



08-17-15
14-MED-05-0738
0730-01
K32432

**NEGOTIATED
AGREEMENT**

between the

**REYNOLDSBURG CITY
SCHOOL DISTRICT
BOARD OF EDUCATION**

and the

**REYNOLDSBURG EDUCATION
ASSOCIATION**

August 1, 2014, through July 31, 2017

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>ITEM</u>	<u>PAGE</u>
I	RECOGNITION	1
II	NEGOTIATIONS PROCEDURE	1-2
III	GRIEVANCE PROCEDURE	2-5
IV	LEAVE PROVISIONS	6-13
	A. Sick Leave	6-7
	B. Long Term, Unpaid Professional Leave	7-8
	C. Personal Business Leave	8-9
	D. Maternity/Paternity, Child Care and Adoption Leave	9
	E. Unpaid Disability Leave of Absence	10
	F. Military Leave	10
	G. Assault Leave	10-11
	H. Professional Leave	11
	I. Jury Duty/Mandatory Court Appearances Leave	11-12
	J. Sabbatical Leave	12
	K. Family and Medical Leave Act	13
V	CONTRACT PROVISIONS	13-24
	A. Issuance of Contracts/Resignations	13
	B. Regular Teaching Contracts	13
	C. Supplemental Contracts	13
	D. Sequence of Contracts	14
	E. Continuing Contracts	14-15
	F. Nonrenewal of Limited Teaching Contracts	15-17
	G. Reduction in Force/Layoff of Teachers	17-22
	H. Teacher Discipline Procedure	23-24
	I. Contract Termination	24
VI	EVALUATION PROCEDURE	24-31
VII	PERSONNEL	31-38
	A. Principal's Advisory Council	31
	B. Staff Handbooks and Board Policy Manual	31
	C. Faculty Meetings	32
	D. In-Service and Professional Enrichment	32
	E. Cooperating Teachers	32-33

<u>ARTICLE</u>	<u>ITEM</u>	<u>PAGE</u>
	F. Fee Waiver Committee.....	33
	G. Parent-Teacher Conference	33-34
	H. School Day	34
	I. School Calendar.....	34-35
	J. Personnel Files.....	35-36
	K. Complaint Procedure	36
	L. Covering Unassigned Classes.....	36-37
	M. Teaching Personnel/Class Size.....	37
	N. Summer School	37
	O. LPDC.....	37-38
	P. Grading	38
	Q. Mentoring and Lead Mentors	38
	R. Teacher Dress Code.....	38
VIII	VACANCIES, TRANSFERS AND ASSIGNMENTS	38-40
	A. Assignments	38
	B. Vacancies, Transfers and Reassignments.....	38-40
	1. Definitions.....	38-39
	2. Vacancies	39
	3. Involuntary Transfer	40
	4. Posting of Vacancies	40
	C. Authority of the Superintendent Regarding Assignments.....	40
IX	COMPENSATION	41-45
	A. Teacher Salary Schedules.....	41
	B. Salary Index.....	41
	C. Supplemental Compensation Index.....	41
	D. Compensation for Extra Duty Assignments and Tutors.....	42
	E. Salary Increments	42
	F. Military/Service Credit	42
	G. Payroll Deductions	42-43
	H. Paydays.....	43
	I. Advancement of Salary Schedule.....	43
	J. Extended Duty Compensation.....	43
	K. Mileage Reimbursement.....	43
	L. Attendance Recognition Pay	44
	M. National Board Certified Teachers.....	44
	N. Performance Bonus	44-45
	O. Fellowship Award	45
	P. Loyalty Award.....	45

<u>ARTICLE</u>	<u>ITEM</u>	<u>PAGE</u>
X	FRINGE BENEFITS	45-51
	A. Hospitalization, Surgical and Major Medical Insurance	45-48
	B. Term Life Insurance	48
	C. Dental Insurance	48
	D. Vision Care Insurance	49
	E. STRS Tax Deferral Pick-Up.....	49
	F. Severance Pay.....	50
	G. Tuition Reimbursement.....	50-51
XI	INDIVIDUAL, ASSOCIATION AND BOARD RIGHTS.....	51-53
	A. Individual Rights	51
	B. Association Rights.....	51-53
	C. Board Rights.....	53
XII	LONG TERM SUBSTITUTES	53
XIII	EMERGENCY LEAVE FUND.....	53-54
XIV	EMPLOYMENT OF RETIREES AS TEACHERS	54-55
XV	CONTRACTS FOR PART-TIME BARGAINING UNIT MEMBERS	55
XVI	DURATION AND INTENT OF AGREEMENT.....	55
	A. Conflict with Law.....	55
	B. Publication of Agreement.....	55
	C. Effects of Contract.....	55
	D. Duration.....	55
XVII	NO REPRISAL.....	56
XVIII	SIGNATURES.....	57

APPENDICES

A	Teacher Grievance Form.....	58-60
B	Professional Leave Request Form	61
C	Teacher Reprimand Form	62
D	Assessment of Teacher Performance	63-73
E	Final Summative Rating	74-75
F	Improvement Plan/Professional Growth Plan.....	76-79

APPENDICES (continued)

G	Teacher Application for Posted Position Form.....	80
H	Teacher Salary Index	81
I	August 1, 2014, through July 31, 2015 – Teacher Salary Schedule	82
J	August 1, 2015, through July 31, 2016 – Teacher Salary Schedule	83
K	August 1, 2016, through July 31, 2017 – Teacher Salary Schedule	84
L	August 1, 2014, through July 31, 2015 – Teacher Salary Schedule (for teachers who did not receive a step in 2011-2012)	85
M	August 1, 2015, through July 31, 2016 – Teacher Salary Schedule (for teachers who did not receive a step in 2011-2012)	86
N	August 1, 2016, through July 31, 2017 – Teacher Salary Schedule (for teachers who did not receive a step in 2011-2012)	87
O	Teacher Supplemental Compensation Index and Schedule	88-91
P	August 1, 2014, through July 31, 2017 – Tutor Wage Rate Schedule	92
Q	Summary of Insurance Specifications	93-94
R	Educational Facilities Concerns Form	95
S	Speech Language Pathologist Evaluation Form	96-109
T	School Nurse Evaluation Form.....	110-122
U	Counselor Evaluation Form	123-141
V	Librarian/Media Specialist Evaluation Form.....	142-159
W	Memorandum of Understanding re Supplemental Salaries (June, 2013) ...	160-162

ARTICLE I – RECOGNITION

The Reynoldsburg City School District Board of Education, hereinafter referred to as the "Board," recognizes the Reynoldsburg Education Association/ Central/OEA/NEA, hereinafter referred to as the "Association," as the sole and exclusive bargaining representative for all teachers of the District. For the purposes of this Agreement, the term "teacher" shall mean the certificated teachers of the District including all full-time classroom teachers, regular part-time classroom teachers, tutors, long-term substitutes (teachers who work sixty (60) or more consecutive days in the same position) and nurses and shall expressly exclude administrative and supervisory personnel, psychologists, casual substitute teachers, auxiliary service personnel, and casual teachers paid on an hourly basis. For the purpose of this Article, administrative and supervisory personnel shall be as defined in Ohio Revised Code §§4117.01(F) and 4117.01(K). The term of this recognition shall be as provided by Ohio Revised Code Chapter 4117. Throughout this Agreement, the term "teacher" shall be defined as a member of the recognized bargaining unit described herein.

ARTICLE II – NEGOTIATIONS PROCEDURE

A. Procedure

Either the Association or the Board may initiate negotiations by a Notice to Negotiate forwarded to the other party no earlier than ninety (90) days and no later than sixty (60) days prior to the expiration of the Agreement. Within ten (10) calendar days of transmittal of said notice or at a mutually agreed upon time, the parties shall hold their first negotiation session. The first negotiation session shall be for the purpose of exchanging proposals and determining any ground rules deemed necessary. At any negotiation session either party may be represented by no more than six (6) representatives, including consultants. Neither party shall have control over the selection of the bargaining representatives of the other party.

B. Scope of Bargaining

The Board and the Association agree that the subjects of bargaining include wages, hours, and terms, and other conditions of employment, and the continuation, modification or deletion of an existing provision of the Negotiated Agreement between the parties.

C. Dispute Settlement Procedure

1. If, after forty-five (45) calendar days prior to the expiration of the Agreement, agreement has not been reached on all items under negotiations, either party may call for the services of the Federal Mediation and Conciliation Service (FMCS) to assist in negotiations. If a party calls for FMCS involvement, the other party shall join in a joint request.
2. This dispute resolution procedure is mutually agreed to by the parties under Ohio Revised Code §4117.14(C)(1)(f) and is intended to supersede the procedures contained in Ohio Revised Code §4117.14.

3. The mediation period shall be thirty (30) calendar days from the day the initial mediation session is held. The mediation period may be extended beyond the thirty (30) days by mutual agreement of the parties.
4. Both parties agree that this procedure is the final step in this dispute resolution procedure.

D. Agreement

When final agreement is reached through negotiations, the outcome shall be reduced to writing, and within a reasonable time, shall be submitted to the Association for ratification. Following ratification by the Association, the Agreement shall, within a reasonable time, be submitted to the Board for adoption. Upon official adoption by the Board, the Agreement shall be signed by both parties.

- E. Provisions of the expiring Agreement which are not contained on the negotiations agenda shall become a part of the successor Agreement and shall contain an effective date the same as that of the successor Agreement.

F. Waiver of Negotiations

Neither the Association nor the Board waive any rights to bargain or refuse to bargain during the term of any Agreement with respect to wages, hours, terms and other conditions of employment except as may be expressly limited by Chapter 4117 of the Revised Code.

ARTICLE III – GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to grievances which may from time to time arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at each given level of the procedure.
2. Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with any appropriate member of the Administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement as hereinafter provided.

B. Definitions

1. "Grievance" is a complaint involving the alleged violation, misinterpretation or misapplication of the terms of the written Agreement entered into between the Board and the Association.
2. "Grievant" shall mean a person or group of persons, or the Association, as specified in O.R.C. §4117.08(C) alleging that some violation, misinterpretation or misapplication has actually occurred.
3. "Days" shall mean Mondays through Fridays, exclusive of weekends and holidays, unless identified specifically otherwise.

C. Rights of Grievant and Association

1. A grievant may appear on his/her own behalf or may be represented at any formal steps of the grievance procedure by the Association, by counsel, or by any other person of his/her choice, except that he/she may not be represented by any agent of any organization other than the Association.
2. The Association shall receive notice of each meeting held to resolve the grievance and shall be given a copy of the recommended disposition of such grievance at each step. Such written notice and disposition shall be made at the same time and in the same manner as such notice or disposition is required to be sent to the grievant.
3. The fact that a teacher files a grievance shall not be recorded in his/her personnel file or in any file used in the transfer, assignment or promotion process; nor shall such fact be used in any recommendation for re-employment or other employment; nor shall the grievant, the Association or its officers be placed in jeopardy or be the subject for reprisal or discrimination for having followed this grievance procedure.

D. Steps of the Grievance Procedure

1. Step I – Informal

If a teacher believes there is a basis for a grievance, he/she must first discuss the matter with his/her principal in an effort to resolve the problem informally. A written grievance may be submitted directly to the Administrator who has the authority to resolve such grievance and the processing of such grievance shall commence either at Step II or Step III.

2. Step II – Formal

If the grievance is not resolved within five (5) days of such informal meeting, the grievant may present a formal claim by submitting a completed grievance report form, Step II, in triplicate, which form is set forth in Appendix A. Copies of this completed form shall be submitted by the teacher to the Association representative, the Superintendent, and the principal. Within five (5) days of receipt of the grievance report form, the principal shall meet with the teacher and/or the Association representative in an effort to resolve the grievance. The principal shall indicate his/her disposition of the grievance within five (5) days after such meeting by completing the appropriate portion of grievance report form and returning it to the teacher. The Association and the Superintendent shall both be notified in writing as to such disposition of the grievance by the principal.

3. Step III – Formal

If the teacher is not satisfied with the disposition of the grievance in Step II, or if no disposition has been made within the above time limits, the grievant and/or the Association shall complete the grievance report form, Step III, and submit the grievance to the Superintendent within ten (10) days of receipt of disposition, with copies of same given to the principal and the Association representative. Within five (5) days of receipt of the form, the Superintendent or his/her designated representative shall meet with the grievant and/or the Association representative. Within five (5) days of this meeting, the Superintendent shall indicate in writing the disposition of the grievance by completing the appropriate portion of the grievance report form and forwarding it to the teacher. The Association and the principal shall be notified in writing of said disposition by the Superintendent.

4. Step IV – Formal

- a. If the grievant is not satisfied with the disposition made by the Superintendent, or if no disposition has been made within the above-stated time limits, the grievant and/or the Association shall complete the grievance report form, Step IV, within ten (10) days and submit the grievance to the Board by filing a copy with the Treasurer of the Board. Notification of such appeal shall be given to the Superintendent, the principal and the Association by the grievant.
- b. The Board, at its next regularly scheduled meeting, or within two (2) weeks of the filing of the appeal, whichever is later, shall meet with the aggrieved teacher and/or the Association representative and the Superintendent or his/her designee to review such grievance in executive session, or give such other consideration as it shall deem appropriate.

- c. The disposition by the Board shall be made by completing the grievance report form, Step IV, within seven (7) days of the meeting. A written notification of such disposition shall be furnished to the grievant, the Association, the principal and the Superintendent by the Board.

5. Step V – Formal

- a. If either the Association or the grievant is not satisfied with the disposition of the grievance by the Board or if no disposition has been received within the period provided above in Step IV, the grievant and/or the Association may refer said grievance to arbitration by completion of the grievance report form, Step V, and filing same with the Treasurer of the Board within fifteen (15) days from the receipt of the disposition of the Board. The arbitrator shall be selected from a list provided by the American Arbitration Association (AAA) in accordance with the alternate strike method. Either party has the right to request a second list. The arbitrator shall strictly limit the decision to the application and interpretation of the subject matter and applicable contract provisions cited in the grievance.
- b. The decisions and awards made by the arbitrator shall be submitted to the Board, the Association, the grievant, the Superintendent and the principal and shall be final and binding on all parties.
- c. The cost of the arbitrator shall be shared equally by the Association and the Board; however, if the grievant files for arbitration without the concurrence of the Association, the grievant shall share equally such expense with the Board.

E. Miscellaneous

- 1. The failure of a grievant to file a grievance or to appeal any decision to the next step within the time set forth shall constitute a waiver of the right to file or of the right to further appeal, and a final disposition of the grievance may be made on the basis of the last decision given.
- 2. The failure of any agent of the Board to forward a grievance to the next step or to render a timely decision shall constitute a waiver of the right to retain any authority over the forwarding of the grievance to the next step or to arbitration.
- 3. Any formal grievance shall be filed within thirty (30) days from the date of occurrence of the act or omission which gave rise to the grievance or said grievance shall be waived and deemed no longer to exist.
- 4. The parties may mutually agree to waive any of the time limitations established in this procedure.

ARTICLE IV – LEAVE PROVISIONS

A. Sick Leave

1. School teachers will be granted sick leave at the rate of one and one-fourth (1¼) days per month in accordance with Ohio law.
2. Sick leave may be accumulated up to a maximum of two hundred forty-eight (248) days.
3. Teachers may be advanced ten (10) sick leave days if requested, provided that all accumulated sick leave has been exhausted.
4. In all cases where an advancement of sick leave days has been granted, a deduction for all unearned sick leave days used shall be made from the final pay of the individual for that contract year if the individual resigns by July 10. If the individual stays employed by the district, the advanced days will be paid back no later than the end of the calendar year. Advanced days will be paid back by deducting days as the teacher earns them. The teacher shall be responsible for paying the unpaid balance to the district at the end of the calendar year.
5. Sick leave may be used for:
 - a. Personal Illness
 - (1) Illness, injury, exposure to a contagious disease which could be communicated to others, incapacitation due to physical and mental condition, and pregnancy disability.
 - (2) For the purpose of this provision, disability is the period during which the teacher is not physically and/or mentally capable of performing all the duties and functions of his/her position. The beginning date of disability and the termination of disability shall be established by written statement of the teacher's doctor. Verification of continuing disability may be required by the Superintendent, at Board expense, upon written notice to the teacher.
 - b. Illness or Injury in Teacher's Immediate Family -- Immediate family is defined for this purpose as including parents, sister, brother, husband, wife, son, daughter and such other persons who live with the teacher as a member of the household. A maximum of six (6) days may be used for illness or injury to persons who by reason of special circumstances stands in the place of the above-enumerated individuals.

c. Death in the Teacher's Immediate Family

- (1) A teacher shall be allowed six (6) days of absence utilizing sick leave credit for death in the teacher's immediate family. Immediate family is defined for this purpose as parents, parent-in-law, sister, sister-in-law, daughter, daughter-in-law, grandparents, son, son-in-law, husband, brother, brother-in-law, wife, and such other persons who, by reason of special circumstances, stand in the place of the above-enumerated individuals.
- (2) Additional days shall be granted by the Superintendent in cases where excessive travel or special circumstances seem to warrant additional days.

