ten (10) days after the receipt of the Step III disposition. A copy of the demand will be mailed to the Superintendent at the same time as to FMCS with return receipt requested or hand delivered with the date of receipt noted. An arbitrator shall be selected in accordance with the rules and regulations of the FMCS. A hearing shall be held for the purpose of permitting each party the opportunity of presenting its case

regarding the grievance. The decision of the arbitrator shall be in writing and shall be rendered to the Board and the Association within thirty (30) days following the conclusion of any necessary hearings(s). The decision of the arbitrator shall be final and binding. The arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement. The Board and the V.T.O. shall share the fees for and expenses of the arbitrator equally.

For the purpose of this section days shall mean business days (that is, days on which the central office is open for business).

ARTICLE V

RIGHTS

A. MANAGEMENT

Except as specifically abridged, delegated, granted, or modified by a specific and expressed term of this Agreement, the Board hereby retains and reserves all powers, rights, authority, duties, and responsibilities conferred upon and vested in it and/or the Superintendent by the laws and the Constitution of the State of Ohio, and of the United States. Exercise of the foregoing management rights requires neither prior negotiation with, nor agreement of, the Vantage Teachers Organization.

B. ORGANIZATION

1. Payroll Deduction of VTO Dues - Dues for the V.T.O. will be approved for monthly payroll deduction from the second pay of September and ensuing months upon presentation of written authorization by the employee. Deductions will continue year to year unless notification to cancel them is given to the Board and V.T.O.

No provision of this agreement shall require an employee to become a member of the V.T.O. as a condition for securing or retaining employment.

2. FAIR SHARE FEE

- a. All bargaining unit members, after the first sixty (60) days of employment in a bargaining unit position, shall pay a fair share fee by payroll deduction to the Union if they are not dues-paying members of the Union. The fair share fee shall not exceed the amount of union dues and shall be administered in accordance with Section 4117.09 of the Ohio Revised Code, federal law, and the United State Constitution.

- b. The Union President will, by September 1 annually, give the Treasurer written notice of the amount of fair share fees to be deducted and the employees from whom deductions are to be made. Written authorizations for the deductions are not required.
 - c. The Union will defend and hold the Board, its members, its employees and its agents harmless against any and all claims based on the Board's and its employees' compliance or attempted compliance with this fair share provision.
- 3. VTO Use of Building - The V.T.O. shall have the right to use school buildings for membership meetings, provided the Superintendent is notified, no less than twenty-four (24) hours in advance of the time and place of such meetings, and the use does not interfere with the previously scheduled use of the building or require employment of additional personnel.
- 4. VTO Use of Equipment - Upon reasonable request, the V.T.O. shall have the right to use the school audiovisual and copy equipment provided such use is made on school property and does not interfere with the school use of such equipment. A copy code will be assigned to V.T.O. The V.T.O. will be billed yearly by the Treasurer for copying costs. The V.T.O. shall use District equipment and supplies only for V.T.O. purposes, not for purposes of any affiliate or parent organization.
- 5. Request for Attendance at AFT Conference - Requests for attendance at Federation professional improvement conferences will be considered using the same criteria as any other professional meeting. The only expenses paid by the board for these meetings will be the costs of the substitutes. Maximum allowance for attendance at the O.F.T. annual convention or other Federation professional meetings will be four (4) days per year.
- 6. Labor Management Committee - The Labor Management Committee, consisting of teachers and administrators, will meet four (4) times each year, every other month beginning in October, and/or as necessary at mutually agreed times, dates and places. The purpose of these meetings will be to discuss operations, policies, procedures, programs, forecasts, plans, building problems and evaluations.
- 7. Notice of School Board Meetings - A copy of the Board agenda, shall be given to the President of the Association at the same time it is sent to members of the Board. A copy of all official approved Board minutes will also be sent to the Association President.

8. Copies of Negotiated Agreement — The Administration will provide access to an electronic copy of this Agreement to each certified staff member within sixty (60) days of Board approval of this Agreement or at the time of employment, whichever shall occur later.
9. School Mail System - V.T.O. may use the school mail system in the school's offices to distribute official VTO bulletins, newsletters, or other circulars. VTO can use the e-mail system to send mailings to elected officers of the VTO, union representatives, and VTO members.
10. Bulletin Boards - The Board designates bulletin board space in teacher workroom(s) as the sole location for official VTO postings.
11. Association Representatives - Duly authorized representatives of VTO may transact VTO business on school property at any time, so long as such activities do not interfere with scheduled work time of bargaining unit members or other school functions. VTO representatives must check in with the highest building administrator on the premises initially upon entry to school property and must observe all visitor rules, including any safety and security requirements.
12. Board Policy / Staff Handbook - Access to Board Policy and Staff Handbook—All bargaining unit members will have access to current Board Policy and be given electronic access to the current staff handbook.
13. Supervisor Designation - Each staff member will be notified, on or before the first teacher workday, who is his/her immediate supervisor.
14. Notice of Monthly Staff Meetings

At the beginning of the school year the Superintendent/designee shall issue a calendar of monthly staff meetings for that school year. The Superintendent/designee will give teachers reasonable notice, but no less than 24 hours, of any change or addition to the schedule for such meetings.

C. NOTICE OF NON-RENEWAL

In accordance with Section 3319.11 of the Revised Code, any member of the bargaining unit employed under a limited contract whose regular teaching contract is not to be renewed shall be notified in writing and verbally on or before June 1st. For the purpose of this subsection, written notice will be given by personal delivery or will be sent by registered or certified mail.

D. POSTING OF VACANCIES

All vacancies or new positions will be posted for five (5) working days by the Superintendent through his designate/Secretary. Posting shall be accomplished as follows:

1. During the regular school year, the notice shall be posted in the main office.
2. During summer recess, bargaining unit members shall be notified of postings by email.

E. PERSONNEL FILES

The Board shall maintain one official personnel file on each bargaining unit member. Such personnel files will be maintained in the office of the Superintendent. However, all economic records will be held in the office of the Board Treasurer. A teacher may see his/her individual files upon request and may be accompanied by a person or persons of his/her choice. The teacher may make a copy of any information in his/her files. The administration may also have a representative present.

The maintenance of the file shall be in accordance with ORC 1347.05.

A unit member shall be given a copy of any material or correspondence placed in his/her personnel file simultaneously with the placement of said material in the file. All material will be clearly marked with the date it was placed in the file. All Evaluations/Observations shall be kept in the teacher's file. Anonymous letters and materials shall not be placed in the teacher's file nor shall they be made a matter of record.

The unit member may place a response to any material placed in the file not later than twenty-one (21) days after the placement of the material in the file by the administration.

Upon the individual employee's request, records of disciplinary action will be removed from said employee's personnel file if there have been no intervening occurrences for four years, except for records of disciplinary action involving student safety and welfare.

F. SATELLITE PROGRAMS

1. The negotiated agreement between the Vantage Career Center Board of Education and the Vantage teachers Organization shall apply to all satellite instructors.
2. A "satellite teacher" is defined as a Vantage employee teaching a program housed in an associate school within the Vantage career-technical planning district.
3. Associate district teachers employed to teach satellite programs will be placed on the Vantage salary schedule at the same step (not dollar amount), or closest corresponding step, as their previous placement at the associate district.
4. A satellite instructor will be considered a "new hire" for the purpose of seniority within the Vantage district.

5. A satellite instructor will follow the schedule and calendar of the associate school. Associate school calendar days, if in excess of 183 days, will be paid by Vantage Career Center at the employee's per diem rate
6. Vantage employees will not be involuntarily assigned to instruct a satellite program if a satellite vacancy occurs. When a vacancy occurs all Vantage employees will be given the opportunity to apply for such position in accordance with Article V, Section D of the current Negotiated Agreement.
7. If a satellite program is being staffed by an instructor who was previously employed by the associate school, that position will not need to be posted in accordance with Article V, Section D, of the Negotiated Agreement. If the current instructor separates employment, or goes to another position, then the position will be posted.
8. Any supplemental contracts or other agreements with the associate district, or to make the employee "whole" in exchange for changing employers, are exclusively between the satellite instructor and the associate district. The Vantage Teachers Organization does not represent the satellite instructor in such agreements.
9. For satellite district personnel employed by Vantage less than five (5) years at the time of retirement who were previously employed by the associate district, the minimum years of service for severance pay as required by Article VIII, Section B, Item 1.b of the Negotiated Agreement shall not apply.
10. Vantage will pay one fifth (1/5) of the earned severance under the former district contract per each year of Vantage employment if the satellite instructor retires at the end of the first four (4) years of Vantage employment. After five (5) years of employment with Vantage, Article VIII, Section B, Item 1 of the Negotiated Agreement will apply to all satellite district personnel.
11. Any other severance agreements with the associate district, or to make the employee "whole" in exchange for changing employers, are exclusively between the satellite instructor and the associate district. The Vantage Teachers Organization does not represent the satellite instructor in such agreements.

G. RE-EMPLOYMENT OF RETIRED TEACHERS

Ohio law (R.C. 3307.35) allows the re-employment of retired teachers. When these employees are rehired at Vantage, the following guidelines shall be used for internal or external candidates.

1. Placement on salary schedule at Step 5, commensurate with training and all subsequent rehires shall remain at Step 5.

2. Eligible for Vantage medical insurance in accordance with STRS rules on insurance coverage. No coverage for dental, vision, or life.
3. Sick leave accumulation begins at 0 with a maximum accumulation of 20 days; no severance pay accumulation.
4. Retired/rehired employees shall not accrue seniority and will be employed only on one-year limited contracts that will automatically expire without further action. A retired/rehired teacher, whose contract is not renewed shall be notified in writing on or before June 1st. For the purpose of this subsection, written notice will be given by personal delivery or will be sent by registered or certified mail. This Article V (G) supersedes and replaces Sections 3319.11 and 3319.111 of the Ohio Revised Code and all language of this agreement regarding teacher contracts of employment and evaluation.