6. Deduction of sick leave due to use will be in half-day increments. Deduction of sick leave shall not be made for those days when schools are closed and teachers are excused from performance of their duties by the Superintendent or designated representative.

7. Report of Absence

All staff must contact their Principal or designee and also submit an absence on AESOP. In all absences, a report of absence must be submitted on AESOP, in accordance with sick leave policy. AESOP access may not be restricted or denied to any teacher unless first contacted by the Principal or designee.

8. Reporting of Sick Leave Accumulation

Unused accumulation of sick leave days shall be reported to each teacher by the Treasurer of the Board on the stub of each paycheck.

B. Long Term, Unpaid Professional Leave

1. Upon the written request of a full-time teacher, the Board may grant an unpaid leave of absence for a period of not more than two (2) school years for educational, professional, or other purposes that would benefit the teacher and the District. Upon the return to service of the teacher at the expiration of a leave of absence, the teacher shall resume the contract status which the teacher held prior to such leave.
2. For the purposes of this procedure, the following conditions are necessary:
 - a. The applicant must submit a request for leave of absence, with the reason, to the Superintendent sixty (60) days prior to the beginning date of the leave of absence or as early as possible.
 - b. After the Superintendent's review and approval of the request, the request will be forwarded to the Board for their consideration.

- c. The teacher shall not be paid during such leave of absence.
- d. The teacher must notify the Superintendent by certified mail at least sixty (60) days prior to the conclusion of the leave if the teacher plans to return to work. If the teacher fails to notify the Board sixty (60) days prior to the conclusion of the leave, the Superintendent will notify the teacher by certified mail of the teacher's notification requirements. Failure of the teacher to respond within fourteen (14) calendar days after receipt of the Superintendent's notification will be construed as a constructive resignation from the District.
- e. The teacher would not receive Board-paid fringe benefits, including the Board-paid STRS retirement contribution, as a result of the leave of absence. The teacher could continue any fringe benefits through the Board, provided he/she pays all costs of the benefit program.

C. Personal Business Leave

- 1. Teachers shall be granted up to three (3) personal business leave days per school year which shall not be charged to sick leave.
- 2. Requests for personal business leave shall be submitted through AESOP two (2) or more days prior to the intended absence. All staff must contact their Principal or designee in addition to submitting an absence on AESOP. If unusual circumstances make it impossible to submit the request two (2) or more days in advance, the request must be made orally, in person, or by telephone.
- 3. Teachers who have not used any personal business leave in any one (1) school year may carry one (1) day of personal business leave to the succeeding school year to a maximum of five (5) days.
- 4. Personal business leave is for personal business which cannot be conducted at a time other than the regular school day, and cannot be used for leisure activities, shopping, recreational activities, or to work another job, including self-employment.
- 5. Personal business leave may not be used on the first or last weeks of school, nor on the day before or after a holiday, vacation day, or inservice day, unless an exception is granted in writing by the Superintendent. During May, only one (1) personal day may be used unless additional days are granted by the Superintendent.
- 6. Teachers need not give a specific reason for the use of personal business leave but must certify that the leave will not be used for a restricted purpose.

7. The Superintendent may grant additional personal business leave for religious or other justifiable purposes. Teachers who intend to use personal business leave for religious purposes shall notify the Superintendent in writing prior to the use of the leave.

D. Maternity/Paternity, Child Care and Adoption Leave

1. A teacher planning to request a leave of absence under one of the options in this section shall notify the building principal and Superintendent of leave ninety (90) days prior to the expected delivery date. Such notification shall be in writing and accompanied with a statement from the doctor indicating the expected delivery date. The teacher should select one (1) of the options listed in section 3 below provided at the time of the notification or as soon thereafter as possible.
2. Teachers will not receive Board-paid fringe benefits during the unpaid portion of the leave of absence; however, a teacher could continue any fringe benefits through the Board, provided he/she pays all costs of the benefit program.
3. This policy is designated to provide teachers with some options to be chosen to cover absence due to pregnancy or adoption. These provisions apply to all regular teachers employed under contract by the Board. Options a, b and c offer various absence and leave options for teachers who wish to return to duty after delivery or adoption. The three (3) basic options are as follows:
 - a. A leave of absence without pay not to exceed that current school year. The teacher will designate the time period.
 - b. Absence during the period of disability up to six (6) weeks after the birth with the utilization of sick leave with pay, followed by a leave of absence without pay not to exceed that current school year.
 - c. Absence only during the period of disability up to six (6) weeks after the birth with the utilization of sick leave during such disability, then returning to work.
4. Teachers have the right to return to the same position upon the conclusion of the leave.
5. Teachers returning to work within six (6) weeks after a birth must have written approval from their physician submitted to the Administration.
6. Paid paternity leave will be for a maximum of fifteen (15) days after the birth or adoption of a child.

E. Unpaid Disability Leave of Absence

1. Upon a written request from a full-time teacher, the Board shall grant an unpaid disability leave of absence for a period of not more than one (1) school year or for the remaining period of the current school year.
2. For the purpose of this policy, disability is the period during which the teacher is not physically and/or mentally capable of performing the necessary duties and functions of his/her position. The beginning date of disability and the termination of disability shall be established by written statement of the teacher's doctor.
3. Upon the return to service of the teacher at the expiration of the leave of absence, the teacher shall resume the contract status which the teacher held prior to such leave.
4. The teacher would not earn pay or sick leave during the period of disability leave of absence.
5. The teacher would receive all Board fringe benefits during the period of disability leave of absence.

F. Military Leave

1. In accordance with §3319.14 of the Ohio Revised Code, a military leave of absence shall be granted to any regular contract teacher who shall be inducted or called to active duty, or who enlists or volunteers for military duty with any branch of the armed forces of the United States.
2. Any teacher whose teaching service in the District has been interrupted by active duty in the armed forces shall be re-employed in accordance with the provisions of Ohio Revised Code §3319.14.
3. Both parties agree to abide by Ohio Revised Code §5923.05.

G. Assault Leave

1. Any teacher who is unable to perform his/her contract duties because of injury or illness caused by a physical assault while he/she is in the course of employment shall remain on the payroll as a regular teacher and shall receive all benefits as if on sick leave in accordance with the terms and conditions provided herein.
2. To be eligible for assault leave, the certificated teacher shall apply for Workers' Compensation. If Workers' Compensation benefits are paid, the Board shall pay to said teacher the difference between the benefits received from Workers' Compensation and the teacher's regular salary.

3. For those days that compensation is made to the injured teacher by the Bureau of Workers' Compensation, there shall be no deduction from the accumulated sick leave of the teacher.
4. If Workers' Compensation benefits are denied because such injury was not received in the course of and arising out of the injured teacher's employment, the assault leave provided hereunder shall be denied. If such Workers' Compensation benefits are denied because the injured teacher did not meet the qualifying period of injury, the assault leave provided herein shall be paid in accordance with these provisions.
5. Assault leave as provided herein shall not exceed more than thirty (30) days, and it shall terminate at such time Workers' Compensation benefits are terminated, whichever occurs first.
6. The teacher shall be required to provide a physician's statement describing the nature of the disability and its duration.
7. Upon the exhaustion of paid assault leave of thirty (30) days, he/she shall be eligible for a disability leave of absence in accordance with the provisions of Article IV, Section E, of this Agreement.

H. Professional Leave

1. A teacher interested in using professional leave shall create the absence on AESOP. All staff must contact their Principal, in addition to submitting any absence on AESOP.
2. Upon a teacher making a request for professional leave, the Principal shall within five (5) school days approve or deny the professional leave request.
3. If the Principal fails to respond to the request within five (5) school days, the request will be submitted by the teacher to the Superintendent who shall approve or deny the professional leave request.
4. If professional leave is denied, the teacher shall be provided with the reason(s) in writing within five (5) school days of the denial.
5. Upon return from professional leave, the Principal shall meet within (5) school days with the teacher to discuss the professional development experience.

I. Jury Duty/Mandatory Court Appearances Leave

1. Due to the course of employment, any teacher who is not a party in interest against the Board served with a subpoena issued by any state or federal court and resulting in involuntary absence from school will be paid his/her salary minus any remuneration received. The Board shall grant allowance for actual and necessary expenses incurred for appearing in court. Expenses shall include mileage, at the

IRS rate, parking fees and one (1) meal per day commensurate with current Board Policy.

2. Jury Duty

Any teacher who has served on jury duty shall be paid his/her salary less the remuneration for serving as a juror for each working day served as a juror.

3. A teacher shall not be required to use emergency leave for Items 1. and 2.

4. The provisions of Section J. shall not be applicable if such teacher or any agent, person, association, or other body on behalf of such teacher is the plaintiff in any cause of action against the Board or its members, teachers or agents is/are party or parties defendant to such suit except such leave shall be allowed for teachers who are subpoenaed to appear and who actually appear as a party or witness at a SERB hearing.

J. Sabbatical Leave

1. A teacher who submits a written application for sabbatical leave to the Superintendent, not later than April 1 of any school year, will have said leave request submitted to the Board for its consideration within sixty (60) days after the Superintendent receives the request. Teachers will be notified within a reasonable time after Board consideration of the disposition of the request.

2. In order to be eligible for a sabbatical leave, a teacher must have been employed in the Reynoldsburg District for at least five (5) years, unless said requirement is waived by the Board.

3. Teachers requesting such leaves must accompany their applications with detailed plans for the proposed use of their sabbatical leaves including a request for compensation, if any. Compensation shall be the difference between the substitute's pay and teacher's expected salary.

4. As a precondition to being granted a sabbatical leave, a teacher must agree to teach in the Reynoldsburg City Schools for a period of one (1) year upon returning from leave unless this requirement is waived by the Board. Failure to do so will require the unit member to refund to the Board all payments received from the Board during the leave.

5. All such sabbatical leave shall be granted in conformity to the provisions of O.R.C. §3319.131 and/or this Agreement.

6. Within ninety (90) days after the expiration of his/her leave, the unit member will make a written report to the Superintendent detailing the use which was made of his/her leave. If the leave was granted for graduate study, the unit member will present to the Superintendent a transcript from the university or college attended.

K. Family and Medical Leave Act

The Board will comply with benefits for teachers provided under the Federal Family and Medical Leave Act.

ARTICLE V – CONTRACT PROVISIONS

A. Issuance of Contracts/Resignations

Any teacher employed under a limited contract is deemed re-employed unless the Board gives such teacher written notice of its intention to nonrenew him/her on or before April 30 of the year of expiration of the limited contract, except as prescribed in Article V(F)(1) of this Agreement. A teacher re-employed is to return their signed contract on or before July 1. Any teacher who has a contract for the ensuing school year is permitted to resign provided written notification of intention to do so is received by the Board on or before July 10.

B. Regular Teaching Contracts

1. A written teaching contract and/or salary notice will be issued to any employed or re-employed teachers on or before June 30.
2. All regular teaching contracts will contain the type of contract, the school year the contract covers, and the teacher's name.
3. All salary notices will contain the teacher's name, the annual salary to be paid, the years of experience for placement on the salary schedule, the level of training, and the school assignment and subject assignment.

C. Supplemental Contracts

1. Supplemental contracts shall be for a term of one (1) year, and notwithstanding §3319.11 of the Ohio Revised Code, shall not be automatically extended.
2. The Board will issue a supplemental contract to all qualified teachers who have been offered and have accepted responsibilities that call for additional compensation pursuant to the Board-adopted supplemental salary schedule. The supplemental contract will include the name of the teacher, a brief description of the duties, and the amount of compensation.
3. No teacher agreeing to perform supplemental duties as a condition of employment as a regular teacher shall resign from such supplemental duties until such teacher has served for one (1) years under such supplemental contract(s).

D. Sequence of Contracts

1. The Board, when issuing limited and continuing regular teaching contracts, shall act in accordance with the following sequence:
 - a. First year -- one (1) year limited contract.
 - b. Second year -- one (1) year limited contract.
 - c. Third year -- one (1) year limited contract.
 - d. Fourth year -- two (2) year limited contract.
 - e. Sixth year and subsequent years (unless eligible for a continuing contract) -- three (3) year limited contract.
2. A teacher eligible for a multi-year limited contract may be granted a probationary one (1) year limited contract provided such teacher is notified on or before April 30 of the Superintendent's intention to recommend such one (1) year limited contract with written reasons directed at the professional improvement of the teacher as identified by the evaluation process. No teacher may be granted more than one (1) such probationary one (1) year limited contract.
3. Upon expiration of the one (1) year probationary contract as specified above, if renewed, the teacher will return to the appropriate place in the sequence as identified in D(1) above.
4. A teacher, who becomes eligible for a continuing contract during the term of a limited contract, shall upon written request to the Superintendent be reviewed for continuing contract status. If the Board determines not to award a continuing contract or the teacher does not request early consideration, such teacher shall then be considered for a continuing contract prior to the expiration of the limited contracts pursuant to Section E(1) below.

E. Continuing Contracts

1. The Board will abide by the statutory provisions regarding the issuance of continuing contracts, except that the parties agree that any teacher who does not inform the Administration in writing on or before October 15 that he/she will be eligible for a continuing contract during the school year shall have his/her continuing contract consideration deferred until April of the following school year. Also, no teacher shall be deemed eligible for a continuing contract unless such teacher has on file with the Superintendent, on or before February 1, such teacher's professional, permanent or life certificate/license, required transcripts.

2. A continuing contract issued during the term of an unexpired limited contract will nullify and void the limited contract on the date the continuing contract becomes effective. Nothing herein shall be construed to require the granting of the continuing contract during the term of a limited contract.

F. Nonrenewal of Limited Teaching Contracts

1. Nonrenewal of limited teaching contracts for probationary teachers who have been employed for three (3) years or less and who were employed by the Board after October 1, 1995
 - a. On or before May 15, limited contract teachers who have been employed for three (3) or fewer years, and who were employed by the Board after October 1, 1995, shall be notified by the Superintendent that they will not be recommended to the Board for rehiring for the next school year.
 - b. This nonrenewal procedure for teachers who have been employed for three (3) or fewer years supersedes all provisions of O.R.C. §3319.11 and O.R.C. §3319.111, and such teachers shall have no right to challenge said nonrenewal pursuant to O.R.C. §3319.11 or 3319.111.
2. Nonrenewal of limited teaching contracts for teachers who have been employed for more than three (3) years or who were employed on or before October 1, 1995
 - a. Any member of the bargaining unit employed under a limited contract for more than three (3) years or who were employed on or before October 1, 1995, and whose regular teaching contract the Board intends not to renew shall be notified in writing on or before April 30 of the Board's intention not to re-employ the teacher. Prior to Board action on a teacher's contract, the Superintendent shall make a recommendation to the Board with respect to the renewal or nonrenewal of the teacher's contract.
 - b. If evaluation procedures have not been complied with pursuant to Article VI of this Agreement, or the Board does not give the teacher written notice on or before April 30, the teacher is deemed re-employed pursuant to the provision of Ohio Revised Code §3319.11.
 - c. Extended limited contracts in lieu of regular limited contracts may be granted by the Board in accordance with Ohio Revised Code §3319.11.
 - d. Any teacher receiving written notice of the intention of the Board not to re-employ him/her for the next school year may, within ten (10) calendar days of the date on which he/she received the nonrenewal notice, file with the Treasurer of the Board a written demand for a written statement describing the circumstances that led to the Board's intention not to employ the teacher.

- e. The Treasurer of the Board, on behalf of the Board, shall within ten (10) calendar days of the date on which he/she received the written demand for a written statement, provide the teacher with a written statement describing the circumstances that led to the Board's intention not to re-employ the teacher.
- f. Within five (5) calendar days of the date the teacher receives the written statement described in paragraph (e) above, the teacher may file with the Treasurer of the Board a written demand for a hearing before the Board.
- g. Board Hearing
 - (1) The Treasurer of the Board, on behalf of the Board and within ten (10) calendar days of the date on which he/she receives a written demand for a hearing described in paragraph (f) above, shall provide to the teacher a written notice setting forth the date, time and place of the hearing.
 - (2) The hearing shall be scheduled and concluded within forty (40) days of the date on which the Treasurer of the Board receives a written demand for a hearing pursuant to paragraph (f) above.
 - (3) The hearing shall be conducted by a majority of the members of the Board and held in executive session unless the Board and teacher mutually agree to hold the hearing in public.
 - (4) The Superintendent, Assistant Superintendent, teacher and any person designated by either party to take a record of the hearing may be present at the hearing.
 - (5) The Board may be represented by counsel and the teacher may be represented by counsel or designee at the hearing.
 - (6) A record of the hearing may be taken by either party at the expense of the party taking the record.
 - (7) Within ten (10) calendar days of the conclusion of the hearing, the Board shall issue to the teacher a written decision containing an order affirming or vacating the intention of the Board not to re-employ the teacher. If the Board decision is to vacate its intention not to re-employ the teacher, any record of the intention, notice of the intention, and hearing record shall be expunged.
- h. Any decision by the Board not to re-employ a limited contract teacher shall be based solely upon the teacher's evaluation and other information relevant to classroom performance. If no other information relevant to the teacher's performance is present, then the nonrenewal will be based solely on the teacher's evaluation.