H. PAYMENT OF WAGES

All employees will be required to receive their compensation through Direct Deposit. Employees will be paid on the 15th and 30th of every month except for February, the final pay for February will be March 1, totaling 24 pays per year effective July 1, 2014. Saturday pay dates will be paid on Friday and Sunday pay dates will be paid on Monday. If the pay date falls on a holiday, the pay date will be the following banking day.

I. COPE

To the extent allowed, and based on the conditions and limitations of Ohio law, the Board agrees to deduct from the individual's wage and transmit to the treasurer of the Ohio Federation of Teachers the amount specified for each pay period worked from the salary/wages of those employees who voluntarily authorize such contributions on the forms provided for that purpose by OFT/COPE.

These transmittals shall occur monthly and shall be accompanied by a list of the names of those employees for whom such deductions have been made and the amount deducted from each such employee. The Board will provide an electronic copy of the above mentioned transmission to the Treasurer of the VTO within ten (10) days of the transmission.

ARTICLE VI

REDUCTION IN FORCE

If the Board determines it necessary to reduce the number of staff positions under O.R.C. 3319.17 or for financial reasons; when evaluations are deemed comparable, the following procedures shall apply:

- A. Reductions shall be made by suspending contracts based upon the Superintendent's recommendation. Those contracts to be suspended will be chosen as follows:
1. Staff members will be placed on a seniority list for each teaching field for which they are properly certificated. Teachers serving under continuing contracts will be placed at the top of the list, in descending order of seniority. Teachers serving under limited contracts will be placed on the list under continuing contract teachers, also in descending order of seniority. The seniority list will be published each October 1 listing the name of each teacher, contract type, the date of the Board meeting at which the teacher was hired, date teacher signed his/her initial employment contract, and areas of certification/licensure. This list will be electronically posted. Staff must report errors in the list to the Superintendent by November 1. The information on the list cannot be challenged by grievance or otherwise after November 1.
 2. Seniority will be defined as the length of continuous service as a certificated employee under regular contract in this District.
 - a. Board approved leave of absence will not interrupt seniority.
 - b. If two (2) or more teachers have the same length of continuous service, seniority will be determined by:
 - the date of the Board meeting at which the teacher was hired, and then by:
 - the date the teacher signed his/her initial employment contract in the District, and then by:
 - total years of teaching experience, and then by:
 - the last four digits of the employee's social security number, the lowest number having the most seniority.
 3. Recommended reductions in a teaching field will be made by selecting the lowest person on the seniority list for that area of certification who is currently assigned to a position in that teaching field.
 4. Factors other than seniority and contract status may be used to determine those affected by a reduction in force if the Superintendent is able to clearly demonstrate that the use of some other factor is necessary to achieve a fiscal or educational goal that could not be met by strict

adherence to seniority and contract status. This Section (A-4) is not applicable to continuing contract teachers.

4. The Superintendent or designee shall give written notice to the VTO President and each affected teacher of his/her intention to recommend a suspension of the contract at least fifteen (15) calendar days before the Board takes formal action.
- B. The names of teachers whose contracts are suspended in a reduction in force will be placed on a recall list for up to twenty-two (22) months from the date of the Board action. Teachers on the recall list will have the following rights:
1. No new teachers will be employed by the Board while there are teachers on the recall list who are certificated / licensed for the vacancy.
 2. Teachers on the recall list will be recalled in order of seniority for vacancies in areas for which they are certificated/ licensed.
 3. If a vacancy occurs, the Board will send a certified announcement to the last known address of all teachers on the recall list who are qualified according to these provisions. It is the teacher's responsibility to keep the Board informed of their current address. All teachers are required to respond in writing to the District office within seven (7) calendar days of certified mailing. The most senior of those responding will be given the vacant position. Any teacher who fails to respond within those seven (7) calendar days, or who declines to accept the position, will forfeit all recall rights.
 4. A teacher on the recall list will, upon acceptance of the notification to resume active employment status, return to active employment status with the same seniority, accumulation of sick leave, and salary schedule placement as they enjoyed at the time of layoff.
- C. These procedures apply only to the suspension of contracts under 3319.17 or for financial reasons. This shall not require the Board of Education to fill any vacancy, nor shall it interfere with any other lawful personnel procedures in the District.

ARTICLE VII

DUTIES AND CONDITIONS OF EMPLOYMENT

A. HOME VISITS

Career and technical education teachers may make home visits, individually or in junior/senior joint visits, either prior to the beginning of the school year or by November 1. Teachers shall make the visits on their own time outside of the contractual school day. Teachers shall be paid \$20/visit or \$15/visit to each

teacher if junior/senior joint visit, but only home visits completed by November 1 shall be paid. Mileage from school to student's home to be reimbursed at prevailing rate.

B. TEACHER CHECK OUT

End of the year check out will be completed before the conclusion of the last contractual day.

C. YOUTH ACTIVITIES

All teachers will be compensated according to the following when they accompany students outside the normal teacher workday to approved career technical student organization activities at the District, Regional, State or National level or when they accompany students to other events as requested by the Administration:

\$75 2 – 4 hours outside normal workday

\$150 4 – 8 hours outside normal workday (Maximum additional compensation on a regular school day)

\$175 Over 8 hours (Maximum compensation on non-instructional days only)

The Career Technical teacher of a student attending a National level competition will have the option to attend with the student and be compensated accordingly, unless the Superintendent determines that the teacher to student ratio creates impractical travel expenses for the District.

Any teacher who is receiving compensation through other means for accompanying students to approved CTSO activities shall not receive additional compensation through this Section.

D. MILEAGE RATES

Mileage reimbursement for approved activities shall be reimbursed (commensurate with IRS rate) as determined annually by the Board of Education.

E. MEALS AND LODGING

Meals and lodging shall be reimbursed for approved activities (commensurate with the state rate) as determined annually by the Board of Education. Banquets, as a part of the approved activity will be reimbursed in full. Lodging reimbursement will be the single rate or per person pro rata (lowest possible cost). Employees shall obtain an Ohio State tax waiver from the Treasurer prior to departure and present such to the lodging establishment desk at check in. Mileage and lodging (where appropriate) shall be shared by persons attending the same meeting.

F. SCHOOL CALENDAR

The Labor Management Committee may request a meeting with the Superintendent to discuss the upcoming school calendar. The Superintendent will review the prepared school calendar with the V.T.O. Advisory Committee prior to submission to the Board of Education for adoption.

G. TEACHER WORK DAY

The normal teacher workday is from 8:10 a.m. to 3:40 p.m. The time between 2:40 and 3:40 is to be used for lesson preparation, grading, curriculum development, staff meetings, departmental meetings, and other activities related to the improvement of instruction. Teachers who have lessons prepared for the following days and who are current on other related curriculum work may leave the school at 3:10 PM.

H. EXTENDED TIME

Extended service shall be determined annually by the Board of Education. The Superintendent may recommend additional time if necessary.

I. CONTRACTUAL STATUS

1. Limited contracts are awarded as follows:

First regular contract	- 1 school year
Second regular contract	- 1 school year
Third regular contract	- 2 school years
Fourth and subsequent regular contract	- 4 school years

2. The Board may issue a limited contract to a teacher of lesser length than the length normally provided above for performance reasons.

J. CONTINUING CONTRACT

Any teacher who is eligible or expects to be eligible for a continuing contract by the beginning of the following school year must give written notice of eligibility to the Superintendent by the prior October 1 so that the teacher can be evaluated for that purpose. In addition, a teacher who is eligible or who expects to be eligible for a continuing contract by the beginning of the next school year must give the Superintendent written notice on or before April 1 that he or she has in fact become eligible or of the date by which the teacher expects to have the license or certificate to be eligible for a continuing contract. Eligibility for a continuing teaching contract shall be pursuant to ORC 3319.08 and 3319.11.

No continuing contract shall be issued or deemed to be in existence unless a teacher has complied with the requirements of this paragraph.

K. FLEXTIME FOR SCHOOL ACTIVITIES

A staff member who has the opportunity to participate as a coach or advisor with another school as a supplemental employee or unpaid volunteer may, with prior written approval from their supervisor, be provided flexible time in the staff member's work schedule to allow the staff member the ability to fulfill coaching or advisor duties

In order to request flexible scheduling for the purpose of participating in another school's extra- curricular activities, the staff member must make written application prior to the start of the flex schedule.

The supervisor and staff member shall mutually agree on a flexible schedule which allows the staff member release time. Any flexible schedule must ensure that the staff member works the number of hours and days required of staff in accordance with the terms of this Negotiated Agreement. Any flexible schedule shall be reduced to writing and signed by the supervisor, staff member, and Association President or designee.

Certificated staff members may not be released from daily contractual duties during the designated student day.

L. LESSON PLANS

Each instructor is required to maintain and use plans of instruction. The lesson plans should be kept in a lesson plan book, or they may be stored electronically. The lesson plans must be submitted to the supervisor on or before 8:10 a.m. on the first day of the work week. For a planned absence, the instructor shall provide lesson plans for a substitute instructor. At least 3 days of emergency lesson plans shall be provided to the supervisor.

M. LUNCH PERIOD

Each full-time staff member will be granted at least thirty minutes for lunch each school day which shall be uninterrupted to perform any form of service or school activity.