- i. After a teacher has worked for eight (8) years in the District, nonrenewal shall only occur for just cause.
- j. A teacher may appeal an order affirming the Board's intention not to re-employ the teacher to the court of common pleas pursuant to O.R.C. §3319.11. The Board and Association agree that the provisions of Article V(F) -- Nonrenewal of Limited Teaching Contracts may only be challenged through actions in the courts. No member of the bargaining unit shall have the right to appeal an alleged violation, misapplication or misinterpretation of Article V(F) through the negotiated grievance procedure. The court shall have the jurisdiction at law and equity as provided by law and shall have the authority to base its decision on procedural due process procedures contained O.R.C. §3319.11 as well as breach of contract claims Article V, Section F, paragraphs (h) and (i) of this Agreement and shall have the power to order the full range of legal remedies available to the court under Ohio law.
- k. Except as specifically modified by this provision, it is the intent of the parties that all rights prescribed in O.R.C. 3319.11 shall remain in full force and effect.

G. Reduction in Force/Layoff of Teachers

1. Reduction in Force (RIF)

When by reasons of declining student enrollment, program changes, revisions or reductions, program elimination, course offering changes and selections, budgetary constraints and/or for other reasons set forth in O.R.C. §3319.17, the Board determines that it will be necessary to reduce the number of teachers, it may make a reasonable reduction in each teaching field as prescribed by law. In making such reduction, normal attrition, all retirements and voluntary resignations will be the first group of certified personnel to effect a RIF program. If further reduction is required, then the Administration or Board will notify the teaching staff of its need to make a reasonable reduction of staff no less than thirty (30) days prior to such reduction.

2. Layoffs

Upon notification of the intent to lay off teachers as provided in section 1. above, a Reduction in Force (RIF) list shall be prepared on which all teachers shall be listed by seniority and all areas of certified teaching field(s), hire date, contract status, and group as defined in Article V, Section (G)(3). Such RIF list shall be posted on all staff bulletin boards and in the Administration office of each building and given to each building representative of the Association. Any challenge to the accuracy of such list shall be the responsibility of the individual teacher. Such challenges shall be filed in writing with the Superintendent within

ten (10) workdays of such posting. A seniority list shall be prepared and distributed to each building for posting on or before October 15 of each year.

3. Criteria

Criteria for placement on the RIF list shall be as follows:

- a. Seniority, areas of certification, licensure, and contract status will be the sole criteria used in the placement of teachers on the RIF list for any reduction in force occurring prior to the 2016-2017 school year. Beginning with the 2016-2017 school year, the final summative evaluation rating as described below, seniority, and areas of certification/licensure will be the criteria used in the placement of teachers on the RIF list.
- b. Teachers who have more than one (1) valid teacher certificate/licensure issued by the Ohio Department of Education shall be placed on the RIF list in order of seniority in each area of certification.
- c. A "teaching field" shall be defined as that grade level and/or subject area(s) that is authorized to be taught (or professional services rendered) within the certification issued by the Ohio Department of Education and held by the individual teacher.
- d. Seniority shall be computed from the teacher's earliest date of hire immediately preceding the current term of continuous employment in the District. Seniority shall have continued to accrue during all paid leaves of absence. Seniority shall not be broken by approved leaves or by a disability leave of absence.
- e. Any teacher whose contract is to be suspended pursuant to this Article shall be notified in writing no less than twenty (20) days prior to the date of the intended suspension.
- f. Ties in seniority shall be broken by:
 - (1) For bargaining unit members hired prior to December 31, 1986:
 - (a) Date of Board meeting hired.
 - (b) Date teacher signed initial employment contract.
 - (c) By lot.
 - (2) For bargaining unit members hired subsequent to January 1, 1987:
 - (a) First day of work.
 - (b) Date of Board meeting hired.
 - (c) Date teacher signed initial employment contract.
 - (d) By lot.

- g. Any teacher who is to be placed on a suspended contract as a result of a RIF shall have the right to displace any less senior teacher whose work he/she is certificated/licensed to perform. Written notice of the intent to exercise this right shall be given to the Superintendent and the Association within ten (10) days of notification of lay off. A teacher who is displaced according to this section has the same displacement rights vis-a-vis any less senior teacher.
- h. Any teacher having certification/licensure in more than one (1) area who exercises the right of displacement as authorized in subsection g. herein shall be reassigned at the discretion of the Superintendent so long as such reassignment is in an area for which such teacher has a valid certificate/licensure.
- i. Any RIF'd teacher who notifies the Board of efforts to obtain additional certification/licensure and for whom the Superintendent signs an application for a temporary certificate shall be given consideration to fill any vacancy which cannot be filled from the RIF list by certificated/licensed teachers. The teacher must be able to gain temporary certification per O.R.C. §3319.28 while the teacher continues to pursue full certification.
- j. Teachers whose contracts have been suspended shall have the obligation of notifying the Board if suitable employment is found elsewhere. The Board will honor without recrimination all resignations of affected teachers made subsequent to the July 10 deadline.
- k. All teachers whose contracts are suspended shall have the following rights:
 - (1) To review his/her own seniority and certification records with representatives of his/her choice.
 - (2) To be placed on the District's substitute list.
 - (3) To be informed of and have the opportunity to fill all vacancies which may occur or new positions which may be created for which the teacher is certified and qualified or can gain temporary certification. The Board shall notify in writing by certified mail the availability of these positions to those teachers so certified and qualified. The teacher shall notify the Board within five (5) days of his/her acceptance or rejection of said position. Rejection of such position shall be construed as a resignation.
 - (4) To continue any and all group insurance plans which are in effect at the time of the layoff without an interruption in benefits; provided, however, that all premium costs of such group insurance plans shall be paid by the member.

- (5) To the use of fee waivers as may be authorized by the Fee Waiver Committee.
- l. Any teacher whose contract is suspended and who voluntarily resigns from the District forfeits all reinstatement rights.
- m. Recall of teachers shall be in the inverse order of the layoff.
- n. All teachers whose contracts are suspended are obligated to keep the Board informed of current addresses and phone numbers.
- o. The parties agree that reduction in force shall be accomplished only by the suspension of contracts. However, the Board is under no obligation to fill a vacancy created by nonrenewal in accordance with the contractual nonrenewal provisions herein.
- p. The Board of Education agrees that there will be a reduction of no more than twenty (20) positions during the life of the Agreement below the number of members of the bargaining unit employed as of August 1, 1998.
- q. Any reduction in force occurring in the 2016-2017 school year and in subsequent school years shall proceed using the following procedures and criteria:
 - 1) Bargaining unit members shall be placed in one (1) of four (4) groups for purposes of a reduction in force, as described below. These groups shall be called "Group One," "Group Two," "Group Three," and "Group Four." Members within each Group shall be deemed "comparable," except that members under continuing contracts shall be given preference over all members under limited contracts within the same Group.
 - 2) Group One shall be comprised of all members who were rated "Ineffective" on their final summative evaluation using the calculation set forth below;
 - 3) Group Two shall be comprised of all members who were rated "Developing" on their final summative evaluation using the calculation set forth below; and
 - 4) Group Three shall be comprised of all members who were rated "Skilled" on their final summative evaluation using the calculation set forth below.
 - 5) Group Four shall be comprised of all members who were rated "Accomplished" on their final summative evaluation using the calculation set forth below.

- 6) Any reduction in force shall begin with members in Group One, followed by Group Two, Group Three, and finally Group Four.
- 7) The sum of the teachers' most recent final summative evaluation for the most recent three (3) years shall be added together, divided by three (3), and rounded to the nearest whole number to find the "average" rating. The teacher shall then be placed in the appropriate Group based on his/her average rating. For example, a teacher rated Developing, Skilled, and Skilled in the most recent three (3) years would be placed in Group Three ($2 + 3 + 3 = 8 / 3 = 2.666$ which is rounded to 3 = Skilled).
- 8) Experienced teachers new to the District shall have their final summative evaluation ratings from their prior district used in the calculation.
- 9) Teachers with less than three (3) years of final summative evaluation ratings will average the final summative evaluation ratings for which they were eligible.
- 10) Teachers who are rated "Accomplished" and who are evaluated once every three (3) years shall be deemed to be "Accomplished" (i.e., shall receive four (4) points) for the years in which they are not evaluated.
- 11) Teachers who are rated "Skilled" and who are evaluated once every other year shall be deemed to be "Skilled" (i.e., shall receive three (3) points) for the years in which they are not evaluated.
- 12) The order of reduction within each Group shall be:
 - a) Members under limited contracts beginning with the least senior; and then,
 - b) Members under continuing contracts beginning with the least senior.
- 13) No preference shall be given to any member based on seniority, except when deciding between members who have comparable final summative evaluation ratings.

- 14) A bargaining unit member whose contract will be suspended will have the right to displace any less senior bargaining unit member whose work he/she is certified/licensed to perform so long as the displacing member possesses a comparable or better evaluation than the member being displaced. Within ten (10) calendar days of the Board's action to implement a RIF, a bumping meeting, if necessary, shall be held for all affected teachers.

4. Recall

The following procedures will be used in the recall process:

- a. Teachers who were employed under a continuing or limited contract when laid off shall have recall rights for a period of twenty-four (24) months from the effective date of the layoff.
- b. Such teachers will be recalled in reverse order of layoff if/when there is a vacancy for which the teacher is certified/licensed to perform the work in question.
- c. Notice of recall will be by certified mail to the last address given to the Board by the teacher. The teacher has ten (10) calendar days after receipt of the notice of recall to indicate acceptance or not. No acknowledgment of the notice within fifteen (15) calendar days of the date it is postmarked will be the same as refusal.
- d. A teacher who had been employed under a continuing contract and who is laid off will remain on the recall list for twenty-four (24) months after the effective date of layoff unless:
 - 1) recall rights are waived in writing by the teacher;
 - 2) a resignation is offered by the teacher; or
 - 3) the teacher fails to accept the position to which he/she has been recalled.
- e. No unit member whose contract has been suspended pursuant to this Article shall lose the right to recall by reason of having declined recall to a position that is less than full-time or, if the unit member was not employed full-time just prior to suspension of the member's contract, to a position requiring lesser percentage of full-time employment than the position the unit member last held while employed in the District.
- f. Upon acceptance of the notice to resume active employment status, the unit member shall be entitled to the same contractual status which was held prior to the RIF.

H. Teacher Discipline Procedure

1. Discipline Other Than Suspension

- a. Prior to disciplinary action given to a teacher, the Administration shall first have a meeting with the teacher.
- b. The teacher shall be given advance notice of the meeting and shall be informed that:
 - (1) The meeting is to determine whether disciplinary action will be taken and
 - (2) The nature of the concern.
- c. The teacher has the right to Association representation at all disciplinary meetings. It is the responsibility of the teacher to request Association representation.
- d. All written reprimands shall clearly state that it is a reprimand. (See Teacher Reprimand Form at Appendix C)
- e. Discipline other than suspension shall be for good cause.

2. Teacher Suspension Procedure

- a. The Administration has the right to suspend a teacher with or without pay for disciplinary purposes.
- b. Prior to any such suspension, the Administration shall conduct an investigation of the incident or infraction(s) upon which any such suspension will be based. The results of the investigation shall be reduced to writing and given to the teacher along with a recommendation for a possible suspension with or without pay.
- c. Upon request of the teacher and within five (5) days of the teacher's receiving written notification of a possible suspension with or without pay, the teacher may request a meeting with the Superintendent. The teacher shall have the right to representation at the meeting.
- d. The Superintendent's decision on the suspension shall be issued within ten (10) days after the Superintendent's meeting.

- e. Suspension of a teacher with or without pay for disciplinary reasons shall only occur for just cause. This just cause standard in this provision shall not apply to the nonrenewal of the teacher's limited teaching contract, nor shall it affect in any way the rights of the Board or members of the bargaining unit with respect to termination procedures initiated under O.R.C. §3319.16.

I. Contract Termination

- 1. The Board and Association agree that termination of teacher contracts shall be in accordance with O.R.C. §3319.16 and shall not be subject to the negotiated grievance procedure.
- 2. However, in the event that O.R.C. §3319.16 is amended or changed in a manner which affects the rights of teachers and/or the standard for termination in a material way, the standard for teacher termination shall be that the contract of any teacher shall not be terminated except for gross inefficiency, immorality, willful and persistent violations of reasonable regulations of the Board or for other good and just cause. In this event, it is the intent of the Board and the Association that this section shall supersede all statutory procedural and substantive rights of teachers with respect to contract termination, and teachers shall only have the right to appeal such terminations through the negotiated grievance procedure.

ARTICLE VI -- EVALUATION PROCEDURE

The language provided below applies only to those teachers who are subject to the Ohio Teacher Evaluation System (OTES) per the requirements of sections 3319.111 and 3319.112 of the Ohio Revised Code. The evaluation of other personnel, including but not limited to guidance counselors, nurses, library media specialists, and speech pathologists, will follow a similar rubric aligned with the structure of the Ohio Teacher Evaluation System (OTES).

Definitions

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

- D. Evaluation Factors: The multiple measures that are required by law to be used in the teacher evaluation procedure. The two factors, which are weighted equally, are student growth measures at fifty (50) percent and teacher performance at fifty (50) percent.
- E. Student Growth Measure (SGM): Tool or assessment that is used to measure, or determine, student academic growth. As an evaluation factor, the SGM dimension is based on value-added scores, assessments from ODE's list of assessments for teachers where value-added scores are not available, and from local measures of student growth based on student learning objectives (SLOs). SGM results are reported as: above expected levels of student growth, expected levels of student growth, below expected levels of student growth.
- F. Teacher Performance: The assessment of a teacher's performance, resulting in a performance rating. As an evaluation factor, the teacher performance dimension is based on direct observations and walkthroughs that are performed by a credentialed evaluator. Teacher performance results are reported as a teacher performance rating that may be coded as "1" for ineffective, "2" for developing, "3" for skilled, and "4" for accomplished.
- G. Evaluation Rating: The final, summative evaluation level that is assigned to a teacher based on evaluations that are conducted pursuant to the terms of this agreement. The evaluation rating is assigned at the conclusion of the evaluation cycle when the teacher performance rating is combined with the results of student growth measures where fifty (50) percent of the evaluation rating is based on student growth measures as provided for in this agreement and fifty (50) percent of the evaluation rating is based on a teacher performance rating as provided for in this agreement. Each completed evaluation will result in the assignment of a teacher to one of the following evaluation ratings: Accomplished, Skilled, Developing or Ineffective.
- H. Evaluation Cycle: The period of time for the completion of the evaluation procedure. The evaluation cycle is completed when student growth measures resulting from assessments are combined with the performance ratings resulting from performance assessments that are conducted for the current school year to assign an evaluation rating.
- I. Evaluation Instrument: The process and forms used by the teacher's evaluator. The instrument is located in Appendices D, E, F, S, T, U, and V to this agreement.
- J. Student Learning Objective (SLO): A measurable, long-term academic growth target that a teacher sets at the beginning of the year for all students or for subgroups of students over a given interval of instruction based upon baseline data gathered at the beginning of the course.
- K. Ohio Teacher and Principal Evaluation Systems (eTPES): The method used by the District to electronically report to ODE aggregate final, summative teacher evaluation ratings. The District shall report the number of teachers for whom an evaluation was conducted and the number of teachers assigned to each evaluation rating.

Purpose

- A. The purposes of teacher evaluation are:
 - 1. To assist teachers and administrators in identifying and developing best educational practices in order to provide the greatest opportunity for student learning and achievement.
 - 2. To serve as a tool to advance the professional development of teachers.
 - 3. To inform instruction.
 - 4. To provide professional support for developing teachers.
 - 5. To take corrective measures for a rating(s) of ineffective.

Evaluators

- A. An evaluator must be on the approved board list, who is credentialed by ODE as an evaluator. Every evaluator must complete state-sponsored evaluation training as required by ODE and is required to pass an online credentialing assessment.
 - 1. The list of approved evaluators will be recommended by district administration and REA representatives, and approved by the Board of Education.
 - 2. The final summative rating will be issued by the teacher's direct supervisor, if different than the evaluator.
- B. Not later than thirty (30) student school days after the student's first day of school each year, or in the case of a new teacher, within thirty (30) work days of the first day worked, each teacher shall be notified in writing of the name and position of his/her evaluator. If there is a change in evaluator, the teacher will be notified as soon as possible.

Evaluation Committee

- A. The parties intend that the evaluation process shall be in accordance with the Ohio Revised Code. The Evaluation Committee will be comprised of up to six (6) persons -- up to three (3) appointed by the Association President/Co-Presidents or Designee and up to three (3) appointed by the Superintendent or Designee. The Evaluation Committee will review and act on issues that arise as the teacher evaluation process occurs.
- B. The parties agree that the improvement plans and professional growth plans of each member of the bargaining unit shall in all respects be aligned with District goals and the goals of the member's individual assignment.
- C. The committee shall not have the authority to negotiate wages, hours, or terms and conditions of employment.

- 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.

Training

Training shall be provided prior to the implementation of any new teacher evaluation.

Schedule for Evaluation

- A. The evaluation shall be completed not 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. If the Board has entered into a limited contract or extended limited contract with a teacher pursuant to section 3319.11 of the Ohio Revised Code, the 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 renew a teacher contract pursuant to division (B), (C)(3), (D), or (E) of that section.

Performance Assessment

- A. A teacher's performance shall be assessed based on the standards for the teaching profession and the criteria set forth in the evaluation instrument, Appendix D to this agreement.
- B. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
- C. In implementing performance assessments, the District shall conduct all assessments so as to observe the legal and constitutional rights of teachers.

Observations

- A. Schedule of Observations
 - 1. A minimum of two (2) formal observations shall be conducted to support each teacher performance assessment. A formal observation shall last a minimum of thirty (30) consecutive minutes.
 - a. The first formal observation must be conducted and completed by the end of first semester.
 - b. The second observation must be conducted and completed no later than May 1.
 - c. When possible, there shall be at least five (5) work weeks between formal observations.

- d. 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.
- e. Teachers shall not receive a formal observation on the day before a holiday or vacation day.
- f. Teachers with a final summative evaluation rating of "Accomplished" will be evaluated once every three (3) years. One (1) observation and one (1) conference must be held with the teacher once a year for each year of the deferred evaluation cycle. If a teacher's end of the year student growth measure drops below average, then the teacher returns to the regular yearly observation cycle.
- g. Teachers with a final summative evaluation rating of "Skilled" will be evaluated at least once every two (2) years. One (1) observation and one (1) conference must be held with the teacher once a year for each year of the deferred evaluation cycle. If a teacher's end of the year student growth measure drops below average, then the teacher returns to the regular yearly observation cycle.
- h. Teachers on approved leave for fifty percent (50%) or more of the school year may be exempt from the evaluation cycle for that year.
- i. A teacher who has submitted a notice of retirement by November 1 shall be exempt from the evaluation cycle.
- j. A teacher rated as "Skilled" can opt out of a deferred cycle by notifying his/her assigned evaluator and REA President/Co-President, in writing on or before October 15.

B. Observation Conference

- 1. The evaluator shall notify the teacher of the scheduled day to perform the first formal observation at least two days before the formal observation. A teacher will be given a reasonable range for subsequent observations.
- 2. A pre-conference will be held prior to the first observation.
- 3. A post-observation conference shall be held within ten (10) work days of each observation and shall be used to inform the teacher if observed instructional practices are aligned with the expectations that are identified in the teacher's professional growth or improvement plan. The scope of the conference will include at least one reinforcement and one refinement.
- 4. A teacher may request a formal observation at any time in addition to those required by this procedure.

5. Evidence shall be provided to the teacher at the post conference.

Walkthroughs

- A. The walkthrough process results in a formative written assessment that may focus on one or two of the standards and/or an area of refinement.
- B. The walkthrough shall be a brief survey of classroom instruction and environment, lasting no longer than twenty consecutive minutes.
- C. The teacher shall be provided feedback and/or a copy of the completed walkthrough form.
- D. A teacher may request walkthroughs with a specific focus at any time in addition to those initiated by the evaluator.

Refinement

- A. Formal observations resulting in the identification of areas of refinement shall be addressed during the post-observation conference. Deficiencies identified by the evaluator shall be compiled and reported in writing and a copy of the written report, Appendix D, shall be provided to the teacher at the post-observation conference.
- B. The evaluator involved shall make recommendations and otherwise assist the teacher for the purpose of remediation of identified deficiencies.
- C. The evaluator and teacher shall develop a plan for refinement of identified deficiencies and such plan shall be reduced to writing and provided to the teacher, Appendix F.

Improvement Plan

- A. Teachers must develop an improvement plan based on the evaluation matrix:
 1. Below Expected Levels: Teachers who meet below expected levels of student growth and teacher performance must comply with an improvement plan developed by the credentialed evaluator assigned by the Superintendent/Designee for the evaluation from the board approved list. This improvement plan will be developed at the summative evaluation conference or as needed.
 2. In the event that a teacher and evaluator are unable to agree on the evaluator's expectations for the improvement plan, the teacher may request a member of the evaluation committee facilitate further discussion between the teacher and the evaluator.

- B. The improvement plan (Appendix F), as outlined in this section, shall detail:
1. Performance issues documented as developing or ineffective.
 2. Specific performance expectations.
 3. Assistance to be provided by the District to support professional development of the teacher.
 4. Sufficient and specific timelines, as to allow for the remediation of identified areas needing improvement.
 5. The provision for a teacher mentor/coach as appropriate. The mentor/coach may be provided release time to allow for meetings/observations with the teacher under an improvement plan.

Professional Growth Plan

- A. Professional growth plans shall be developed as follows:
1. Above Expected Levels: Teachers who meet above expected levels of student growth and teacher performance must develop a professional growth plan.
 2. Expected Levels: Teachers who meet expected levels of student growth and teacher performance must develop a professional growth plan collaboratively with a credentialed evaluator assigned by the Superintendent/Designee for the evaluation from the board approved list.
- B. Professional growth plans for a school year shall be developed and submitted to the immediate supervisor using Appendix F by September 30.
- C. The Board shall provide for professional development agreed upon by the evaluator and teacher and for the allocation of financial resources, if necessary, to accelerate and continue teacher growth and improvement.

Summative Evaluation Rating

A. Written Report

Before the final summative evaluation rating is assigned, a conference shall be held between the teacher and the evaluator to discuss all evidence used in consideration of the summative evaluation rating. Appendix E.

B. 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. A signed copy shall be provided to the evaluator.

Due Process

- A. Teachers who disagree with the level of student growth, the rating of performance and/or the summative evaluation rating shall be allowed to request a facilitator from the evaluation committee.
- B. The teacher has the right to association representation at all evaluation meetings. It is the responsibility of the teacher to request association representation.

ARTICLE VII – PERSONNEL

A. Principal's Advisory Council

- 1. Within each school, there shall be a Principal's Advisory Council, to be organized during the first month of the school year, consisting of not more than five (5) teachers, which will meet with the principal and members of the staff at the call of the principal or a majority of council members.
- 2. Three (3) members of the Council shall be elected by secret ballot of the teachers at the general staff meeting. The remaining two (2) members of the Council shall be appointed by the principal. All members shall serve by consent. The term of office shall be one (1) school year.
- 3. The Principal's Advisory Council shall be advisory only and is intended to assist the principal and the school staff in developing policies and programs for the school involved and in discussing school concerns. The Advisory Council shall assist the principal in developing the building calendar. The council shall assume the responsibility for being knowledgeable about matters in this Agreement which relate to its function.

B. Staff Handbooks and Board Policy Manual

- 1. Each principal will provide the staff members of his/her school with a Staff Handbook at the beginning of each school year. The Staff Handbook may be provided by e-mail. One (1) hard copy of the Staff Handbook shall be available in the building office.
- 2. At least one (1) copy of the Board's policy manual shall be maintained in the library of each school building, or the Board policy manual will be made available to staff on the District's website.
- 3. The REA President/Co-President will be notified of any policy change or addition that affects certified teachers within five (5) days of such change or addition.

C. Faculty Meetings

Each building principal will designate a day when faculty meetings will ordinarily be conducted. A faculty meeting shall be defined as any meeting of the majority of the staff. Except in cases of catastrophe or crisis, the principal may schedule a total of two (2) faculty meetings per month during the teacher contract workday. When possible, the time and place for the faculty meeting(s) shall be announced at least forty-eight (48) hours prior to the meeting(s).

D. In-Service and Professional Enrichment

1. Each teacher has the responsibility to acquire the necessary qualifications for employment or continued employment under a regular or supplemental contract with the Board. No teacher shall be required to attend a school-sponsored class or workshop after school hours. In-service programs as set forth in paragraph 2 below shall not be subject to this provision.
2. Teachers will be required to participate in an on-going in-service program during each school year under the direction of the building principal and building professional development committee.
3. Professional Development Committees

The Principal shall determine the amount of building funds, excluding grant funds, to be allocated for professional development purposes. A building professional development committee shall be formed to determine the use of building professional development funds. The Association shall select the teacher members of the building professional development committees. A District professional development committee shall be formed consisting of a representative from each building's professional development committee and central office personnel to share information on District professional development activities.

E. Cooperating Teachers

1. A teacher who acts as a cooperating teacher should have the following qualifications:
 - a. Possess at least a Provisional Certificate and a Bachelor's Degree.
 - b. Have three (3) years teaching experience, at least one (1) of which must have been in the present teaching field.
 - c. Have taught at least one (1) year in the Reynoldsburg Schools.
 - d. Indicate an interest in teacher training and professional development.

- e. Recommended by building principal.
2. No teacher will be assigned a student teacher without that teacher's consent.

F. Fee Waiver Committee

1. The Board shall work cooperatively with universities on Exchange of Services Program. For university programs in the schools (e.g., student teaching, research projects or observations), the Board will receive such fee waiver cards as may be issued by the university.
2. The teachers in each building shall elect one (1) representative to the District's Fee Waiver Committee each year.
3. The building Administrators shall elect one (1) representative to the Fee Waiver Committee.
4. The Committee will develop guidelines and administrative procedures for the fee waiver program based on the one (1) person/one (1) vote principle (i.e., majority rules). The Superintendent or his/her designee shall be a non-voting member of the Committee.
5. The guidelines and administrative procedures developed by this Committee shall be submitted to the Superintendent. The Superintendent shall establish such guidelines and administrative procedures. Such guidelines and procedures shall be uniformly applied and shall not be amended during the school year without notice to and consideration by the Committee. Appeals regarding the application of the guidelines and procedures and the receipt of fee waivers may be made by any teacher. Appeals will be decided by an Association delegate, the Superintendent, and a third member selected from the Fee Waiver Committee.
6. All Administrators, including the Business Manager and the Treasurer, shall be eligible to participate in the fee waiver program. Administrators shall be defined as those required to hold an Administrative certificate or license as determined by the State Department of Education.

G. Parent-Teacher Conference

The guidelines for parent-teacher conferences shall include:

1. All parent-teacher conferences are for the benefit of the child.
2. If a teacher anticipates difficulty, he/she may request the principal to be present. If requested, the principal shall attend provided that the time and date of such conference has been mutually agreed upon by the parent, the teacher and the principal. The principal may exercise the option to attend any other parent-teacher conference.

3. All parties should be informed, as early as possible, and to the extent possible, of the purpose and time of the conference.
4. Any information discussed in a conference is to be confidential except where the teacher and principal determine it to be of benefit to the child.

H. School Day

1. The hours of the school day shall be published in the Staff Handbook. In no case shall the length of the school day exceed seven and three-fourths (7¾) hours including a minimum thirty- (30) minute uninterrupted duty-free lunch period.
2. Each teacher shall be provided a minimum of two hundred twenty (220) minutes per week for instructional planning, evaluation, and conferences. The Superintendent will meet with the REA President/Co-President and the Building Principal quarterly, or at the request of either party, to discuss teacher planning time issues. During the last five (5) workdays of each quarter, teachers will have at least thirty (30) minutes per day of teacher-directed planning time.
3. When schools are closed by the Superintendent or his/her designated representative for inclement weather or other public calamity, teachers shall not be required to report for duty except in cases of urgent necessity. Any teacher who is required to report for duty on such days shall be paid for any make-up day for students if such teacher is required to report for duty on such make-up day.

I. School Calendar

1. The contract year shall be one hundred eighty-four (184) days which shall include two (2) days of parent-teacher conferences and four (4) days for professional and in-service meetings. One of the four (4) days shall be the day before the first student day. At least one-half (1/2) of this day shall be used by the teacher in his/her classroom for planning and preparation.
2. The Association shall be invited to send up to four (4) representatives to meetings at which the school calendar for the next two (2) years is considered.
3. The Superintendent's calendar recommendation shall be submitted to the Board by April 15. In the event the Superintendent recommends a calendar other than that recommended by the Association's School Calendar Advisory Committee, written notice with particular reasons shall be given to the Association at least ten (10) days prior to official action. The Association shall be offered an opportunity to be heard on the issue prior to final Board action.
4. The requirement of one hundred eighty (180) instructional days may be waived for a shorter period if school(s) is/are closed for weather, calamity, energy conservation, or for other reasons in keeping with any applicable law.

5. In each building, the principal is responsible for placing the building calendar in the Staff Handbook. The building calendar may require a teacher's attendance at a maximum of four (4) scheduled evening activities. If changes in such scheduled activities are made after the school year begins, the principal will first consult with the Principal's Advisory Council. All such scheduled activities are subject to the following provisions:
 - a. Required attendance at such functions will not exceed two and one-half (2½) hours.
 - b. Such functions will be scheduled on a regular workday.
 - c. Bargaining unit members with scheduled supplemental contract duties which directly interfere with the scheduled function shall not be required to attend the scheduled function. Members with urgent personal obligations which cannot be postponed or rescheduled will be excused upon request made in person by the member.
6. If, due to weather, energy, or other emergency situations, an adjustment is made in the District calendar during the school year, the change will not be made prior to there having been an emergency meeting of the School Calendar Advisory Committee.

J. Personnel Files

1. Location and Maintenance:

The official personnel filing system for all teachers shall be kept and administered by the Superintendent.

2. Contents of Personnel Files:

The official personnel file shall contain the following, to the extent that such records are retained:

- a. Application for employment.
- b. Confidential pre-employment references.
- c. Transcripts of training and education records.
- d. Copies of current, valid certificates and/or licenses.
- e. Copies of the evaluations of the teacher performance made by the supervisory personnel.
- f. Teacher responses to the evaluations.

- g. Any correspondence relating to the teacher.
 - h. Teacher responses to any correspondence as stated in g. above.
3. Access to the official personnel file shall be available during regular office hours to the teacher and/or his/her representative. The review of such personnel file shall be in the presence of the Superintendent or his/her designee. Neither the file nor any part thereof shall be removed from the Board office.
 4. Each teacher shall have the right to respond in writing to any material contained in the file which would be generally considered as detrimental to the personal or professional interest of such teacher, and said response shall be filed within thirty (30) calendar days from the day the teacher received a copy and shall be attached to the specific material.
 5. Each teacher shall have the right to indicate those documents and/or other materials in his/her personnel file which he/she believes to be obsolete, inappropriate, and/or inaccurate. The teacher shall have the right to request that the obsolete, inappropriate, and/or inaccurate materials be removed from the file and destroyed. Such request shall be reviewed by the Superintendent. If the Superintendent does not agree to remove the materials, the teacher shall have the right to initiate a grievance at Step III.
 6. In the event of a request by a member of the general public to review the personnel file of a member, the Board will notify the member of the name and address of the person requesting a file review. Consistent with the right of the requesting person to inspect public records, the member whose file has been requested to be inspected, or his/her designee, shall have a reasonable opportunity to observe the inspection.
 7. Teachers shall be provided one (1) copy of all materials placed in the file.

K. Complaint Procedure

Complaints concerning a teacher shall be referred to the appropriate Administrator for preliminary investigation. If such preliminary investigation indicates that probable cause exists, the Association President/Co-President or his/her designee shall be notified, and a written statement of the nature of the complaint shall be given to the teacher so affected.

L. Covering Unassigned Classes

1. In all cases of teacher absence, principals shall make a reasonable effort to secure the necessary substitute teachers. Only when a qualified substitute is not available or an emergency arises during the school day will teachers be requested by the principal to cover classes or to assume the responsibility for students placed in their room (i.e., study hall) during the absence of a teacher. The principal shall request teachers to cover classes of absent teachers on an equitable

basis. Teachers will be paid at the rate of Twenty-One Dollars and Twenty-Two Cents (\$21.22) per hour when covering an unassigned class.

2. Nothing in this section is intended to preclude a bargaining unit member to volunteer to cover classes/duties for one another without pay in order for a bargaining unit member to be released by the principal for good reason.
3. Any staff member shall have the right to refuse such request without recrimination by the Administration for good cause shown.

M. Teaching Personnel/Class Size

1. The parties agree to aspirational goals of twenty-five (25) students per core academic class in grades K-4 and 32 students per core class in grades 5-8 and thirty-five (35) students in grades 9-12.
2. Every effort will be made to keep the number of pupils in a classroom consistent with the space, equipment, and subject matter.
3. If the maximum daily work load for regular classroom academic teachers grades 7 to 12, excluding special education, exceeds five (5) classes/labs and three (3) separate and distinct preparations per day, the teacher shall not be required to perform any duties during the school day.