N. CLASS SIZE

Annually, each lab instructor and his/her supervisor will meet to get the instructor's input per the maximum number of students the instructor's program should accommodate in one lab. The maximum number will be based on criteria such as, but not limited to, number of work stations, safety, state regulations that may apply, available equipment, and curriculum being taught. Teacher input will be documented on the form attached as Appendix D. When the maximum number is exceeded according to the October enrollment count, the Board of Education may, at the instructor's request, supply an aide. If any section of a

class has 25% or more students on Individualized Education Plans, the Board of Education may, at the instructor's request, supply an aide. Elective and academic courses may not exceed 24 students per class period, per teacher. Final determination of class size will be made by the Administration.

ARTICLE VIII

EVALUATION SYSTEM

A. DEFINITIONS

1. Electronic Teacher and Principal Evaluation System (eTPES): The electronic system used by the district to report to ODE aggregate final summative teacher evaluation ratings.
2. Evaluation Cycle: The period of time for the completion of the evaluation procedure, which will include pre and post conferences for all formal observations. A minimum of two (2) formal observations and a minimum of four (4) walkthroughs will be done for each evaluation cycle. The evaluation cycle is completed when student growth measures resulting from assessments 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 a summative evaluation rating.
3. Evaluation Factors: The multiple measures that are required by law to be used in the teacher evaluation procedure.
4. Evaluation Framework: The document created and approved by the Ohio Department of Education (ODE) in accordance with section 3319.111(A) of the Ohio Revised Code that establishes the standards-based framework for the evaluation of teachers developed under section 3319.112 of the Ohio Revised Code.
5. Evaluation Instrument: The forms used by the teacher's evaluator.
6. 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.
7. Summative 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 summative evaluation rating is assigned at the conclusion of the evaluation cycle when the teacher performance rating is combined with the results of student growth. Each completed evaluation will result in the assignment of one summative evaluation rating to the

teacher.

8. Ohio Teacher Evaluation System (OTES): The teacher evaluation system that is codified under sections 3319.111 and 3319.112 of the Ohio Revised Code.
9. 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.
10. Shared Attribution: The practice of assigning student(s) growth results to a group of appropriately licensed educators who 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.
11. Student Growth Measure (SGM): A unit of 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).
12. Student Learning Objective (SLO): A measurable 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.
13. Teacher of Record: A teacher who
 - a. is responsible for assigning the grade to the student, and,
 - b. 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
 - c. is responsible for a minimum of fifty percent (50%) of a student’s scheduled instructional time within a given subject or course.
14. 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.
15. 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.

16. Days: For the purposes of this Article only, "days" shall mean school days and not calendar days.

B. PURPOSES

The purposes of teacher evaluation are:

1. To serve as a tool to advance the professional learning and practice of teachers individually and collectively in a school district.
2. To inform instruction.
3. To assist teachers and administrators in identifying and developing best educational practices in order to provide the greatest opportunity for student learning and achievement.
4. To comply with Ohio Revised Code 3319.

C. APPLICATION

The teacher evaluation procedure contained in this agreement applies to the following employees of the district:

1. Teachers working under a license issued under sections 3319.22, 3319.26, 3319.222 or 3319.226 of the Ohio Revised Code who spend at least fifty percent (50%) of their time providing student instruction.
2. Teachers working under a permanent certificate issued under section 3319.222 of the Ohio Revised Code who spend at least fifty percent (50%) of their time providing student instruction.
3. Teachers working under a permit issued under 3319.301 of the Ohio Revised Code who spend at least fifty percent (50%) of their time providing student instruction.
4. Bargaining unit members who are not within the above definition shall be evaluated as outlined in Section R of this Article. These other bargaining unit members include, but are not limited to, guidance counselors, Special Education Coordinators, and Attendance and Discipline Officers.

D. STANDING JOINT COMMITTEE FOR TEACHER EVALUATION AUTHORITY, COMPOSITION, OPERATIONS AND SUPPORT

The VTO and the Board agree to establish a standing joint Evaluation Committee for the purpose of establishing the policy, procedures, and processes, including the evaluation instrument, for the evaluation of teachers in the district and to regularly review the effectiveness of said factors for the evaluation of teachers in the district.

1. Committee Composition

- a. The committee shall be comprised of 2 VTO members appointed by the VTO president and 2 members appointed by the Superintendent or his/her designee. In addition each party may appoint up to one ad hoc non-voting member to assist and/or attend committee meetings.
- b. Committee members shall serve staggered terms of not more than 4 years.
- c. Committee members shall be representative of academic and career technical programs within the District.

2. Committee Operation

- a. The committee shall be chaired jointly by a committee member from the VTO and a committee member appointed by the Superintendent or his/her designee.
- b. Members of the committee will receive training in all aspects of OTES, the state adopted evaluation framework, and the standards for the teaching profession prior to beginning their work.
- c. The committee will establish by mutual agreement a meeting calendar, tasks for the committee to complete, and timelines for the completion of specific tasks.
- d. Committee agendas will be developed jointly by the co-chairpersons of the committee.
- e. The goal of the committee is to achieve consensus on all decisions.
- f. The committee will develop the ground rules by which the committee will operate. These ground rules will be reviewed annually.
- g. At each meeting, the committee will select an individual to act as the official recording scribe for that meeting.
- h. Minutes of meetings will be shared with the VTO President and District Superintendent following meetings of the committee.

- i. Members of the committee will receive release time for committee work and training, as necessary.
- j. The committee may establish sub-committees to assist with their work.
- k. Sub-committees will be jointly appointed by the Superintendent/designee and the VTO President/designee.
- l. The committee shall be authorized to utilize consultant(s) (examples include, but are not limited to, educational consultants, software consultants, credentialing trainers, etc.) as it deems appropriate. The cost, if any, must have prior approval by the Superintendent.

3. Compensation

Any committee work performed outside of the contractual work day will be paid a \$500.00 stipend annually.

4. Committee Authority

- a. The committee is responsible for jointly developing, reviewing and recommending the policy, procedure and process, including the evaluation instrument, for teacher evaluation.
- b. The committee shall not have the authority to negotiate wages, hours, or terms and conditions of employment.
- c. The Board and the VTO shall bargain during regular contract negotiations all elements of the teacher evaluation procedure that are not expressly prohibited subjects of bargaining. If either party wishes to consider any change or revision to the evaluation procedure or process, including the evaluation instrument, during the term of this agreement, it will discuss the matter with the Evaluation Committee. If the discussion results in a recommendation by the Evaluation Committee to change or revise the evaluation procedure or process, including the evaluation instrument, during the term of the agreement, then said recommendation shall be subject to ratification by the Board and the VTO.
- d. In the event of legislative action by the Ohio General Assembly that impacts in any way on this topic, the parties to this agreement shall discuss this topic to determine whether adjustments are appropriate during the term of this agreement.
- e. The Board or VTO may request to reopen this Agreement for the purposes of bargaining changes to Article VIII, Evaluation System as recommended by the Evaluation Committee or due to legislative changes. The reopener will be limited to the proposed changes by either party for the evaluation system. Any

revision to the evaluation system as contained in Article VIII of the Agreement must be bargained prior to implementation in accordance with law, and nothing herein shall diminish the right of the Association to strike under Ohio Revised Code Section 4117.14 (D)(2).

E. STUDENT GROWTH MEASURES (SGMs) COMMITTEE

VTO and the Board agree to a joint SGM committee for the sole purpose of assessing, reviewing, and approving the many facets of SGM and providing professional development in the area of (SGM) for the certified employees in Vantage Career Center.

1. Composition

- a. The committee shall consist of members appointed by VTO and an Administrator appointed by the Superintendent. The Administrator and VTO President will determine how many members must be appointed annually.
- b. The VTO members of the committee shall be representative of the academic and career/technical areas within the District.

2. Operational Procedures

- a. A committee member from VTO and a committee member from Administration shall chair the committee jointly.
- b. Members of the committee will receive trainings in the writing and evaluating of Student Learning Objectives (SLOs) including, but not limited to; ODE SGM trainings and any other training that may become necessary for the committee.
- c. The committee will establish by mutual agreement a meeting calendar.
- d. The co-chairpersons of the committee will develop committee agendas jointly.
- e. The committee shall establish ground rules at the initial meeting and update them thereafter as needed.
- f. All decisions of the committee will be achieved by consensus.
- g. Members of the committee shall receive release time for committee work and training, as necessary.
- h. 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, must have prior approval by the Superintendent.

3. Compensation

Any committee work required outside the contractual workday will be paid a \$500.00 stipend annually.

4. Committee Authority

- a. The SGM committee is responsible to jointly recommend the policies and procedures for the student growth portion of the evaluation procedures to the Association and the Board.
- b. The SGM committee shall not have the authority to negotiate wages, hours or terms and conditions of employment.
- c. The Association and the Board will bargain as required in accordance with Ohio Revised Code 4117.
- d. The SGM Committee shall define the five levels that count towards the final summative rating of teacher effectiveness. The data from multiple sources will be scored on five levels in accordance with ODE guidance (see column: SLO Scoring Matrix Percentage of students that met or exceeded growth target) and converted to a score in one of the three levels of student growth.

SLO Scoring Matrix Percentage of students that met or exceeded growth target	Descriptive rating	Numerical rating	Level of Student Growth
90-100	Most Effective	5	Above Expected Growth
80-89	Above Average	4	Expected Growth
70-79	Average	3	Expected Growth
60-69	Approaching Average	2	Expected Growth
59 or less	Least Effective	1	Below Expected Growth

F. EVALUATORS

The Board will adopt a list of approved and credentialed evaluators. Each teacher evaluation shall be conducted by a District administrator who meets the following criteria:

- 1. The evaluator must hold at least one certificate/license named under Division (E) (F) (H) (J) or (L) of ORC Section 3319.22 and must be credentialed as stated in Ohio law.
- 2. The evaluator is eligible to be an evaluator in accordance with ORC 3319.111(D).
- 3. The evaluator holds a credential as established by the Ohio Department of Education.

4. The evaluator has completed state-sponsored evaluation training and has passed the credentialing assessment.

G. COMMITMENT TO ORIENTATION AND PROFESSIONAL DEVELOPMENT ORIENTATION OF TEACHERS

1. Within the first 10 days of school of each year, or in the case of a teacher hired after the start of the school year, within thirty (30) days of the first day employed, each teacher shall be notified in writing of the name and position of his or her evaluator if it is someone other than their immediate supervisor.
2. A teacher newly employed or one reassigned after the beginning of the work year shall be notified by the evaluator of the evaluation procedures in effect. Such written notification shall be within two (2) weeks of the first day in a new assignment.
3. Professional Development
 - a. The board shall meet the requirements of ORC 3319.112(A)(8)(9) to provide professional development and financial resources to support the professional learning required by this agreement.
 - b. The board shall provide training on the teacher evaluation procedure for all teachers.
 - c. The board shall provide training on the teacher evaluation procedure, including recalibration of evaluation ratings and said training shall address the evaluation standards and rubrics, tools, processes, and methodology, including the use of student growth data.
 - d. Teachers
 - i. Each teacher shall be given written/electronic instructions on the purpose, mechanics, and dimensions of the evaluation procedure, including the teaching standards and rubrics on which the evaluation is based.
 - ii. Written/electronic instructions shall be supplemented by specific group evaluation instrument training to familiarize teachers on how the evaluation instrument is designed and will be utilized.
 - iii. Written/electronic instructions and group evaluation instrument training shall be presented to the teachers not later than September 15, or in the case of a teacher hired after the start of the school year, not later than thirty (30) days after initial employment with the district.

H. SGM TRAINING

1. Trainers

- a. All trainers shall successfully complete the state-approved SGM training of trainers.
- b. Updates to SGM trainings and group professional development shall occur at least on an annual basis.

2. Teachers

- a. Teachers for whom SGMs are applicable shall receive written instructions on the development and utilization of SGMs no later than May 15 prior to the school year when the SGM will be considered part of the teacher's final, summative evaluation rating.
- b. Said teachers shall receive ongoing support and training to ensure they are capable in development, utilization, and scoring of SGMs.
- c. The written instructions and group SGM trainings shall be presented annually to the teachers no later than September 15, or in the case of a teacher newly hired by the district, no later than 30 days after initial employment in the district.
- d. Financial resources and/or professional leave will be made available to teachers designated to professional development remediation plan and/or improvement plan. The evaluator and teacher shall jointly identify training, classes, resources, etc.

I EVALUATION STRUCTURE AND PROCEDURES SCHEDULE OF EVALUATION

1. Schedule for Evaluation

- a. 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.
- b. A teacher receiving an effectiveness rating of "Accomplished" on the most recent evaluation pursuant to the OTES will be evaluated once every two years following the evaluation in which he/she was rated "Accomplished." Except that the evaluation is conducted biennially, the year two evaluation cycle will follow all procedures and timelines set forth in this section.
- c. If the board has entered into a limited contract or an extended limited contract 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.

2. Criteria for Performance Assessment

- 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 the evidence provided by the teacher, on the formal observations of the teacher by the teacher's assigned evaluator, and 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 misleading, 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.

3. Observations

a. Schedule of Observations

- i. A minimum of two (2) formal observations shall be conducted. A formal observation shall last a minimum of thirty (30) continuous minutes. The first formal observation cycle, which includes pre-conference, observation and post-conference, shall occur during the first semester, but not during the first two weeks of school. The second formal observation cycle shall occur at least fifteen (15) days after the first observation but before May 1. If, after the second formal observation, a teacher's performance is found deficient to the extent that adverse personnel action may result, a minimum of one additional observation shall be conducted. If a third observation is to occur there shall be at least ten (10) days between the second formal observation and the third. The timelines defined in this section may be altered when agreed upon by the teacher and his/her evaluator, and shall be changed due to school closings and the absence of teacher or evaluator.
- ii. 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 of five (5) or more days.

b. Observation Conference

- i. All formal observations shall be preceded by a pre-

observation conference between the evaluator and the teacher. At least two (2) days prior to the observation, the teacher shall provide information and evidence related to

- lesson objectives,
- prior learning experiences of students,
- characteristics of learners/learning environment,
- instructional strategies to be used,
- student activities and materials,
- differentiation based on student needs, and
- assessment (data) collected to determine student learning.

- ii. The pre-conference may be done electronically, face-to-face, or a combination of both. The method will be mutually agreed upon by the teacher and evaluator.
- iii. A post-observation conference shall be held after each formal observation. The post observation conference shall take place within 5 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 during this post-observation conference.
- iv. The teacher may request copies of all written documentation including but not limited to notes, scripts, artifacts, and evidence collected during formal observations and walkthroughs.
- v. A teacher may request a formal observation at any time in addition to those required by this procedure.
- vi. Formal observations shall not disrupt and/or interrupt the classroom learning environment.
- vii. All formal observations shall be announced.

4. Walkthroughs

- a. A walkthrough is a written formative assessment process. Walkthroughs are unannounced.
- b. The walkthrough shall consist of at least 10 consecutive minutes, but not more than 20 consecutive minutes in duration.
- c. The teacher shall be provided a copy of the walkthrough form/data, including all scripted and anecdotal documents relative to the walkthrough no later than two days following the walkthrough. The walkthrough should be of sufficient duration to allow the evaluator to assess factors pertinent to the focus of the walkthrough.

- d. At the request of the teacher, a formal debriefing shall occur no later than two days after receiving the walkthrough data to discuss observations relative to the identified focus.
- e. No less than 4 walkthroughs shall be conducted in each evaluation cycle.
- f. Walkthroughs shall not disrupt and/or interrupt the learning environment in the classroom.

J. STUDENT GROWTH MEASURES (SGM)

For the 2014-15 school year, all dates contained in Section K may be subject to change by recommendation of the SGM Committee. Any changes will be publicized to all affected teachers. For the 2014-15, 2015-16, and 2016-17 school years, all teachers shall be rated “at expected growth” for SGMs in the calculation of the final summative rating. For these three years, all teachers are expected to report SGM results to their evaluator.

- 1. When utilizing vendor assessments to construct SGMs, related materials may be purchased, and all affected staff shall be trained on utilization and other considerations by September 15.
- 2. When utilizing SLOs to construct SGMs, the teacher shall submit the completed SLO template for approval of the SLO no later than September 15.
 - a. The SGM committee shall review and approve all submitted SLOs by October 15.
 - b. Any SLO that is rejected by the SGM committee shall be returned to the teacher/group with specific designation of deficiencies by October 15 with a timeline of 10 days for the resubmittal of the corrected SLO.
- 3. Teachers shall administer the final assessment(s) to determine student growth as defined in the approved SGMs.
- 4. Prior to submitting the SGM results to the designated evaluator, the teacher may request that the SGM Committee review the results for the sole purpose of verifying accuracy.
- 5. Teachers shall submit all SGM results to his/her evaluator by April 15. If necessary, the evaluator may request a meeting within five days to discuss the results of the SGM scores with the teacher.

K. CRITERIA FOR SGM

- 1. The SGM portion of the evaluation shall be derived from the following:

- a. ODE approved student assessments (vendor assessments), and/or
 - b. Locally developed SLOs.
2. For employment decisions, the consideration of the student growth portion of the teacher evaluation must consist of a minimum of three consecutive years of SGM data from the same grade level, subject matter, and/or age level.
3. The annual final summative rating of teacher effectiveness shall utilize SGM data from the current year in conjunction with the teacher performance rating from the current year. For the 2014-15, 2015-16, and 2016-17 school years, all teachers shall be rated “at expected growth” for SGMs in the calculation of the final summative rating.
4. 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 of 6 weeks.
5. The scoring of SLOs shall be based on a standard scoring matrix established by the SGM committee.
6. Factors in determining SGMs for purposes of retention, promotion, layoff, and recall decisions must include, but are not limited to:
 - a. Student attendance--A teacher may elect to exclude the SGMs attributed to any student evidencing more than 45 days of excused and/or unexcused absences from the said teacher’s classroom during a year-long course or 20 days of excused and/or unexcused absences from the said teacher’s classroom during a semester-long course.
 - b. Common Core Standards - If state and/or federal mandates require a change in the existing mandated value-added and/or other mandated tests/scoring which become a portion of teacher(s) SGM scores, a minimum of three consecutive years of SGM data shall be collected under the revised mandate before any job action may be taken on the basis of the SGM data.
 - c. Shared attribution scores – When the district elects to use shared attribution scores for a portion of the SGM measure, those teachers will work collaboratively to provide instruction and/or intervention that addresses the shared attribution.
 - d. Teacher on approved leave – A teacher who has been approved for sick leave and/or the Federal Medical Leave Act for not less than 12 weeks shall not have the SGM portion for that school year used in a Final Summative Rating of Teacher Effectiveness.