N. Summer School

Each year the Administration will post summer school teaching positions. Individuals interested should forward applications to the Superintendent's office. The number of classes, type of programs and total summer school operation will vary from year to year depending upon the needs of the Reynoldsburg community and its students. Class size, salaries, materials, and length of program will vary depending upon the needs of students and the type of program.

O. LPDC

1. The parties intend that the structure and procedure of the LPDC Committee shall be in accordance with the Ohio Revised Code. The Committee will be comprised of five (5) persons—three (3) appointed by the Association President/Co-President and two (2) appointed by the Superintendent. The Committee will review and act on all professional development plans.
2. The Board agrees to fund the efforts and recommendations of the Committee with an amount equal to \$2.00 per District student based upon the October ADM of that school year, which shall be used to support efforts of the Committee to improve student achievement.

3. The parties agree that the Individual Professional Development Plan (IPDP) of each member of the bargaining unit shall in all respects be aligned with District goals and the goals of the member's individual assignment.

P. Grading

Training shall be provided prior to the implementation of any new grading software program.

Q. Mentoring and Lead Mentors

Every entry year teacher shall have a mentor who shall be trained in Pathwise or its equivalent. All Lead Mentors shall receive One Thousand Five Hundred Dollars (\$1,500.00) per year. If a building has teachers who require mentoring, there shall be at least one (1) Lead Mentor in that building. Lead Mentors are not required where there is no one to mentor in a building. Entry Year Mentors shall be paid One Thousand Dollars (\$1,000.00) per year.

R. Teacher Dress Code

All members of the bargaining unit will dress in a professional manner appropriate to the subject area in which they teach.

ARTICLE VIII – VACANCIES, TRANSFERS AND ASSIGNMENTS

A. Assignments

1. Teachers under contract during a school year will be notified in writing of their teaching assignment for the following school year by June 30. Such notification shall include the teacher's proposed salary, school assignment and subject assignment. After the above date, any change in such assignment required by the needs of the District will be made known to the teacher, in writing, as soon as possible.
2. Teachers shall not be involuntarily assigned outside the scope of their teaching certificates, except in an emergency. Such assignment shall not continue beyond the remainder of the school year.

B. Vacancies, Transfers and Reassignments

1. Definitions:

- a. "Vacancy" shall be defined as a job opening created by the death, resignation, retirement, nonrenewal or termination of the teacher formerly filling such position or by reason of being newly created by action of the Board or Administration.

- b. "Transfer" shall be defined as the assignment of a teacher to the same grade level or subject area as previously taught but at another building within the District.
- c. "Reassignment" shall be defined as the assignment of a teacher to a grade level or subject area other than the one(s) previously taught whether such service is to be performed in the same building or in another building within the District.
- d. "Seniority" shall be defined as continuous employment in the District and shall be computed from the teacher's earliest date of hire immediately preceding the current term of continuous employment in the District. Seniority shall have continued to accrue during all paid leaves of absence. Seniority shall not be broken by an unpaid leave of absence or by disability leaves of absence, but shall not be accrued otherwise during any unpaid leave of absence.
- e. For the purpose of this section, teachers on lay-off status shall have first right to any vacancy, taking precedence over seniority.

2. Vacancies

- a. When a vacancy occurs, the vacancy will be posted pursuant to the Posting of Vacancies procedure described in paragraph 4 below.
- b. Members of the bargaining unit may apply for the vacant position by completing an application form for the specific vacancy after the vacancy has been posted (See Appendix G).
- c. The following criteria shall be used to consider applicants:
 - (1) Experience;
 - (2) Educational background;
 - (3) Evaluations; and
 - (4) Additional information gained through an interview which is relevant to the position.
- d. All internal applicants will be interviewed prior to a decision being made by the Administration.
- e. Seniority shall be a criteria factor only when all other factors listed in 2(c) are equal.
- f. After the above procedure has been followed, the Administration shall decide who fills the vacancy based upon the criteria.
- g. The Administration shall notify all unsuccessful applicants in writing of its decision on a timely basis.

3. Involuntary Transfer

- a. When a transfer and/or reassignment of a teacher is determined by the Superintendent to be necessary, the teacher concerned shall be notified in writing at the earliest date possible with the reason(s) for the transfer and/or reassignment listed.
- b. When it is necessary to involuntarily transfer and/or reassign a teacher, the teacher shall be given consideration for reassignment to a vacancy of such teacher's choice.
- c. The Board shall assist in moving all classroom materials and teaching aids to the new assignment. This will be accomplished within ten (10) working days of the teacher's request to the building principal for such help.
- d. If the teacher cannot be notified at least one (1) calendar month preceding commencement of the duties involved in the new assignment, the Superintendent may provide the teacher with five (5) days' release time to prepare for the new assignment.
- e. A teacher involuntarily transferred or reassigned shall be placed in a position for which he/she is certificated and qualified, shall receive no reduction in total compensation for the remainder of the school year and shall maintain the contract status held at the time of such involuntary transfer or reassignment.
- f. Involuntary transfers and/or reassignments shall be kept to a minimum.

4. Posting of Vacancies

- a. All vacancies, including supplemental positions, with minimum qualifications shall be posted through the District's web site no later than one (1) week after the vacancy occurs. Except in cases of emergency, the position shall remain open for five (5) working days after it is posted in the Board office. For purposes of this section, emergency shall be defined as a teacher leaving his/her teaching position after August 1.
- b. The Association President/Co-President will be provided a copy of all job vacancy notices upon the occurrence of the vacancy.

C. Authority of the Superintendent Regarding Assignments

The purpose of this Article is to establish an orderly procedure for the filling of vacancies and the transfer and reassignment of teachers and to facilitate an acceptable level of lateral mobility among members of the bargaining unit. However, nothing herein shall abrogate the power and authority of the Superintendent to assign teachers as prescribed by law.

ARTICLE IX – COMPENSATION

A. Teacher Salary Schedules

1. Effective August 1, 2014, and retroactive to first pay period of the year, the BA-0 base salary shall be Thirty-Nine Thousand Two Hundred Ninety-One Dollars (\$39,291) (2% applied to the base salary). Retroactivity of base salary increases for the 2014-2015 academic year shall be paid by the first payroll date in November.
2. Effective August 1, 2015, the BA-0 base salary shall be Thirty-Nine Thousand Nine Hundred Twenty Dollars (\$39,920) (1.6% applied to the base salary).
3. Effective August 1, 2016, the BA-0 base salary shall be Forty Thousand Six Hundred Seventy-Nine Dollars (\$40,679) (1.9% applied to the base salary).
4. Salary schedules appear in Appendices I, J, and K of the Negotiated Agreement for all teachers except those who were employed in the District in 2011-2012 that were ineligible for a step advancement and received an increase of two percent (2%) of their annual salary followed by an additional one percent (1%) of their annual salary in 2012-2013. Those teachers' salary schedules will be set forth in Appendices L, M, and N.
5. Effective August 1, 2016, teachers who have received an effective OTES final summative evaluation rating of Accomplished, Skilled, or Developing will receive additional compensation as follows for the 2016-17 school year, to be first paid on July 25, 2017.

<u>OTES Rating</u>	<u>Additional Merit Pay</u>
Accomplished	\$1,200
Skilled	\$800
Developing	\$400

B. Salary Index

The salary index shall be as set forth in Appendix H.

C. Supplemental Compensation Index

The supplemental salary schedule shall be as set forth in Appendix O.

Members of the bargaining unit shall be paid their supplemental salary in accordance with Appendix O. All other persons who hold supplemental contracts and who are not members of the bargaining unit shall be paid salaries at the discretion of the Board, not to exceed the supplemental salary in Appendix O.

D. Compensation for Extra Duty Assignments and Tutors

1. Compensation for Summer School, Home Instruction Tutors and Intramurals

The hourly rate for summer school and home instruction tutors shall be .000676 multiplied times Thirty-Eight Thousand Five Hundred Twenty-One Dollars (\$38,521.00).

2. With the Principal's approval to have an IEP meeting occur outside the teacher workday, those teachers at the meeting will be compensated at the hourly rate prescribed in Section 1 above.

E. Salary Increments

1. A full increment shall only be granted to teachers who have served the equivalent of one hundred twenty (120) or more school days within a given school year.
2. To receive an increment for training beyond the Bachelor's Degree, a teacher must submit a transcript of credit from an institution approved for teacher education by the Ohio Department of Education or any other Department of Education from another state. Transfer to a new salary column will be made at the beginning of the school year if the transcript is submitted by October 15 of the school year, or at the beginning of the second semester if the transcript is submitted by February 15 of the school year. Second semester changes will be made only if the teacher has notified the Superintendent prior to October 15 that such a request will be forthcoming. All coursework used to move to a new column must be in the field of education or in the subject matter of the teaching area where the teacher is certified or licensed.

F. Military/Service Credit

Credit for military service and for years of public school teaching experience outside the District shall be in accordance with the state statutes.

G. Payroll Deductions

Upon proper authorization from each individual, the Board shall administer the following payroll deductions:

1. Dues for the recognized bargaining agent -- any member choosing to discontinue membership must notify the Board and REA Treasurer in writing between September 1 and September 15, annually;
2. Tax-sheltered annuities;
3. Franklin County School Teachers Federal Credit Union and Whitehall Credit Union;

4. Board-sponsored medical and life insurance policies;
5. EPAC contributions;
6. United Way; and
7. Any other deduction mutually agreed to by the Board and the Association.

H. Paydays

1. Salaries will be paid on the basis of twenty-four (24) equal installments paid on the 10th and 25th of each month.
2. If a payday falls on a national holiday or a weekend, checks will be electronically deposited the prior business day.
3. Supplemental earnings submitted to the Treasurer's Office during the current pay period will be included in the following pay period.
4. Mandatory direct deposit of teacher paychecks to the financial institution of the teacher's choice shall be administered. In the event that the payday falls on a holiday, the electronic transfer shall take place the workday prior to the holiday.

I. Advancement of Salary Schedule

The Board has the legal right to advance the schedule in extreme situations for the betterment of the District.

J. Extended Duty Compensation

No teacher shall be required to perform regularly assigned duties before or after the regular school year for teachers unless compensated for such services at such teacher's per diem rate.

K. Mileage Reimbursement

1. Teachers will be paid travel expenses for approved travel in connection with school business. The Superintendent must authorize and approve trips for which travel expenses are paid for school teachers.
2. Travel expenses will be paid at the rate established by the IRS as of July 1 of each year. Teachers are to submit expense forms monthly and return through the building principal or supervisor.
3. If the amount is less than Ten Dollars (\$10.00), the Treasurer's office will accumulate these forms until a Ten Dollar (\$10.00) total is accumulated before issuing payment.

L. Attendance Recognition Pay

The Board and Association agree that the quality of instruction is enhanced by the uninterrupted service of the regular teacher. Therefore, the Board wishes to recognize and reward teachers who have excellent attendance in accordance with the following schedule:

1. A teacher who has not used any sick and emergency leave in a school year shall receive additional compensation of Three Hundred Dollars (\$300.00).
2. A teacher who has used only one (1) day or partial day of sick and emergency leave in a school year shall receive additional compensation of Two Hundred Dollars (\$200.00).
3. A teacher who has used more than one (1) but not more than two (2) days of sick and emergency leave in a school year shall receive additional compensation of One Hundred Dollars (\$100.00).
4. This incentive compensation shall be paid no later than the second paycheck in July for the prior school year.
5. Fractions of days shall be added accumulatively. When the sum of partial days exceeds a day, the fractional part shall be counted as a full day.

M. National Board Certified Teachers

All members of the bargaining unit who are National Board Certified at the start of a school year and who remain employed for the entire school year shall receive a lump sum annual cash payment of Five Hundred Dollars (\$500.00) to be paid within thirty (30) days after the end of the school year.

N. Performance Bonus

If a member's students' perform significantly "above" expectations, the Superintendent, with Board approval, shall have the unilateral authority to grant an award of up to Four Thousand Dollars (\$4,000.00) per applicant. Prior to receiving a Bonus, the following procedure shall apply:

1. Teachers must apply in writing by December 1, must document increased student performance, and must include their Principal's written endorsement with the application; or
2. Teachers can be nominated by any District teacher by completing a form provided by the Board by December 1.
3. Evaluation of applications shall occur by a committee of three (3) professional educators from outside the District. Teachers shall be made aware of the criteria set by the committee for what constitutes "significantly above expectations." The

committee will review the applications and make recommendations to the Superintendent/Board for selection/payment of successful applicants. Board minutes will reflect the name, amount, and rationale for each recipient.

O. Fellowship Award

If a member makes a substantial high impact by assuming additional responsibilities and/or caseloads and/or fills a position that is hard to staff, the Superintendent, with Board approval, shall have the unilateral authority to grant awards up to Three Thousand Nine Hundred Dollars (\$3,900.00). Members will be informed why they received a Fellowship Award. Board minutes will reflect the name, amount, and rationale for each recipient.

P. Loyalty Award

In the year of the 15th, 20th, 25th and 30th anniversaries of employment in the District, teachers shall receive One Hundred Dollars (\$100.00).

ARTICLE X – FRINGE BENEFITS

A. Hospitalization, Surgical and Major Medical Insurance

1. The Board will offer family or single hospitalization, surgical, and major medical insurance benefits to full-time teachers, and teachers agree to pay the following percentages of the monthly premium for single or family coverage:

<u>Year</u>	<u>Family Coverage</u>	<u>Single Coverage</u>
2014-15 Effective Sept. 1, 2014	8.97%	11.74%
2015-16 Effective Sept. 1, 2015	9.49%	10.87%
2016-17 Effective Sept. 1, 2016	10%	10%

(See Appendix Q for a summary of insurance specifications.)

2. During the term of this Agreement, the Board agrees to negotiate any regressive changes in the insurance coverage.

3. Second Surgical Opinion Expenses

- a. This plan pays a benefit for charges of a physician for a second surgical opinion on the need or advisability of performing a surgical or oral procedure for which the charges are a covered medical expense; which is recommended by the first physician who proposed to perform the surgery; and which is non-emergency. Non-emergency means the procedure can be postponed without undue risk to the patient.
- b. A benefit is also payable for charges made for a third surgical opinion if the second surgical opinion does not confirm the recommendation of the first physician who proposed to perform the surgery.
- c. A surgical opinion is an exam of the individual; x-ray and lab work; and a written report by the physician who is rendering the opinion.
- d. The surgical opinion must both be performed by a physician who is certified by the American Board of Surgery or other specialty board; and take place before the date the surgery is scheduled to be performed.
- e. Surgical opinion benefits are not payable for an opinion if the physician rendering the surgical opinion is associated or in practice with the first physician who recommended and proposed to perform the surgery.
- f. If, in connection with one of the following surgical procedures when it is non-emergency in nature, a surgical opinion which would be covered under the plan is not obtained before surgery; or the only surgical opinion obtained is rendered by a physician associated or in practice with the first physician who recommended and proposed to perform the surgery; then the benefit payable for the charges incurred for the performance of the surgical procedure under any other part of this plan will be at the rate of fifty percent (50%) after the deductible:

Hysterectomy	Prostatectomy
Knee Surgery	Cholecystectomy
Tonsillectomy	Cataract Removal
Adenoidectomy	Herniorrhaphy
Hemorrhoidectomy	Hip Surgery
Submucous Resection	Laminectomy

4. Certification for Hospital Admissions

If an individual becomes confined in a hospital as a full-time inpatient; and the insurance carrier has not certified that such confinement (or any day of such confinement) is necessary; then expenses incurred on any day not certified during the confinement will be paid as follows:

- a. With respect to Major Medical Expense Coverage:
 - 1) With respect to expenses for hospital room and board:
 - a) If certification has been requested and denied, or if certification has not been requested and the confinement is not necessary, no benefits will be paid under this Major Medical Expense Coverage.
 - b) If certification has not been requested and the confinement is necessary, benefits will be paid under this Major Medical Expense Coverage at fifty percent (50%) after any deductible rather than at the coinsurance percentage.
 - 2) With respect to other Covered Medical Expenses, benefits will be paid under this Major Medical Expense Coverage at the coinsurance percentage after any deductible.
- b. With respect to Basic Medical Expense Coverage:

No benefits will be paid under Basic Medical Expense Coverage for expenses for hospital room and board. Benefits for all other expenses will be paid under Basic Medical Expense Coverage on the same terms as would apply in the absence of this Certification for Hospital Admissions.;
- c. Whether or not a day of confinement is certified, no benefit will be paid for expenses incurred on any day of confinement as a full-time inpatient if excluded by any other terms of this plan; except that, if certification has been given for a day of confinement, the exclusion of services and supplies because they are not necessary will not be applied to expenses for hospital room and board.
- d. Certification of days of confinement can be obtained as follows:
 - (1) If the admission is a non-urgent admission, the teacher must get the days certified by calling the insurance carrier at a toll-free number provided to each teacher. This must be done at least fourteen (14) days before the date the individual is scheduled to be confined as a full-time inpatient.
 - (2) If the admission is an emergency or an urgent admission, the teacher, the teacher's physician or the hospital must get the days certified by calling the carrier at the toll-free number provided. This must be done before the start of a confinement as a full-time inpatient which requires an urgent admission; or not later than forty-eight (48) hours following the start of a confinement as a full-time inpatient which requires an emergency admission; unless it is not possible for the physician to request certification within

that time. In that case, it must be done as soon as reasonably possible.