- e. Teachers with student teachers – A teacher who has a student teacher assignment for not less than 12 weeks shall not have the SGM portion for that school year used in a Final Summative Rating of Teacher Effectiveness.
- f. Teacher who has been transferred – A teacher, who is transferred to a different position (e.g. subject, grade level), whether voluntarily, involuntarily, or due to changes in state or federal mandates, shall have an SGM score consisting of a minimum of three consecutive years of SGM data before any job action may be taken.
- g. Job sharing arrangement – The percentage of SGM scores applicable to teachers in an approved job sharing arrangement shall have been agreed to by the individual teachers in the job sharing arrangement and documented by the building principal.
- h. 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 time each has spent with the student(s).

L. PROFESSIONAL DEVELOPMENT PLANS

1. Professional growth and improvement plans shall be developed as follows:
 - a. Teachers whose summative rating is accomplished shall develop a plan for continuing professional growth.
 - b. Teachers whose summative rating is skilled or developing shall develop a professional growth plan collaboratively with their credentialed evaluator.
 - c. Teachers whose summative rating is ineffective shall develop an improvement plan with their credentialed evaluator. The administration shall approve the improvement plan as set forth in this agreement.
2. Professional growth plans for a school year shall be developed not later than September 1.
3. Improvement plans for a school year shall be developed not later than the last day of the previous school year.
4. Professional growth and improvement plans shall describe the performance expectations, resources, and assistance to be provided.
5. The board shall provide for the allocation of district resources to support the goals of improvement plans. These resources could include, but are not limited to, a trained teacher mentor/coach, release time for consultations/observations

of specific teachers, professional development, and other training.

M. IMPROVEMENT PLANS

1. An improvement plan is an articulated assistance program for a teacher whose summative rating is ineffective
2. The improvement plan shall include:
 - a. performance expectations, resources, and assistance to be provide;
 - b. timelines for the completion of the plan; and
 - c. monetary, time, material, and human resources to realize the expectations set forth in the plan.

N. FINALIZATION OF EVALUATION

1. Written Report - Before the evaluation cycle is final, and not later than May 10, a copy of the formal written evaluation report shall be given to the teacher and a conference shall be held between the teacher and the evaluator.
2. Completion of Evaluation Cycle
 - a. The summative evaluation of a teacher shall be based upon student growth measures resulting from SLO assessments that were administered in the current school year and performance that is assessed through evidence gathered during the walkthroughs and formal observations that are conducted for the current school year. For the 2014-15, 2015-16, and 2016-17 school years, all teachers shall be rated "at expected growth" for SGMs in the calculation of the final summative rating.
 - b. The evaluation shall acknowledge, through the evidence gathered, the performance strengths of the teacher evaluated as well as performance deficiencies, if any.
 - c. The evaluator shall note evidence of all the data used to support the conclusions reached in the formal evaluation report.
 - d. The Final Summative Rating evaluation report shall be signed by the evaluator; and the evaluation report shall be signed by the teacher to verify notification to the teacher that the evaluation will be placed on file. The teacher's signature shall not be construed as evidence that the teacher agrees with the contents of the evaluation report.
 - e. The Final Summative Rating evaluation report shall be completed by May 10, signed by both parties, and filed with the superintendent to be placed in the teacher's personnel file.
 - f. Once every two years the board shall evaluate each teacher assigned an evaluation rating of accomplished on the teacher's most recent evaluation conducted under this article. The biennial evaluation shall

be completed by the first day of May of the applicable school year, and the teacher shall receive a written report of the results of the evaluation by the tenth day of May of that school year.

- g. Final Summative Rating of Teacher Effectiveness (Effectiveness Rating) – The Superintendent or designee shall annually file a report to the Department of Education including only the following information: The number of teachers for whom an evaluation was conducted as well as the number of teachers assigned to each rating.
- h. A teacher may request the district to provide one (1) copy of all information and documents obtained through the evaluation process.

3. Response to Evaluation

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

O. DUE PROCESS

- 1. Teachers who disagree with the summative evaluation rating shall be allowed to request meeting with a VTO representative and the evaluator to review the evaluation.
- 2. A teacher shall be entitled to VTO representation at any conference held during this procedure in which the teacher will be advised of an impending adverse personnel action.
- 3. A teacher who is rated ineffective for the final summative rating may request to be assigned a different evaluator for the next evaluation cycle. Administration shall honor the request.
- 4. Failure by the district to adhere to any timeline or condition established in this agreement shall render the evaluation void and the superintendent will not report a final summative rating for that teacher.
- 5. If an employee believes the evaluator has violated the procedure established in this Article VIII or that the evaluator's judgment or conclusion is arbitrary, capricious, or unreasonable, the employee may file a grievance within 10 days, as defined in Article IV, of the employee's receipt of the signed and final version of a written evaluation for the particular school year or portion of a school year.

P. PERSONNEL ACTION REQUIREMENTS

- 1. The evaluation procedure contained in this agreement shall not be used in any decision concerning the reduction in force, or recall of any teacher until three evaluation cycles have been completed.

2. Until three years of data have been collected and three evaluations cycles have been completed, all decisions concerning reduction in force or recall of any teacher shall continue to be governed by the terms set forth in this agreement. Comparable evaluations will be determined based on the last three years of evaluation cycles.
3. For the 2014-15, 2015-16, and 2016-17 school years all teachers will be considered comparable for the purpose of reduction in force or recall.

Q. EVALUATION OF OTHER BARGAINING UNIT MEMBERS (non-OTES)

This section applies to bargaining unit member who do not meet the definition under Section C of this Article.

1. Within the first 10 days of school of each year, or in the case of a new bargaining unit member, within thirty (30) days of the first day employed, each bargaining unit member shall be notified in writing of the name and position of his or her evaluator if it is someone other than their immediate supervisor.
2. By September 15 of each year, the assigned evaluator will explain the evaluation procedure, including the forms/instruments to be used and timelines, with the bargaining unit member.
3. A bargaining unit member employed after the school year begins or one reassigned after the beginning of the work year shall be notified by the evaluator of the evaluation procedures in effect. Such notification shall be within two (2) weeks of the first day in a new assignment.
4. The bargaining unit member will be given one copy of all evaluation forms/instruments at the time the evaluation is complete. At that time, the evaluator and bargaining unit member will sign the evaluation. Signature of the bargaining unit member does not constitute agreement with the final evaluation but, rather, indicates the bargaining unit member received a copy of the evaluation and the results will be filed with the superintendent to be placed in the teacher's personnel file.
5. Bargaining unit members subject to evaluation under this section shall be evaluated at least once annually during the first three years of employment with the District. After three years of employment in the district, bargaining unit members shall be evaluated at least once every three years.
6. The evaluation procedures shall supersede and prevail over the statutory procedures and requirements or O.R.C. 3319.11 and 3319.111.

ARTICLE IX

FRINGE BENEFITS

A. INSURANCE AND OTHER BENEFITS

If and when there is created a jointly administered trust fund for the provision of health insurance and/or other employee benefits for members of the bargaining unit, with equal representation between employers and employees on the board of trustees of such fund, to be administered under Sections 9.833 and/or 3313.02 of the Ohio Revised Code, and initially called the Van Wert Area School Insurance Group (VWASIG), that:

The benefits provided by VWASIG shall replace any similar type of benefits currently being provided under the collective bargaining agreement.

The above-named employee organization waives any duty which the Board of Education would otherwise have to negotiate concerning the nature of the coverage or benefits provided by VWASIG.

The above-named employee organization reserves the right to negotiate concerning the amount or percentage of the employees' contribution to any VWASIG benefit plan.

If VWASIG offers a multi-tiered plan, that option will become available to employees.

1. Medical

A. PPO Plan

Only available to employees who were employed prior to 7/1/14.

85% of the cost of medical is paid by the board of education.

B. Higher Deductible/HSA Plan

Only plan available to employees who are employed after 7/1/14.

Plan to be VWASIG, with the Board paying one hundred percent (100%) of the premiums.

The board will contribute to a Health Savings Account for each employee. The contributions will be as follows:

1. HSA contribution will be an annual contribution of 35% of the in-network out of pocket maximum out of pocket cost on the high deductible plan for each year of the contract.

Schedule of payments into the HSA will be half to be deposited in November and the balance in May.

- C. Vantage will provide hospitalization and major medical insurance for all full-time Vantage employees and their dependents who are not covered by hospitalization and major medical insurance at their own place of employment. Vantage employees shall furnish (upon request) information to the Vantage fiscal office regarding place of employment and medical coverage's availed to their spouse and dependents. A spouse or dependent electing coverage under their employer's medical plan will not be covered by Vantage. However, if the spouse or dependents are covered by an employer's medical plan, which is mandatory but inferior to Vantage's plan, they can be covered by Vantage.

Employees will be covered with the least cost alternative – single or family. If an employee's spouse or dependents are terminated from hospitalization benefits provided by their place of employment and the employee wants to start coverage for them under the Vantage plan, Vantage will reimburse premium costs incurred until coverage becomes effective under the Vantage policy.

D. Medical Opt-Out

The board of education will pay a \$3,000.00 stipend to employees who elect not to enroll in the Vantage employee medical plan annually. The amount will be paid out after the employee has completed 12 months without Vantage medical insurance.

2. Dental Coverage, VWASIG Plan, (per schedule) Board to contribute 90% of cost.
3. A Term Life Insurance Policy of up to \$30,000 will be provided by the Board to employees according to the age limits specified by the life insurance provider. Optional insurance may be purchased by the employees under company provisions.
4. Vision Reimbursement -The Board of Education shall provide Vision Care, both family and single for the duration of this Agreement.

Vision care includes exam, lenses and frames, once every twenty-four (24) months.

Maximum of \$200.00 per family member every two (2) years.

*Board paid fringe benefits may accrue to employees working one-half (½) time or more at the same percentage as their employment.

5. A professional Liability Insurance Policy is provided by the board.
6. Sick leave, one and one-fourth (1¼) days per month to two hundred (200) days accumulation.

7. Career-Technical pre-service workshops, State mandated \$125.00/day.
8. Bus certification training will be paid at an hourly rate based on Step 0 of the teacher salary schedule. (example: Base Rate ÷ 183 days ÷ 7 hr = hourly rate)

B. OTHER LEAVES AND SEVERANCE PAY

All staff will enter desired leave (sick, professional, bereavement, etc.) into the electronic HR Employee Kiosk system in advance, unless circumstances prevent prior notice of absence.

1. SEVERANCE PAY

All retiring personnel shall be eligible for severance pay to a maximum of 35 days provided the retirement is in accordance with Section 124.39 of the Ohio Revised Code. Procedure for calculation of severance pay will be:

- a. One-fourth (1/4) of accumulated sick leave in whole days (no fractions) up to 140 days.
- b. Minimum of five (5) years service at Vantage Career Center School District.
- c. Ten (10) or more years of service in Ohio schools, State of Ohio or political subdivisions thereof.
- d. Application for severance pay at least thirty (30) days prior to contract terminations at retirement.

Prior to July 1, 2007 the district had a sick leave incentive plan whereby an employee with fifteen (15) unused sick leave days in a school year (as of June 30th) was credited three additional paid severance days at retirement. An employee with thirteen (13) or fourteen (14) unused sick leave days in a school year was credited two (2) additional paid severance days at retirement. This plan will no longer continue.

Employees who accumulated additional severance under the old incentive plan will retain those days (limited to the maximum of 29 additional days). These employees will not be able to accumulate additional days under that plan. Employees with incentive days as of July 1, 2007 will be given documentation indicating the number of severance incentive days they will retain.

Severance pay shall be paid at death for a current staff member with five (5) or more years of Vantage service.

2. ABSENCE, LEGAL COMMITMENTS AND TRANSACTIONS

In case of absence from duty in response to a subpoena in a case in court or in an administrative hearing in which the staff member is not a party, any witness fee or other compensation, exclusive of any reimbursement paid specifically for expenses incurred by reason of such subpoena will be turned over to the Vantage Treasurer's Office.

In case of absence from duty in response to a jury summons, salary shall be paid to the staff member for the period of absence. Any jury duty compensation will be turned over to the Vantage Treasurer's Office.

3. PERSONAL LEAVE

Three days personal leave will be granted to each employee each year. Said leave will be unrestricted as to reasons. Said leave shall not be used for personal gain. No more than 10% of the bargaining unit members may use this on any one day.

- a. No leave day or any portion thereof shall be granted to any staff member on the day immediately prior to or following a school holiday or vacation. (Note: The Superintendent may grant an exception to this restriction if written application is made to the Appropriate Administrator explaining the situation and where the need for the leave day before or after the holiday or vacation is due to circumstances beyond the control of the staff member.)
- b. In order to make use of a leave day or of a portion of such day, the staff member shall electronically submit to the Employee Kiosk. The staff member shall indicate the date of the intended absence, whether the absence is to be for a full or half-day, and whether a substitute will be needed. The Superintendent must approve all personal leave requests. Denial of requests shall be accompanied by a comment in the Employee Kiosk. Requests shall not be unreasonably denied.
- c. The leave form shall be submitted electronically in the Employee Kiosk at least forty-eight (48) hours prior to the intended date of absence, if at all possible for approval.
- d. The employee will be paid for any unused personal days during the year at the rate of one hundred twenty-five dollars (\$125.00) per day.

4. SICK LEAVE AND LEAVE OF ABSENCE, ILL HEALTH

Bargaining unit members shall earn one and one-fourth (1 1/4) days sick leave per month to two hundred (200) days accumulative.

Bargaining unit members may use sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness or injury in the bargaining unit member's immediate family. Immediate family shall be defined as mother, father, grandmother, grandfather, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, husband, wife, child, grandchild or anyone who has virtually held the position of parent or child.

Upon return from five day or greater absence, the employee shall provide a written return to work slip from the physician. If a five day or greater absence is for an immediate family member, the employee shall submit documentation from the family member's physician.

Absence from duty because of death and burial of an immediate family member may be granted for up to 5 days. In case of death and burial of someone who is not defined as immediate family, absence may be allowed for one day. The administration may approve additional days based upon special circumstances.

In the case of absence because of bereavement, the days of absence shall be deducted from the staff member's accumulated sick leave. In the event no accumulated sick leave is available, a bargaining unit member shall seek out administration to explore other options.

Administration shall not require personal leave to be used in lieu of sick leave if sick leave is available.

Where the need for sick leave is known in advance, such as for scheduled surgery or pregnancy and child birth, notice of intent to use sick leave shall be given as soon as the teacher learns of the expected starting date of such sick leave.

A written application to the superintendent for a leave of absence due to ill health must be accompanied by a statement from the attending physician giving the nature of the illness and definitely recommending that the staff member be relieved of his/her duties.

Such a request for leave, if approved, shall be granted for a part of the school year, or for an entire school year.

After a leave of absence for ill health has been granted, the responsibility for requesting termination of leave and reassignment to the staff rests with the staff member. A request for termination of leave and reassignment to

the staff must be accompanied by a physician's statement indicating that the teacher is able to resume his/her regular duties with the Board of Education. At the discretion of the Superintendent, this examination shall be made by the attending physician.

The Board may, at its discretion, grant an unrequested leave of absence and renewal thereof to any professional staff member for reasons of physical or mental disability. Such staff member shall have the right to a hearing on such unrequested leave of absence or its renewals. When a staff member requests a leave of absence for reasons of ill health or when, without request, the Board proposed to grant them a leave on account of a physical or mental disability, the staff member shall submit to a physical examination administered by the school physician or other physician designated by the school. The cost of a physical examination requested by the Board will be paid for by the Board. The results of this examination shall serve to determine whether the leave of absence shall be granted.

The record of a health examination shall be treated as confidential material. The physician shall certify the results of each physical examination to the Superintendent on a form provided by the Superintendent. The Superintendent shall keep a record of the physical examination in the employee's personnel file and shall permit no one save the physician or the person examined to have access to it.

5. LEAVE OF ABSENCE, MATERNITY

When an employee has verified her pregnancy and determined that the maternity will interfere with her employment responsibilities, she shall notify the Superintendent. Such notice shall occur thirty (30) days prior to the expected date of commencement of her disability (sick leave) absence, maternity leave, or resignation, whichever date shall come first. The notice to the Superintendent shall be via electronic submittal of intended absence and meeting with the immediate supervisor for notification on long-term substitute teacher need. The employee shall select one (1) of the following options and shall have the attending physician indicate the expected beginning date of disability and the approximate date of delivery.

Options are: (1) Maternity leave of absence without pay; normally limited to one (1) semester, not to exceed one (1) year; (2) Sick leave as substantiated by the individual disability and the recommendation of the attending physician; (3) resignation; (4) combinations of 1, 2, or 3.

The employee shall notify the Board of Education no later than the 35th day of absence for maternity of her intention either to continue usage of accumulated sick leave days or to request that a leave of absence be granted.

An employee who returns to work within twelve (12) weeks after a maternity leave will be entitled to reinstatement to the same assignment she had at the commencement of her leave, in accordance with the Family Medical Leave Act. Assignments of personnel returning from maternity leave in excess of her twelve (12) weeks of FML entitlement shall be made at the beginning of the school year or such time thereafter as vacancies permit such assignment.

6. ABSENCE, PROFESSIONAL PURPOSES

Professional staff members are encouraged to attend professional meetings that contribute to the education program.

The Superintendent, acting with jurisdiction as delegated by the Board of Education, has the authority to approve or disapprove employee requests for permission to attend professional meetings. In order to regulate attendance at these meetings, the following procedure shall be used:

- a. All requests to attend professional meetings must be submitted electronically.
- b. Requests shall be electronically routed to the Appropriate Administrators and forwarded to the Superintendent. The Superintendent, at his/her discretion, shall have authority to grant such requests without loss of pay, or with full loss of pay.
- c. Definite understanding concerning the nature and conditions of the absence and written permission must be determined before the staff member leaves to attend such meetings.
- d. If authorized, transportation, lodging, and registration expenses may be paid by the Board of Education with proper documentation.
- e. Meals will not be reimbursed unless there is an overnight stay required.

In considering whether to grant permission to a staff member to attend a professional meeting which would result in the staff member's absence from their assignment, the Superintendent shall take the following into account:

- a. The benefit which might result to the staff member.
- b. The benefit which might result to the school system.
- c. That one (1) staff member might be selected to represent a

number of staff members who could benefit by this same experience, in which case the one representing the group would be expected to report back to the group.

Normally, teachers shall not anticipate attending more than two (2) such meetings per year.

7. SABBATICAL LEAVE

Sabbatical leave of absence for study and research may be granted without pay to full-time, annually contracted teachers for a maximum of one year.

- a. In order to apply for sabbatical leave, the teacher must have completed five (5) consecutive years of regular employment in the District immediately prior to the application.
- b. The teacher requesting sabbatical leave must not have been granted such a leave from the District during the five (5) consecutive years of service immediately preceding the application.
- c. The teacher on sabbatical shall be maintained in all insurance for which he/she makes a written request and advanced payment to the Treasurer.

The Treasurer shall inform the teacher of the premium due date.