- (3) In the event the confinement starts on a Friday or Saturday, the forty-eight (48) hours requirement will be extended to seventy-two (72) hours.

e. Definitions

- 1) "Emergency admission" is defined as an admission where the physician admits the individual to the hospital due to a sudden and unexpected change in the individual's physical or mental condition which is severe enough to require immediate confinement as an inpatient in a hospital.
- 2) "Urgent admission" is defined as an admission where the physician admits the individual to the hospital due to the onset of or change in a disease; or the diagnosis of a disease; or an injury caused by an accident, which, while not needing an emergency admission, is severe enough to require confinement as an inpatient in a hospital within two (2) weeks from the date the need for confinement becomes apparent.
- 3) "Non-urgent admission" is defined as an admission which is not an emergency admission or an urgent admission.

- f. If, in the opinion of the individual's physician, it is necessary for the individual to be confined for a longer time than already certified, then the teacher, the teacher's physician, or the hospital may get more days certified by calling the carrier at the toll-free number provided. This must be done no later than on the last day that has already been certified. Written notice of the number of days will be sent promptly to the hospital. A copy will be sent to the teacher and to the physician.

B. Term Life Insurance

Term life insurance shall be provided for full-time teachers as follows:

1. Group Term Life Basis – Forty Thousand Dollars (\$40,000.00)
2. Accidental Death and Dismemberment – Forty Thousand Dollars (\$40,000.00)

C. Dental Insurance

1. The Board will pay all of the dental plan premium for full-time teachers only, except for Ten Dollars (\$10.00) per month which shall be paid by the teacher.
2. The level of coverage will equal or exceed the current coverage. (See Appendix Q for summary of insurance specifications.)

D. Vision Care Insurance

1. The Board agrees to provide vision care insurance to full-time teachers. The Board will pay one hundred percent (100%) of the single plan premium and ninety percent (90%) of the family plan premium. The level of benefits of this plan are as follows:

<u>Item</u>	<u>Level of Benefit</u>
Eye Examination	\$50.00
Single Lenses	\$60.00
Bifocal/Trifocal Lenses	\$70.00
Contact Lenses	\$80.00
Frames	\$40.00

2. The plan will pay for one (1) eye examination and the fitting of one (1) pair of lenses and frames, or one (1) pair of contact lenses in accordance with the above benefit schedule within a twenty-four (24) month period.

E. STRS Tax Deferral Pick-Up

The Board agrees to pick-up (assume and pay) contributions to the State Teachers' Retirement System (STRS) on behalf of the teachers in the bargaining unit on the following terms and conditions:

1. The amount to be picked up and paid on behalf of each teacher shall be the total teacher contribution. The teacher's annual compensation shall be reduced by an amount equal to the amount picked up and paid by the Board.
2. The pick-up percentage shall apply uniformly to all teachers.
3. No teacher covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pick-up.
4. The pick-up shall apply to all compensation including supplemental earnings.
5. If the Internal Revenue Service or other governmental entity declares the pick-up not to be tax deferred, this section shall be null and void, and the STRS contribution procedure in place prior to the effective date of this provision shall be in effect.

F. Severance Pay

All certificated teachers in the District will be eligible for severance pay at the time of their retirement from the District in accordance with the following procedure:

1. To be eligible for severance pay, a certificated teacher must indicate in writing that his/her reason for termination of employment is retirement from school service. The effective date of retirement must be no later than the end of the next semester following the termination, and the teacher must be eligible for retirement by that date, in accordance with the requirements of STRS.
2. Severance pay will be based on the number of the accrued but unused sick leave days the teacher has accumulated at the date of termination. The teacher will be paid one-fourth (1/4) of the value of the unused sick leave days up to a maximum of sixty-two (62) days' severance pay in part 1 above.
3. Severance pay will be based on the teacher's salary at the time of retirement with the salary calculated on a daily rate in relation to the number of workdays in the teacher's contract year. Severance pay shall be based on the teacher's salary for regular duties and shall not include compensation earned for supplemental duties.
4. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the teacher at that time. Such payment shall be made only once to any teacher.
5. Payments for severance pay shall be made in January following the effective date of retirement with STRS.

G. Tuition Reimbursement

1. The Board shall appropriate Fifty Thousand Dollars (\$50,000) per fiscal year for the purpose of tuition reimbursement.
2. All courses for which bargaining unit members are applying for tuition reimbursement shall be approved by the Local Professional Development Committee.
3. Members who are approved and are eligible for tuition reimbursement shall be reimbursed after successfully completing coursework for no more than fifty percent (50%) of the tuition cost. The Association will develop and administer a disbursement plan.
4. The Association shall submit the names of members and the amount to be reimbursed to the District's Treasurer with appropriate receipts and documentation. The Treasurer shall make payment to the member within thirty (30) days of the receiving notice from the Association.

5. The Tuition Reimbursement Coordinator will annually submit applicant documentation to the Treasurer.
6. LPDC funds will be used to pay the tuition reimbursement chairperson an annual salary of Five Hundred Dollars (\$500.00) to be paid as a supplemental salary.

ARTICLE XI – INDIVIDUAL, ASSOCIATION AND BOARD RIGHTS

A. Individual Rights

1. Teachers will not be discriminated against in any way in the exercise of their employment rights or their rights under this Agreement because of race, color, creed, national origin, age, sex, religion, ancestry, handicap or physical disability.
2. Within the bounds of the course of study and curriculum guide adopted, the Board recognizes the rights of individuals and the expression of freedom of individual conscience including the rights of academic freedom. Association and expression will be encouraged, and fairness of procedures will be observed; provided however, each teacher shall be responsible for exercising reasonable and sound judgment in selecting for discussion those issues which he/she deems appropriate when consideration is given to the maturity and understanding of the students involved.

B. Association Rights

1. The Association, through its designated spokesperson, shall have the right at any regular meeting of the Board to speak, pursuant to Board policy, on any issue.
2. The President/Co-President and Vice-President/Co-Vice-President of the Association may pick up one (1) copy each of the Board meeting agenda at the Central Office. Minutes and monthly financial statements may be picked up after Board approval and as soon as they are available at the Central Office. These materials will be placed in the Association mailbox in the Central Office.
3. Upon request by the Association, the Association will be given the names and addresses of new teachers following Board approval of their contract, provided the individuals give approval in writing on the standard form.
4. The Association may use the interschool mail service for Association matters.
5. A teacher elected to state or national office of a bona fide organization is eligible for a leave of absence without pay for the term in office. Teachers will not receive Board-paid fringe benefits during the leave of absence but may continue any fringe benefits through the Board, provided the group rate of the benefit program is paid by the teacher. Upon the return to service of the teacher at the expiration of a leave of absence, the teacher shall resume the contract status which he/she held prior to such leave.

6. The Association or any committee thereof shall have the right to use buildings and facilities for Association meetings after the school workday. Upon the approval of the principal, the Association may use the building and facilities when students are not in the building. The Association may use the buildings with no rental charge, except that when the custodians are not normally on duty, the Association shall reimburse the Board for custodial costs. Normal building reservation procedures will be followed.
7. The Association may use the following school facilities and equipment without charge:
 - a. A designated bulletin board in each building.
 - b. Public address system for brief meeting announcements outside student school hours.
 - c. Typewriters, duplicating equipment and audio-visual equipment.
 - d. The use of mailboxes for distribution of Association materials shall be the right of the Association.
 - e. The Association shall reimburse the Board for all consumable supplies at the rate established for non-instructional use. The Association shall assume financial responsibility for loss, theft, or willful destruction of equipment while in use by the Association.
8. A teacher may discuss an individual problem with an Association representative during his/her unassigned time or during planning time, if necessary. No teacher may leave his/her assigned building for a grievance meeting except during unassigned time. Teachers elected to the Executive Committee may leave their assigned building upon completion of the student day to attend Association meetings. Building principals shall be notified of the representative's plan to leave.
9. The conduct of Association business shall not interfere with instruction. Any representative from outside a building shall check in with the Principal's office in accordance with state law and Board policy.
10. The Association shall be granted the use of Association leave not to exceed twenty-seven (27) days annually for officers and delegates attending meetings of the district, state, or national associations. For any such leave days, the Board shall not pay the expenses of such officers and delegates. For the first twelve (12) days, the Board shall not be reimbursed for the cost of any substitutes hired to assume the duties of such officers and delegates. For the next fifteen (15) days (days thirteen (13) through twenty-seven (27)) of such Association leave, the Association shall, within thirty (30) calendar days of the substitution, reimburse the Board for the substitutes provided.

11. The President/Co-President of the Association shall receive prior notice of all special or regular meetings of the Board.

C. Board Rights

Management of the District shall have all rights and responsibilities granted to it except as limited by Section 4117.08(C) of the Ohio Revised Code.

ARTICLE XII – LONG TERM SUBSTITUTES

- A. A long term substitute, for the purpose of this Agreement, shall be a substitute employed to replace a bargaining unit member who has been granted leave pursuant to this Agreement. Any teacher who has worked as a long term substitute and who is re-employed by the Board shall have all contractual rights.
- B. Persons employed as long term substitutes shall be granted contracts for the length of service as needed and as determined by the Board.
- C. Long term substitutes shall have no expectation of continued employment beyond the length of service at the time of their employment, and said long term substitute contracts shall automatically expire at the conclusion of the Agreement without further action by the Board, including the nonrenewal of their contract.
- D. The provisions of this Agreement regarding evaluation and renewal of teacher contracts shall not apply to long term substitutes.
- E. Long term substitutes shall have no displacement or recall rights under the reduction in force procedure in this Agreement and shall be excluded from same.

ARTICLE XIII — EMERGENCY LEAVE FUND

- A. An emergency leave fund will be established on an as-needed basis. Each member of the bargaining unit may voluntarily donate a maximum of two (2) accumulated but unused personal business leave days to an Emergency Leave Fund.
- B. All new bargaining unit members shall be eligible for enrollment in the emergency leave fund and may enroll by donating one (1) emergency leave day to the fund.
- C. The Superintendent and the REA President/Co-President shall mutually determine eligibility for persons who apply for use of paid leave from the Emergency Leave Fund. Such eligible teachers must have exhausted all of their sick leave accumulation and must have a serious or catastrophic illness or injury personally or in their immediate family.
- D. The donations to the Emergency Leave Fund shall not be counted as a day of absence for attendance incentive pay.

- E. The maximum number of days in the fund shall not exceed the number of members in the bargaining unit.

ARTICLE XIV – EMPLOYMENT OF RETIREES AS TEACHERS

- A. Definition of Retiree – A Retiree is an individual who has attained service retirement status with the State Teachers Retirement System and is otherwise qualified by certification and background for public school teaching in Ohio, and who retired from service from any District.
- B. Where a teaching vacancy exists which the Board may fill by hiring a properly certified teacher who is not already employed by the Board, the Board may consider and employ Retirees for any such vacancy upon the recommendation of the Superintendent.
- C. A Retiree shall be paid in accordance with the negotiated salary schedule.
- D. A Retiree shall receive a one-year limited teaching contract which shall expire automatically at the end of the stated term. No notice of non-renewal or Board action is required. Continuation of the employment of a Retiree through offering new one-year limited contracts which automatically expire shall be at the election of the Board and upon recommendation of the Superintendent. The requirements of Article V regarding limited contract teachers shall not apply to Retiree limited contracts. A Retiree is not eligible for a continuing teaching contract, regardless of years of employment with the Board. The parties specifically waive all rights for such teachers pursuant to O.R.C. §§3319.11 and 3319.111.
- E. Evaluations shall be conducted at the discretion of the building principal. The decision to conduct or not conduct an evaluation shall not affect the automatic expiration of the limited contract.
- F. A Retiree shall accumulate and may use sick leave in accordance with Article IV(A) of the Negotiated Agreement, but shall not be entitled to severance pay under Article X(F) of the Negotiated Agreement or under law upon conclusion of employment as a Retiree.
- G. A Retiree may participate in insurances provided to the bargaining unit members under Article X(A-D) of the Negotiated Agreement, but such participation shall be at his/her own expense.
- H. A Retiree shall not accumulate Seniority in the bargaining unit for any purpose under the Negotiated Agreement (i.e., RIF, bidding on vacancies, etc.) and has no right of recall in the event of a reduction in force pursuant to Article V(G) of the Negotiated Agreement.
- I. A Retiree is eligible for a supplemental contract only at the discretion of the Superintendent. This subsection supersedes O.R.C. §3313.53.

- J. A Retiree shall not be eligible for benefits prescribed in Article X(G) – Purchase of Service Credit of this Agreement.
- K. All other provisions of the Negotiated Agreement not specifically modified or excluded by the above shall apply to Retirees.

ARTICLE XV – CONTRACTS FOR PART-TIME BARGAINING UNIT MEMBERS

The contract for part-time teachers shall be based upon the fractional portion of the seven (7) hour, forty-five (45) minute full-time teacher day that the teacher is required to be on duty. All benefits and rights for part-time teachers shall be prorated based upon the fractional portion of full-time if the teacher is eligible for the benefit.

ARTICLE XVI – DURATION AND INTENT OF AGREEMENT

A. Conflict With Law

If any provision(s) of this Agreement conflicts with any federal law, such provision(s) shall be inoperative except to the extent permitted by law, the remaining provisions herein shall remain in effect. The parties shall meet to negotiate concerning the effected provision upon demand of either party within sixty (60) days.

B. Publication of Agreement

The terms of this Agreement shall be prepared by the Board and shall be published and distributed to each teacher by the Association, and one (1) copy shall be placed in each building. The Association President/Co-President and the Superintendent shall each receive an additional ten (10) copies for their respective use. The costs of publication shall be shared equally by the Board and the Association.

C. Effects of Contract

1. During the duration of this Agreement, the employer shall maintain those terms, conditions, and benefits of employment as set forth in this contract as not less than the level as of the effective date of this Agreement.
2. Any contract between the Board and an individual teacher shall be expressly subject to the terms and conditions of this Agreement.

D. Duration

This Agreement shall be in effect from August 1, 2014, through July 31, 2017.

ARTICLE XVII – NO REPRISAL

- A. There shall be no reprisals of any kind against any student, parent, community member, the OEA, the REA, or members of the bargaining unit, by the Board of Education or Administration because of support for, or participation in, the strike and strike-threat activities during the negotiations process for this Agreement.

- B. There shall be no reprisals by the REA or OEA, its members or members of the bargaining unit, against the Board of Education, Board Members, Administration, students, teachers, parents, or community members who attended school, worked, and/or supported the Board of Education during the strike and strike-threat activities during the negotiations process for this Agreement.

ARTICLE XVIII – SIGNATURES

IN WITNESS WHEREOF, the parties hereto have set their hands this 14 day of July, 2015, at Reynoldsburg, Ohio.

FOR THE BOARD:

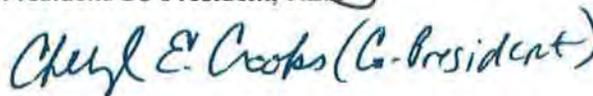
FOR THE ASSOCIATION:



President, Board of Education



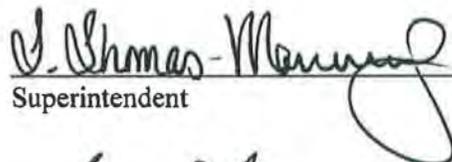
President/Co-President, REA



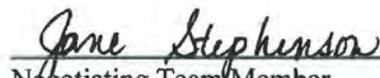
Cheryl E. Crooks (Co-President)

Member, Board of Education
Negotiating Team

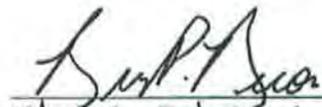
Negotiating Team Member



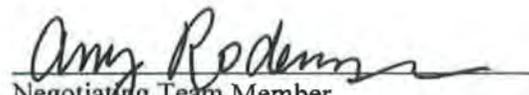
Superintendent



Negotiating Team Member



Negotiating Team Member



Negotiating Team Member



Treasurer

Negotiating Team Member

Negotiating Team Member

Negotiating Team Member




MICHELE SLONAKER
Notary Public, State of Ohio
My Commission Expires 07/07/2017

Step III -- Formal

SUPERINTENDENT -- If the grievant is not satisfied with the disposition of Step II, the grievance may proceed to Step III by submitting this form to the Superintendent with copies to the principal and the Association representative.