- d. Application for sabbatical leave shall be made in writing to the Superintendent not later than May 15 preceding the school term during which the leave is desired.
- e. Within sixty (60) days after completion of the sabbatical leave, the teacher granted such leave shall file with the Superintendent a written report of his/her educational pursuits while on sabbatical leave.
- f. Upon a teacher's return to service at the expiration of a sabbatical leave, the teacher shall resume the experience level he/she held prior to such leave and shall be reassigned to a position for which he/she is certified.

8 CHILD CARE LEAVE

Any teacher shall submit for electronic approval leave request for childcare medically documented for serious health condition of the child - for up to one (1) year without pay. Such childcare leave may be granted during each five (5) years of service. The Board agrees to comply with all

leave requests under this provision that qualify for Family Medical Leave.

- a. He/she shall notify the Superintendent in writing at least thirty (30) calendar days in advance of the beginning date of the leave. In emergency situations, the thirty (30) days may be shortened.
- b. Upon return to service following childcare leave, the teacher shall resume the position and employment status held at the time the leave began. Such return shall include advancement on the salary schedule for each school year in which the combined total of days taught, in-service days, and used sick leave days, used personal leave days, and used professional leave days equals at least one hundred twenty (120) days excluding the child care leave.
- c. During any leave period which qualifies for FML, the teacher on childcare leave shall be maintained on all insurance with advanced payment to the Treasurer. The Treasurer shall inform the teacher of the premium due date. If the twelve weeks of FML is exceeded, the employee shall be maintained on all insurance for which he/she makes a written request.
- d. Child care leave may be terminated at the end of a school year by the teacher, providing a ten (10) day written notice is given to the Superintendent.

9. FAMILY AND MEDICAL LEAVE ACT POLICY

The Board agrees to comply with all requirements under the Family and Medical Leave Act of 1993 (FMLA). All eligible employees shall receive twelve (12) weeks of FML and maintenance of medical benefits by the Board during the employees FML. An employee is entitled to FML for the birth or care of a newborn child; the adoption or foster care of a child; the care of a spouse, child, or parent for such individual's serious health condition; or a serious health condition of the employee which prevents him/her from performing the functions of his/her position. For purposes of this section a year shall be defined as the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e., the "leave year" is specific to each individual staff member). The Board may not require an employee to use his/her paid sick leave concurrently with FML; however, the employee may elect to use accrued paid sick leave concurrently with FML.

10. ASSAULT LEAVE

Leave for employee absences resulting from physical/emotional injury as the result of an assault, while the employee is engaged in the performance of job-related duties, shall be granted without loss of pay and/or benefits.

- a. Assault leave will be limited to a maximum of ten (10) working days per school year, not chargeable to sick leave or personal leave, and shall be non-accumulative from year to year.
- b. If upon the exhaustion of the allowed ten (10) assault leave days, the individual is unable to perform his/her contracted duties, he/she may apply for sick leave, Workers' Compensation (if eligible), an unpaid leave of absence, or disability retirement.

C. OTHER ITEMS

1. LAB / LAB COMPENSATION

Teachers who have a lab/lab schedule (lab, lunch/conference, lab) will be compensated an additional 3% of base (0 years, Column1), if the two labs have a combined enrollment in the October enrollment count of at least twenty-four (24) students. An additional 3% of base will be paid if enrollment remains at or above twenty-four (24) students at the first school day after February 1.

or

Teachers who have a lab/lab schedule (lab, lunch/conference, lab) will be compensated an additional 6% of base (0 years, Column 1), if the two labs have a combined enrollment in the October enrollment count of at least thirty-four (34) students. An additional 6% of base will be paid if enrollment remains at or above thirty-four (34) students at the first school day after February 1.

ARTICLE X

TEACHER SALARY SCHEDULE

- A. The school year shall consist of 183 days: 180 student instruction days, one day for opening day meetings and planning, one-half ($\frac{1}{2}$) day for new student orientation, one-half ($\frac{1}{2}$) day for Vantage Open House, and one day for completing end of year records and checkout.
- B. Any employee who completed additional course work, which would result in a change of salary classification, must submit an official transcript of such work to the Superintendent by September 15.
- C. If an employee does not challenge his/her placement on the Vantage Career Center salary schedule within 60 days of the issuance of the annual salary notice, that placement cannot be subject to future challenge or generate a claim for back pay.

D. PLACEMENT ON SALARY SCHEDULE

As of July 1, 2007--There are two placement options— College Degree route or Job Experience route / “Route B”

**College Degree route (Academic Staff / Those staff members who took the traditional bachelor’s degree route to certification / licensure):

Column I: College Degree route staff members will be eligible for placement on Column I of the professional salary schedule by the following criteria: Possession of a bachelor’s degree and licensure for the area of instruction.

Military experience may be credited, up to five (5) years. The tenth step shall be the maximum entry credit allowance.

Column II: College Degree route staff members will be eligible to be placed on Column II of the professional salary schedule by meeting one of the following qualifications: Possession of a bachelor’s degree for the area of instruction plus twenty-five (25) additional approved semester hours of course work since the issuance of the degree or a bachelor’s degree with one hundred fifty (150) semester hours credit.

Column III: College Degree route staff members will be eligible to be placed on Column III of the professional salary schedule upon possession of a master’s degree.

Column IV: College Degree route staff members will be eligible to be placed on Column IV of the professional salary schedule upon completion of fifteen (15) additional semester hours since the issuance of the Master’s Degree.

No staff member hired prior to June 30, 2007 will receive less pay or be moved back a column due to these provisions.

To be considered for promotion on the Vantage salary schedule, College route teachers must complete hours at the graduate level in education, career-technical education, major area, or other approvable related area.

**Job Experience Route / “Route B” (Career Technical teachers)

Column I: Job Experience Route / “Route B” staff members will be eligible for placement on Column I of the professional salary schedule by the following criteria: Eligibility for a four year Resident Educator license according to the provisions of the Ohio Department of Education which include five (5) years of approved trade experience or a combination of professional-technical education and approved trade experience. All work experience

or education must be directly related to the specific career and technical education field in which the person is to teach.

Staff members employed under “route B” shall be placed on the salary schedule in accordance with the established formula: (A) Five (5) years of approved experience shall be considered equivalent to one (1) year of prior teaching experience, (B) Additional approved experience shall be evaluated on the basis of one (1) year credit for each year of experience up to and including nine (9) years.

Military experience may be credited, up to five (5) years.
The tenth step shall be the maximum entry credit allowance.
Credit for approved trade experience will be awarded only for that experience earned prior to employment

Column II—Job Experience Route / “Route B” staff members will be eligible for placement on Column II of the professional salary schedule with the completion of twenty-five (25) additional semester hours of approved course work since employment at Vantage.

Column III— Job Experience Route / “Route B” staff members will be eligible for placement on Column III of the professional salary schedule with the possession of a degree applicable to their career field, classroom teaching, or an area of licensure and the possession of a five-year license.

Column IV— Job Experience Route / “Route B” staff members will be eligible for placement on Column IV of the professional salary schedule for Column IV with the possession of a five-year license and possession of a degree related to their career field, classroom teaching, or an area of licensure plus 15 semester hours of coursework since the issuance of the first five-year license.

No staff member hired prior to June 30, 2007 will receive less pay or be moved back a column due to these provisions.

To be considered for promotion on the Vantage salary schedule, Job Experience Route / “Route B” staff members may complete course hours at the graduate or undergraduate level in education, career-technical education, major area, or other approvable related area.

E. Salary

2014-15 school year	-	2% on the base
2015-16 school year	-	2% on the base
2016-17 school year	-	2% on the base

ARTICLE XI

PROFESSIONAL GROWTH

A. TUITION REIMBURSEMENT

Vantage will reimburse a bargaining unit member for 50% of college tuition up to \$3,000.00 per fiscal year, except for a "Route B" teacher who is taking pre-service coursework. A "Route B" teacher will be eligible for reimbursement for 50% of coursework during his/her first 2 years of employment, if that employee is taking coursework required by the Ohio Department of Education for initial provisional licensure.

No more than \$15,000.00 per year will be expended for this program. This reimbursement shall be separate and distinct from other Vantage reimbursement.

All bargaining unit members will be able to participate in this program.

Employees will be reimbursed in the order in which they submit their requests for reimbursement. If the annual maximum for this program is reached, employees may still submit a request for reimbursement. Requests submitted after the maximum allowable reimbursement is met will be held for payment during the next fiscal year. These prior year requests will be given priority. The program will be operated on a fiscal year beginning July 1 and ending June 30.

B. MENTORING

1. The Vantage Board of Education will have a mentoring program or participate in a mentoring program in compliance with section 3301-24-04 of the Ohio Administrative Code which declares that Resident Educator program "shall include a formal program of support, including mentoring to foster professional growth of the individual, and assessment of the performance of the beginning teacher."

2. All mentors must agree to this assignment and will be paid on a supplemental contract with the compensation. Rates for each mentoring teacher shall be as follows:

Year 1 - \$300.00

Year 2 - \$300.00

Year 3 - \$300.00 (Formative Assessment) or

Year 3 - \$50 per Resident Educator for facilitation of Summative Evaluation

C. LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

During the 2007-2008 school year, Vantage will be establishing a Local Professional Development Committee (LPDC). This section will apply to that committee.

In compliance with Ohio Revised Code Section 3319.22, the Vantage Career Center Professional Development Committee is hereby created according to the provisions of this Article. This committee is to administer the professional development of all educators employed by the Vantage Career Center Board of Education.