Reason for Proceeding to Step III: _____

Date Grievant's Signature

Date Received by Superintendent: _____

Date of Meeting: _____

Step III Disposition: _____

Date Superintendent's Signature

(Additional pages may be used as needed.)

Step IV -- Formal

BOARD OF EDUCATION -- If the grievant is not satisfied with the disposition at Step III, the grievance may proceed to Step IV by submitting this form to the Treasurer of the Board with copies to the Superintendent, the principal and the Association representative.

Reason for Proceeding to Step IV:

Date Grievant's Signature

Date Received by Board: _____

Step IV Disposition: _____

Date Board of Education

Step V

ARBITRATOR -- If the grievant is not satisfied with the disposition at Step IV, the grievance may proceed to Step V by submitting this form to the Treasurer of the Board with courtesy copies to the Superintendent, the principal and the Association representative.

Reason for Proceeding to Step V: _____

Date

Grievant's Signature

Date

Received by Board

(Additional pages may be used as needed.)

**REYNOLDSBURG CITY SCHOOL DISTRICT
TEACHER REPRIMAND FORM**

A. Information Regarding Teacher Being Reprimanded:

Teacher Name _____

Building _____

Contract Status _____ Assignment _____

B. Summary of Infraction/Incident: *(Additional pages may be used as necessary)* _____

C. Teacher Response (Optional): *(Additional pages may be used as necessary)* _____

D. Signatures:

Principal/Supervisor

Date

Teacher

Date

Signature by the teacher does not indicate that the teacher agrees with the reprimand but only that he/she has received a copy of the form.

	<p>ASSESSMENT DATA (Standard 3: Assessment)</p> <p><i>Sources of Evidence:</i> Pre-Conference</p>	<p>The teacher does not plan for the assessment of student learning or does not analyze student learning data to inform lesson plans.</p> <p>The teacher does not use or only uses one measure of student performance.</p>	<p>The teacher explains the characteristics, uses, and limitations of various diagnostic, formative, and summative assessments but does not consistently incorporate this knowledge into lesson planning.</p> <p>The teacher uses more than one measure of student performance but does not appropriately vary assessment approaches, or the teacher may have difficulty analyzing data to effectively inform instructional planning and delivery.</p>	<p>The teacher demonstrates an understanding that assessment is a means of evaluating and supporting student learning through effectively incorporating diagnostic, formative, and/or summative assessments into lesson planning.</p> <p>The teacher employs a variety of formal and informal assessment techniques to collect evidence of students' knowledge and skills and analyzes data to effectively inform instructional planning and delivery.</p>	<p>The teacher purposefully plans assessments and differentiates assessment choices to match the full range of student needs, abilities, and learning styles, incorporating a range of appropriate diagnostic, formative, and summative assessments into lesson plans.</p> <p>Student learning needs are accurately identified through an analysis of student data; the teacher uses assessment data to identify student strengths and areas for student growth.</p>
	<p>Evidence</p>				

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

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

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

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

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

Instruction and Assessment					
		Ineffective	Developing	Proficient	Accomplished
	Evidence				

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

Instruction and Assessment					
		Ineffective	Developing	Proficient	Accomplished
	Evidence				

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

	Evidence				
--	-----------------	--	--	--	--

Areas of reinforcement observed	
Areas of refinement suggested	

Teacher signature _____ date _____

Evaluator signature _____ date _____

The signatures above indicate that the teacher and evaluator have discussed the observation. The signature of the teacher does not indicate agreement with the ratings or evidence but rather that he/she received a copy of this form.

Final Summative Rating of Teacher Effectiveness

Proficiency on Standards 50%	INEFFECTIVE 1	DEVELOPING 2	PROFICIENT 3	ACCOMPLISHED 4
Cumulative Performance Rating (Holistic Rating using Performance Rubric)				
<i>Areas of reinforcement/ refinement:</i>				
Student Growth Data 50%	BELOW EXPECTED GROWTH	EXPECTED GROWTH	ABOVE EXPECTED GROWTH	
Student Growth Measure of Effectiveness				
<i>Areas of reinforcement/ refinement:</i>				
Final Summative (Overall) Rating	INEFFECTIVE	DEVELOPING	PROFICIENT	ACCOMPLISHED

Check here to indicate that an Improvement Plan is attached.

Teacher Signature _____

Date _____

Immediate Supervisor Signature _____

Date _____

The signatures above indicate that the teacher and immediate supervisor have discussed the Summative Rating.

Note: The signature of the teacher does not indicate agreement with the ratings or comments but rather that he/she received a copy of this form.

Performance	
Accomplished (4)	600
Skilled (3)	400
Developing (2)	200
Ineffective (1)	0

Student Growth	
Most Effective (5)	600
Above Average (4)	400
Average (3)	300
Approaching Average (2)	200
Least Effective (1)	0

Final Summative Rating	
Accomplished	500-600
Skilled	300-499
Developing	100-299
Ineffective	0-99

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



IMPROVEMENT PLAN

Teacher Name: _____ Grade Level/ Subject: _____

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

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

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

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

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

Beginning Date	Ending Date (No Less than Six Weeks)	Level of Performance Specifically Describe Successful Improvement Target(s)



Improvement Plan (continued)

Section 3: Specific Plan of Action

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

Actions to be Taken	Sources of Evidence that Will Be Examined

Section 4: Assistance and Professional Development

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

--

Date for this Improvement Plan to Be Evaluated: _____

Teacher's Signature: _____

Date: _____

Immediate Supervisor's Signature: _____

Date: _____



Improvement Plan: Results

Teacher Name: _____ Grade level/Subject _____
School Year _____ Building _____ Date of Evaluation: _____
Immediate Supervisor/Evaluator _____

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

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

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

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

Teacher's Signature: _____ Date: _____

Immediate Supervisor Signature: _____ Date: _____

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

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



PROFESSIONAL GROWTH PLAN

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

Self-Directed – Teachers who meet above expected levels of student growth and teacher performance must develop a Professional Growth Plan.

Collaborative – Teachers who meet expected levels of student growth and teacher performance must develop a Professional Growth Plan collaboratively with a credentialed evaluator assigned by the Superintendent/Designee for the evaluation from the board approved list.

Teacher _____

Evaluator _____

<u>Annual Focus</u> These are addressed by the evaluator as appropriate for this teacher.	<u>Date</u> Record dates when discussed	<u>Areas for Professional Growth supports needed, resources, professional development</u> Comments during conference with teacher and evaluator are made appropriate to the needs of the teacher.	<u>Professional Growth Plan Results goal statement reflection and results</u>
<p>Goal 1: Student Achievement/Outcomes for Students <i>Goal Statement:</i></p> <p><i>Evidence Indicators:</i></p>			<input type="checkbox"/> Growth is demonstrated and performance standards are being met <input type="checkbox"/> Growth Plan is continued for the following specified timeline: _____ <input type="checkbox"/> A new Goal has been generated
<p>Goal 2 : Teacher Performance on the Ohio Standards for the Teaching Profession <i>Goal Statement:</i></p> <p><i>Evidence Indicators:</i></p> <p><i>Areas of Refinement as indicated in previous summative evaluation (as applicable)</i></p>			<input type="checkbox"/> Growth is demonstrated and performance standards are being met <input type="checkbox"/> Growth Plan is continued for the following specified timeline: _____ <input type="checkbox"/> A new Goal has been generated

Evaluator Signature

Date

Teacher Signature

Date

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

**REYNOLDSBURG CITY SCHOOL DISTRICT
TEACHER APPLICATION FOR POSTED POSITION FORM**

Teacher Name _____

Current Assignment/Bldg _____ / _____

Current Area(s) of Certification _____

Name of Immediate Supervisor _____

Posted Position For Which Teacher Is Applying

Why do you want the position? *(Attach additional pages as necessary)* _____

Teacher Signature

Date

Received By:

Administrator Signature

Date

**REYNOLDSBURG CITY SCHOOL DISTRICT
CERTIFIED TEACHER SALARY INDEX
AUGUST 1, 2014, THROUGH JULY 31, 2017**

YEARS	BS	BS/150 HRS	MASTERS	MA+30 HRS
0	1.0000	1.0400	1.1249	1.1649
1	1.0400	1.0816	1.1699	1.2115
2	1.0816	1.1249	1.2167	1.2600
3	1.1249	1.1699	1.2653	1.3104
4	1.1699	1.2167	1.3159	1.3628
5	1.2167	1.2653	1.3686	1.4173
6	1.2653	1.3159	1.4233	1.4740
7	1.3159	1.3686	1.4802	1.5329
8	1.3686	1.4233	1.5395	1.5942
9	1.4233	1.4802	1.6010	1.6580
10	1.4802	1.5395	1.6651	1.7243
11	1.5395	1.6010	1.7317	1.7933
12	1.6010	1.6651	1.8009	1.8650
13	1.6651	1.7317	1.8730	1.9396
14	---	1.8009	1.9479	2.0172
15	---	---	2.0258	2.0979
27	---	---	2.1037	2.1786

**REYNOLDSBURG CITY SCHOOL DISTRICT
CERTIFIED TEACHER SALARY SCHEDULE
AUGUST 1, 2014, THROUGH JULY 31, 2015**

YEARS	BS	BS/150 HRS	MASTERS	MA+30 HRS
0	\$39,291	\$40,863	\$44,199	\$45,771
	1.0000	1.0400	1.1249	1.1649
1	\$40,863	\$42,498	\$45,967	\$47,602
	1.0400	1.0816	1.1699	1.2115
2	\$42,498	\$44,199	\$47,806	\$49,507
	1.0816	1.1249	1.2167	1.2600
3	\$44,199	\$45,967	\$49,715	\$51,487
	1.1249	1.1699	1.2653	1.3104
4	\$45,967	\$47,806	\$51,704	\$53,546
	1.1699	1.2167	1.3159	1.3628
5	\$47,806	\$49,715	\$53,774	\$55,688
	1.2167	1.2653	1.3686	1.4173
6	\$49,715	\$51,704	\$55,923	\$57,916
	1.2653	1.3159	1.4233	1.4740
7	\$51,704	\$53,774	\$58,159	\$60,230
	1.3159	1.3686	1.4802	1.5329
8	\$53,774	\$55,923	\$60,489	\$62,638
	1.3686	1.4233	1.5395	1.5942
9	\$55,923	\$58,159	\$62,906	\$65,145
	1.4233	1.4802	1.6010	1.6580
10	\$58,159	\$60,489	\$65,424	\$67,750
	1.4802	1.5395	1.6651	1.7243
11	\$60,489	\$62,906	\$68,041	\$70,461
	1.5395	1.6010	1.7317	1.7933
12	\$62,906	\$65,424	\$70,760	\$73,278
	1.6010	1.6651	1.8009	1.8650
13	\$65,424	\$68,041	\$73,593	\$76,210
	1.6651	1.7317	1.8730	1.9396
14		\$70,760	\$76,536	\$79,259
		1.8009	1.9479	2.0172
15			\$79,597	\$82,429
			2.0258	2.0979
27			\$82,657	\$85,600
			2.1037	2.1786

**REYNOLDSBURG CITY SCHOOL DISTRICT
CERTIFIED TEACHER SALARY SCHEDULE
AUGUST 1, 2015, THROUGH JULY 31, 2016**

YEARS	BS	BS/150 HRS	MASTERS	MA+30 HRS
0	\$39,920	\$41,517	\$44,906	\$46,503
	1.0000	1.0400	1.1249	1.1649
1	\$41,517	\$43,178	\$46,703	\$48,363
	1.0400	1.0816	1.1699	1.2115
2	\$43,178	\$44,906	\$48,571	\$50,299
	1.0816	1.1249	1.2167	1.2600
3	\$44,906	\$46,703	\$50,511	\$52,311
	1.1249	1.1699	1.2653	1.3104
4	\$46,703	\$48,571	\$52,531	\$54,403
	1.1699	1.2167	1.3159	1.3628
5	\$48,571	\$50,511	\$54,635	\$56,579
	1.2167	1.2653	1.3686	1.4173
6	\$50,511	\$52,531	\$56,818	\$58,842
	1.2653	1.3159	1.4233	1.4740
7	\$52,531	\$54,635	\$59,090	\$61,193
	1.3159	1.3686	1.4802	1.5329
8	\$54,635	\$56,818	\$61,457	\$63,641
	1.3686	1.4233	1.5395	1.5942
9	\$56,818	\$59,090	\$63,912	\$66,187
	1.4233	1.4802	1.6010	1.6580
10	\$59,090	\$61,457	\$66,471	\$68,834
	1.4802	1.5395	1.6651	1.7243
11	\$61,457	\$63,912	\$69,130	\$71,589
	1.5395	1.6010	1.7317	1.7933
12	\$63,912	\$66,471	\$71,892	\$74,451
	1.6010	1.6651	1.8009	1.8650
13	\$66,471	\$69,130	\$74,770	\$77,429
	1.6651	1.7317	1.8730	1.9396
14		\$71,892	\$77,760	\$80,527
		1.8009	1.9479	2.0172
15			\$80,870	\$83,748
			2.0258	2.0979
27			\$83,980	\$86,970
			2.1037	2.1786

**REYNOLDSBURG CITY SCHOOL DISTRICT
CERTIFIED TEACHER SALARY SCHEDULE
AUGUST 1, 2016, THROUGH JULY 31, 2017**

YEARS	BS	BS/150 HRS	MASTERS	MA+30 HRS
0	\$40,679	\$42,306	\$45,759	\$47,386
	1.0000	1.0400	1.1249	1.1649
1	\$42,306	\$43,998	\$47,590	\$49,282
	1.0400	1.0816	1.1699	1.2115
2	\$43,998	\$45,759	\$49,494	\$51,255
	1.0816	1.1249	1.2167	1.2600
3	\$45,759	\$47,590	\$51,471	\$53,305
	1.1249	1.1699	1.2653	1.3104
4	\$47,590	\$49,494	\$53,529	\$55,437
	1.1699	1.2167	1.3159	1.3628
5	\$49,494	\$51,471	\$55,673	\$57,654
	1.2167	1.2653	1.3686	1.4173
6	\$51,471	\$53,529	\$57,898	\$59,960
	1.2653	1.3159	1.4233	1.4740
7	\$53,529	\$55,673	\$60,212	\$62,356
	1.3159	1.3686	1.4802	1.5329
8	\$55,673	\$57,898	\$62,625	\$64,850
	1.3686	1.4233	1.5395	1.5942
9	\$57,898	\$60,212	\$65,126	\$67,445
	1.4233	1.4802	1.6010	1.6580
10	\$60,212	\$62,625	\$67,734	\$70,142
	1.4802	1.5395	1.6651	1.7243
11	\$62,625	\$65,126	\$70,443	\$72,949
	1.5395	1.6010	1.7317	1.7933
12	\$65,126	\$67,734	\$73,258	\$75,866
	1.6010	1.6651	1.8009	1.8650
13	\$67,734	\$70,443	\$76,191	\$78,900
	1.6651	1.7317	1.8730	1.9396
14		\$73,258	\$79,238	\$82,057
		1.8009	1.9479	2.0172
15			\$82,407	\$85,340
			2.0258	2.0979
27			\$85,575	\$88,622
			2.1037	2.1786

**REYNOLDSBURG CITY SCHOOL DISTRICT
CERTIFIED TEACHER SALARY SCHEDULE
(for teachers who did not receive a step in 2011-2012)
AUGUST 1, 2014, THROUGH JULY 31, 2015**

YEARS	BS	BS/150 HRS	MASTERS	MA+30 HRS
0	\$39,291	\$40,863	\$44,199	\$45,771
	1.0000	1.0400	1.1249	1.1649
1	\$40,863	\$42,498	\$45,967	\$47,602
	1.0400	1.0816	1.1699	1.2115
2	\$42,498	\$44,199	\$47,806	\$49,507
	1.0816	1.1249	1.2167	1.2600
3	\$44,199	\$45,967	\$49,715	\$51,487
	1.1249	1.1699	1.2653	1.3104
4	\$45,967	\$47,806	\$51,704	\$53,546
	1.1699	1.2167	1.3159	1.3628
5	\$47,806	\$49,715	\$53,774	\$55,688
	1.2167	1.2653	1.3686	1.4173
6	\$49,715	\$51,704	\$55,923	\$57,916
	1.2653	1.3159	1.4233	1.4740
7	\$51,704	\$53,774	\$58,159	\$60,230
	1.3159	1.3686	1.4802	1.5329
8	\$53,774	\$55,923	\$60,489	\$62,638
	1.3686	1.4233	1.5395	1.5942
9	\$55,923	\$58,159	\$62,906	\$65,145
	1.4233	1.4802	1.6010	1.6580
10	\$58,159	\$60,489	\$65,424	\$67,750
	1.4802	1.5395	1.6651	1.7243
11	\$60,489	\$62,906	\$68,041	\$70,461
	1.5395	1.6010	1.7317	1.7933
12	\$62,906	\$65,424	\$70,760	\$73,278
	1.6010	1.6651	1.8009	1.8650
13	\$65,424	\$68,041	\$73,593	\$76,210
	1.6651	1.7317	1.8730	1.9396
14	\$65,424	\$70,760	\$76,536	\$79,259
	1.6651	1.8009	1.9479	2.0172
15	\$65,424	\$72,883	\$79,597	\$82,429
	1.6651	1.8549	2.0258	2.0979
16	\$67,387		\$81,984	\$84,900
	1.7151		2.0866	2.1608
27			\$85,137	\$88,168
			2.1668	2.2440