1. COMMITTEE COMPOSITION

- a. The Local Professional Development Committee shall be comprised of a minimum of five members; three teacher representatives and two administrative representatives. The Association shall select the teacher representatives and the Superintendent shall appoint the administrative representatives. The Association shall determine the length of term for teacher representatives and the Superintendent shall determine the administrative term.
- b. At the request of an administrator/treasurer, when an administrator's Professional Development Plan is being considered, the Superintendent shall appoint an additional administrator to the committee and one teacher member will not participate in the process. In the absence of a teacher committee member, the Association shall appoint an alternate. The alternate will sit on the committee when a teacher on the committee's Professional Development Plan is up for review.
- c. The committee shall elect by a majority vote of the LPDC a Chairperson or Co-chairs and Secretary/Recorder.

2. COMMITTEE PROCEDURES- Decisions of the Vantage LPDC shall require agreement of at least three members of the committee.

The Vantage LPDC shall adopt rules, forms and procedures in order to conduct business of the Vantage LPDC

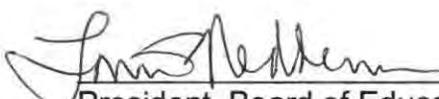
- 3. AIMS AND PURPOSE - The purpose of the Vantage LPDC is to review coursework and other professional development activities completed by educators within the district and used for the renewal of certificates and licenses. The committee will guide staff in their development of an Individual Professional Development Plan, validate the skills and knowledge gained through the educators professional development by the approval and issuance of Continuing Education Units within the district.
- 4. COMPENSATION - A log of all meetings will be kept by the committee and turned into the Treasurer's Office. Release time may be considered as means of doing committee work. Each teacher representative on the LPDC will receive a supplemental contract consisting of a stipend in the amount \$250.00 each school year.

5. APPEALS PROCESS - Any educator who disagrees with a decision of the LPDC shall first seek reconsideration from the LPDC. The next step would be to ask for a third-party review. The final appeal is to the Ohio Department of Education.

ARTICLE XII

DURATION OF AGREEMENT

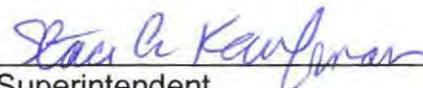
This Agreement shall become effective July 1, 2014, and shall remain in full force and effect through June 30, 2017 when it will expire except if mutually extended by both parties pending the completion of negotiations.



President, Board of Education



President/V.T.O.



Superintendent



V.T.O. Negotiations Chairperson

6/26/14

Date

6/26/14

Date

**VANTAGE CAREER CENTER
2014-2015 TEACHER'S SALARY SCHEDULE**

** 1.0375 INDEX **		2% On Base		** 1.0175 INDEX **	
** STEPS 1 - 14 **				* STEPS 15, 17, 19, 21, 23 *	
				** .00875 INDEX **	
				*STEP 24,25,27	
	I	II	III	IV	
0	\$31,544	\$32,805	\$34,117	\$35,482	
1	\$32,726	\$34,035	\$35,397	\$36,813	
2	\$33,954	\$35,312	\$36,724	\$38,193	
3	\$35,227	\$36,636	\$38,101	\$39,625	
4	\$36,548	\$38,010	\$39,530	\$41,111	
5	\$37,918	\$39,435	\$41,013	\$42,653	
6	\$39,340	\$40,914	\$42,551	\$44,253	
7	\$40,816	\$42,448	\$44,146	\$45,912	
8	\$42,346	\$44,040	\$45,802	\$47,634	
9	\$43,934	\$45,692	\$47,519	\$49,420	
10	\$45,582	\$47,405	\$49,301	\$51,273	
***** MAXIMUM ENTRY LEVEL *****					
11	\$47,291	\$49,183	\$51,150	\$53,196	
12	\$49,064	\$51,027	\$53,068	\$55,191	
13	\$50,904	\$52,941	\$55,058	\$57,261	
14	\$52,813	\$54,926	\$57,123	\$59,408	
***** INDEX 1.0175, STEPS 15, 17, 19, 21, 23 *****					
15	\$53,738	\$55,887	\$58,123	\$60,447	
17	\$54,678	\$56,865	\$59,140	\$61,505	
19	\$55,635	\$57,860	\$60,175	\$62,582	
21	\$56,608	\$58,873	\$61,228	\$63,677	
23	\$57,599	\$59,903	\$62,299	\$64,791	
***** INDEX .00875, STEP 24 *****					
24	\$58,103	\$60,427	\$62,844	\$65,358	
25	\$58,611	\$60,956	\$63,394	\$65,930	
27	\$59,124	\$61,489	\$63,949	\$66,507	

* Annual Longevity Increment. All Increments are contingent upon satisfactory performance.

**VANTAGE CAREER CENTER
2015-2016 TEACHER'S SALARY SCHEDULE**

		2% On Base				** 1.0175 INDEX **	
		I		II		* STEPS 15, 17, 19, 21, 23 *	
** 1.0375 INDEX ** ** STEPS 1 - 14 **				III		** .00875 INDEX ** *STEP 24,25,27	
				Added Step 27		IV	
0		\$32,175		\$33,462		\$34,800	\$36,192
1		\$33,381		\$34,717		\$36,105	\$37,550
2		\$34,633		\$36,019		\$37,459	\$38,958
3		\$35,932		\$37,369		\$38,864	\$40,419
4		\$37,279		\$38,771		\$40,321	\$41,934
5		\$38,677		\$40,225		\$41,833	\$43,507
6		\$40,128		\$41,733		\$43,402	\$45,138
7		\$41,633		\$43,298		\$45,030	\$46,831
8		\$43,194		\$44,922		\$46,718	\$48,587
9		\$44,814		\$46,606		\$48,470	\$50,409
10		\$46,494		\$48,354		\$50,288	\$52,300
***** MAXIMUM ENTRY LEVEL *****							
11		\$48,238		\$50,167		\$52,174	\$54,261
12		\$50,047		\$52,048		\$54,130	\$56,296
13		\$51,923		\$54,000		\$56,160	\$58,407
14		\$53,870		\$56,025		\$58,266	\$60,597
***** INDEX 1.0175, STEPS 15, 17, 19, 21, 23 *****							
15		\$54,813		\$57,006		\$59,286	\$61,657
17		\$55,772		\$58,003		\$60,323	\$62,736
19		\$56,748		\$59,018		\$61,379	\$63,834
21		\$57,742		\$60,051		\$62,453	\$64,951
23		\$58,752		\$61,102		\$63,546	\$66,088
***** INDEX .00875, STEP 24 *****							
24		\$59,266		\$61,637		\$64,102	\$66,666
25		\$59,785		\$62,176		\$64,663	\$67,250
27		\$60,308		\$62,720		\$65,229	\$67,838

* Annual Longevity Increment. All Increments are contingent upon satisfactory performance.

**VANTAGE CAREER CENTER
2016-2017 TEACHER'S SALARY SCHEDULE**

** 1.0375 INDEX **		2% On Base		** 1.0175 INDEX **	
** STEPS 1 - 14 **				* STEPS 15, 17, 19, 21, 23 *	
				** .00875 INDEX **	
				*STEP 24,25,27	
	I	II	III	IV	
0	\$32,819	\$34,131	\$35,496	\$36,916	
1	\$34,049	\$35,411	\$36,828	\$38,301	
2	\$35,326	\$36,739	\$38,209	\$39,737	
3	\$36,651	\$38,117	\$39,641	\$41,227	
4	\$38,025	\$39,546	\$41,128	\$42,773	
5	\$39,451	\$41,029	\$42,670	\$44,377	
6	\$40,931	\$42,568	\$44,270	\$46,041	
7	\$42,465	\$44,164	\$45,931	\$47,768	
8	\$44,058	\$45,820	\$47,653	\$49,559	
9	\$45,710	\$47,538	\$49,440	\$51,418	
10	\$47,424	\$49,321	\$51,294	\$53,346	
***** MAXIMUM ENTRY LEVEL *****					
11	\$49,203	\$51,171	\$53,218	\$55,346	
12	\$51,048	\$53,090	\$55,213	\$57,422	
13	\$52,962	\$55,080	\$57,284	\$59,575	
14	\$54,948	\$57,146	\$59,432	\$61,809	
***** INDEX 1.0175, STEPS 15, 17, 19, 21, 23 *****					
15	\$55,910	\$58,146	\$60,472	\$62,891	
17	\$56,888	\$59,164	\$61,530	\$63,991	
19	\$57,884	\$60,199	\$62,607	\$65,111	
21	\$58,897	\$61,252	\$63,703	\$66,251	
23	\$59,927	\$62,324	\$64,817	\$67,410	
***** INDEX .00875, STEP 24 *****					
24	\$60,452	\$62,870	\$65,384	\$68,000	
25	\$60,981	\$63,420	\$65,957	\$68,595	
27	\$61,514	\$63,975	\$66,534	\$69,195	

* Annual Longevity Increment. All Increments are contingent upon satisfactory performance.



Class Size Maximum

Date of meeting _____
Lab Instructor _____
Supervisor _____

The above listed Lab Instructor and Supervisor met on the date listed above to discuss the teacher(s) input for the maximum number of students per each lab of the following program:

Program: _____.

The teacher(s) input for the maximum number of students in this lab is _____.

The number is based on, but not limited to, number of work stations, safety, state regulations that may apply, available equipment, and curriculum being taught.

The lab instructor understands the actual number of students assigned to his/her lab will be determined by Vantage administration.

The teacher(s) input per number of students will be discussed annually by the program supervisor, or appropriate administrator, and teacher.

_____ Date _____

Instructor Signature

_____ Date _____

Supervisor Signature

_____ Check here if the instructor attached supporting documentation.