**REYNOLDSBURG CITY SCHOOL DISTRICT
CERTIFIED TEACHER SALARY SCHEDULE
(for teachers who did not receive a step in 2011-2012)
AUGUST 1, 2015, THROUGH JULY 31, 2016**

YEARS	BS	BS/150 HRS	MASTERS	MA+30 HRS
0	\$39,920	\$41,517	\$44,906	\$46,503
	1.0000	1.0400	1.1249	1.1649
1	\$41,517	\$43,178	\$46,703	\$48,363
	1.0400	1.0816	1.1699	1.2115
2	\$43,178	\$44,906	\$48,571	\$50,299
	1.0816	1.1249	1.2167	1.2600
3	\$44,906	\$46,703	\$50,511	\$52,311
	1.1249	1.1699	1.2653	1.3104
4	\$46,703	\$48,571	\$52,531	\$54,403
	1.1699	1.2167	1.3159	1.3628
5	\$48,571	\$50,511	\$54,635	\$56,579
	1.2167	1.2653	1.3686	1.4173
6	\$50,511	\$52,531	\$56,818	\$58,842
	1.2653	1.3159	1.4233	1.4740
7	\$52,531	\$54,635	\$59,090	\$61,193
	1.3159	1.3686	1.4802	1.5329
8	\$54,635	\$56,818	\$61,457	\$63,641
	1.3686	1.4233	1.5395	1.5942
9	\$56,818	\$59,090	\$63,912	\$66,187
	1.4233	1.4802	1.6010	1.6580
10	\$59,090	\$61,457	\$66,471	\$68,834
	1.4802	1.5395	1.6651	1.7243
11	\$61,457	\$63,912	\$69,130	\$71,589
	1.5395	1.6010	1.7317	1.7933
12	\$63,912	\$66,471	\$71,892	\$74,451
	1.6010	1.6651	1.8009	1.8650
13	\$66,471	\$69,130	\$74,770	\$77,429
	1.6651	1.7317	1.8730	1.9396
14	\$66,471	\$71,892	\$77,760	\$80,527
	1.6651	1.8009	1.9479	2.0172
15	\$66,471	\$74,049	\$80,870	\$83,748
	1.6651	1.8549	2.0258	2.0979
16	\$68,465		\$83,296	\$86,261
	1.7151		2.0866	2.1608
27			\$86,499	\$89,579
			2.1668	2.2440

**REYNOLDSBURG CITY SCHOOL DISTRICT
CERTIFIED TEACHER SALARY SCHEDULE
(for teachers who did not receive a step in 2011-2012)
AUGUST 1, 2016, THROUGH JULY 31, 2017**

YEARS	BS	BS/150 HRS	MASTERS	MA+30 HRS
0	\$40,679	\$42,306	\$45,759	\$47,386
	1.0000	1.0400	1.1249	1.1649
1	\$42,306	\$43,998	\$47,590	\$49,282
	1.0400	1.0816	1.1699	1.2115
2	\$43,998	\$45,759	\$49,494	\$51,255
	1.0816	1.1249	1.2167	1.2600
3	\$45,759	\$47,590	\$51,471	\$53,305
	1.1249	1.1699	1.2653	1.3104
4	\$47,590	\$49,494	\$53,529	\$55,437
	1.1699	1.2167	1.3159	1.3628
5	\$49,494	\$51,471	\$55,673	\$57,654
	1.2167	1.2653	1.3686	1.4173
6	\$51,471	\$53,529	\$57,898	\$59,960
	1.2653	1.3159	1.4233	1.4740
7	\$53,529	\$55,673	\$60,212	\$62,356
	1.3159	1.3686	1.4802	1.5329
8	\$55,673	\$57,898	\$62,625	\$64,850
	1.3686	1.4233	1.5395	1.5942
9	\$57,898	\$60,212	\$65,126	\$67,445
	1.4233	1.4802	1.6010	1.6580
10	\$60,212	\$62,625	\$67,734	\$70,142
	1.4802	1.5395	1.6651	1.7243
11	\$62,625	\$65,126	\$70,443	\$72,949
	1.5395	1.6010	1.7317	1.7933
12	\$65,126	\$67,734	\$73,258	\$75,866
	1.6010	1.6651	1.8009	1.8650
13	\$67,734	\$70,443	\$76,191	\$78,900
	1.6651	1.7317	1.8730	1.9396
14	\$67,734	\$73,258	\$79,238	\$82,057
	1.6651	1.8009	1.9479	2.0172
15	\$67,734	\$75,456	\$82,407	\$85,340
	1.6651	1.8549	2.0258	2.0979
16	\$69,766		\$84,879	\$87,900
	1.7151		2.0866	2.1608
27			\$88,143	\$91,281
			2.1668	2.2440

**REYNOLDSBURG CITY SCHOOL DISTRICT
CERTIFIED TEACHER SUPPLEMENTAL
COMPENSATION INDEX**

Salary will be determined as a percentage of the BA-0 base salary.

LEVEL	GROUP											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
1	½%	1%	2%	3%	4%	5%	6%	7%	8%	9%	10%	12%
2	1%	2%	3%	4%	5%	6%	7%	8%	9%	10%	11%	13%
3			4%	5%	6%	7%	8%	9%	10%	11%	12%	14%
4					7%	8%	9%	10%	11%	12%	13%	15%
5							10%	11%	12%	13%	14%	16%
6										14%	15%	18%
7										15%	16%	19%

1. Level of placement will be determined each year by experience and performance as determined by the Superintendent. Movement between levels is not to be considered automatic.
2. Consideration in initial level of placement will be given to experience gained in other positions in Reynoldsburg or other school districts.
3. When a new supplemental duty contract is created, the Superintendent will determine the group and level of placement after a conference with the individual involved in or responsible for the activity.
4. If the Superintendent determines there is a substantial change in the nature of the duties such as, but not limited to, the number of students served, amount of time required, or the level of responsibility required, the Superintendent may assign the position to a different group. The individual involved may request a conference to discuss the change.
5. The Board is not required to fill any supplemental duty position.
6. All supplemental duties are in addition to teaching contracts.
7. It is further understood and agreed that the compensation for supplemental duties shall be paid in accordance with the supplemental compensation index stated above as a percentage of the BA-0 base salary which is in effect at the time the supplemental contract duties are scheduled to begin.

REYNOLDSBURG CITY SCHOOL DISTRICT
 CERTIFIED TEACHER SUPPLEMENTAL
COMPENSATION SCHEDULE

- GROUP XII: Instrumental Music Advisor - HS
 Basketball (Boys) -- Head Varsity
 Basketball (Girls) -- Head Varsity
 Football -- Head Varsity
 Wrestling -- Head Varsity
- GROUP XI: Baseball -- Head Varsity
 Softball -- Head Varsity
 Track (Boys & Girls) -- Head Varsity
 Athletic Faculty Manager - HS
- GROUP X: Asst. Inst. Music Adv. - HS
 String Music Dir. - HS
 Vocal Music Dir. - HS
 Instrumental Music Dir. - JH
 Basketball (Boys) -- Reserve
 Basketball (Girls) — Reserve
 Cheerleading -- Head Varsity (All Year) or
 Seasonal Var. and Res.
 Cross Country (Boys & Girls) -- Head Varsity
 Football -- Asst. Varsity/Reserve
 Golf -- Head Varsity
 Soccer (Boys) — Head Varsity
 Soccer (Girls) — Head Varsity
 Swimming (Boys & Girls) — Head Varsity
 Tennis (Boys) — Head Varsity
 Tennis (Girls) — Head Varsity
 Volleyball — Head Varsity
 Wrestling — Reserve
- GROUP IX: Newspaper Advisor - HS
 Yearbook Advisor - HS
 Vocal Music Director - JH
 Baseball — Reserve
 Basketball (Boys) -- Asst. Varsity
 Basketball (Girls) — Asst. Varsity
 Cheerleading — Reserve (All Year)
 Cross Country (Boys & Girls) — Reserve
 Football — Ninth Grade
 Golf — Reserve (Includes Ninth Grade)
 Soccer (Boys) -- Reserve
 Soccer (Girls) — Reserve
 Softball -- Reserve
 Tennis (Boys) — Reserve
 Tennis (Girls) — Reserve

Track (Boys & Girls) — Reserve
 Volleyball — Reserve
 Wrestling — Asst. Varsity

GROUP VIII: Drama Advisor - HS
 Student Council Advisor - HS
 Instrumental Music Dir. - MS
 Baseball -- Asst. Varsity
 Baseball — Ninth Grade
 Basketball (Boys) — Ninth Grade
 Basketball (Girls) — Ninth Grade
 Cheerleading — Ninth Grade
 Cross Country (Boys & Girls) — Asst. Varsity
 Football — Eighth Grade
 Football — Seventh Grade
 Soccer (Boys) -- Asst. Varsity
 Soccer (Girls) — Asst. Varsity
 Softball — Asst. Varsity
 Softball — Ninth Grade
 Swimming (Boys & Girls) — Reserve
 Track (Boys & Girls) — Asst. Varsity
 Volleyball – Asst. Varsity
 Volleyball — Ninth Grade

GROUP VII: Flag Front Advisor - HS
 Student Council Advisor - JH
 Asst. String (JH & MS)
 Baseball — Eighth Grade
 Baseball — Seventh Grade
 Basketball (Boys) — Eighth Grade
 Basketball (Girls) — Eighth Grade
 Basketball (Boys) — Seventh Grade
 Basketball (Girls) — Seventh Grade
 Cheerleading — Eighth Grade
 Cheerleading — Seventh Grade
 or Seasonal Eighth & Seventh
 Cross Country (Boys & Girls) — Seventh & Eighth Grade
 Golf — Seventh & Eighth Grade
 Softball — Eighth Grade
 Softball — Seventh Grade
 Tennis (Boys) — Seventh & Eighth Grade
 Tennis (Girls) — Seventh & Eighth Grade
 Track (Boys & Girls) — Seventh and Eighth Grade
 Volleyball — Eighth Grade
 Volleyball — Seventh Grade
 Wrestling — Seventh & Eighth Grade
 Wrestling — Mat Stat Advisor - HS
 Yearbook Advisor - JH
 Athletic Faculty Manager – JH

APPENDIX O (continued)

- GROUP VI: Senior Class Advisor
Junior Class Advisor
- GROUP V: Character Education Coordinator
In-the-Know Advisor - HS
Vocal Music Director – MS
- GROUP IV: IAT - HS
IAT - JH
IAT - MS
IAT - Elementary
- GROUP III: None
- GROUP II: National Honor Society
Science Day Coordinator - HS & JH
Elementary Chorus/Music (AT LEAST 3 AFTER SCHOOL PERF./YR.)
- GROUP I: None

*Includes Band Camp

**REYNOLDSBURG CITY SCHOOL DISTRICT
TUTOR WAGE RATE SCHEDULE
AUGUST 1, 2014, THROUGH JULY 31, 2017**

YEARS	BS	BS/150 HRS	MASTER S	MA+30 HRS
0	\$28.88 1.0000	30.04 1.0400	32.49 1.1249	33.64 1.1649
1	30.04 1.0400	31.24 1.0816	33.79 1.1699	34.99 1.2115
2	31.24 1.0816	32.49 1.1249	35.14 1.2167	36.39 1.2600
3	32.49 1.1249	33.79 1.1699	36.54 1.2653	37.84 1.3104
4	33.79 1.1699	35.14 1.2167	38.00 1.3159	39.36 1.3628
5	35.14 1.2167	36.54 1.2653	39.53 1.3686	40.93 1.4173
6	36.54 1.2653	38.00 1.3159	41.10 1.4233	42.57 1.4740
7	38.00 1.3159	39.53 1.3686	42.75 1.4802	44.27 1.5329
8	39.53 1.3686	41.10 1.4233	44.46 1.5395	46.04 1.5942
9	41.10 1.4233	42.75 1.4802	46.24 1.6010	47.88 1.6580
10	42.75 1.4802	44.46 1.5395	48.09 1.6651	49.80 1.7243
11	44.46 1.5395	46.24 1.6010	50.01 1.7317	51.79 1.7933
12	46.24 1.6010	48.09 1.6651	52.01 1.8009	53.86 1.8650
13	48.09 1.6651	50.01 1.7317	54.09 1.8730	56.02 1.9396
14	48.09 1.6651	52.01 1.8009	56.26 1.9479	58.26 2.0172
15	48.09 1.6651	52.01 1.8009	58.51 2.0258	60.59 2.0979
27	48.09 1.6651	52.01 1.8009	60.75 2.1037	62.92 2.1786

**REYNOLDSBURG CITY SCHOOL DISTRICT
SUMMARY OF INSURANCE SPECIFICATIONS**

1.	Lifetime Maximum Benefit for Eligible Expenses.....	\$2,000,000
2.	Deductible (Calendar year)	
	In network	
	per person.....	\$400
	per family.....	\$800
	Out of network	
	per person.....	\$800
	per family.....	\$1,600
3.	Percentage for all Care and Treatment	
	In Network.....	90%
	Out of Network.....	70%
	Co-insurance Limit	
	In-network	
	per person.....	\$1,000
	per family.....	\$2,000
	Out of network	
	per person.....	\$2,000
	per family.....	\$4,000
4.	Individual Out-of-Pocket Maximum per year including deductible:	
	In Network.....	Per Person: \$1,400 / Per Family: \$2,800
	Out of Network.....	Per Person: \$2,800 / Per Family: \$5,600
5.	Special Care Units.....	R&C, Subject to deduc. & coinsur.
6.	Ancillary Services Maximum.....	R&C, subject to deduc. & coinsur.
7.	In-Hospital Physician Visits.....	R&C, Subject to deduc. & coinsur.
8.	Diagnostic, X-Ray and Lab	
	In & Out Patient.....	R&C, subject to deduc. & coinsur.
9.	Routine Pap Smear, Prostate Test or Mammogram	
	In network.....	\$20 copay, then 100% R&C
	Out of network.....	70% after deductible
10.	Surgical Services.....	R&C, Subject to deduc. & coinsur.
11.	Anesthesia.....	R&C, Subject to deduc. & coinsur.
12.	Inpatient Therapy Services.....	R&C, Subject to deduc. & coinsur.
13.	Occupational Therapy.....	R&C, Subject to deduc. & coinsur.
14.	Home Health Care Services.....	R&C, Subject to deduc. & coinsur.
	Calendar year Maximum.....	100 visits
15.	Hospice Care.....	R&C, Subject to ded. & coins.
16.	Pregnancy Services.....	Treated as any other illness
17.	Newborn Exam - first inpatient visit only.....	Covered under Mother
18.	Pre-Admission Testing.....	R&C, Subject to deduc. & coinsur.
19.	Voluntary second or third opinion.....	R&C, Subject to deduc. & coinsur.
20.	Emergency Room Treatment.....	separate \$50 co-pay
	waived if admitted and R&C, Subject to deduc. & coinsur.	
	Urgent Care Co-Pay	
	In-network.....	\$20
	Out-of-network.....	70% after deductible
21.	Mental, Nervous Disorders and Substance Abuse.....	R&C, Subject to deduc. & coinsur.
	Calendar Year Maximum.....	Inpatient \$25,000 - Outpatient \$5,000
	Remove exclusion for marriage counseling.....	
22.	Abortion.....	not covered unless medically necessary
23.	Tubal and Vasectomy	
	In Network.....	R&C, Subject to deduc. & coinsur.
	Out of Network.....	R&C, Subject to deduc. & coinsur.
24.	All office visits	
	In-network.....	\$20 co-pay in network (copay does not apply toward deductible)
	Out-of-network.....	70% after deductible

APPENDIX Q (continued)

- 25. Prescription Benefit Card (Retail – 30-day supply) \$10.00 generic/50% of cost up to a max of \$50.00 name brand
 Mail Order (90-day supply)..... \$20.00 generic/50% of cost up to a max of \$100.00 name brand
 Generic copay applies to all generics
 Name brand copay applies to all brand name drugs, regardless of whether there is a generic equivalent
- 26. Routine Physical Exam Office visit copay \$20; then 100% in network
- 27. All Immunizations Office visit copay \$20; then 100% in network
- 28. Well Child Care Services Including Exam and Immunizations Office visit copay \$20; then 100% in network
- 29. Well Child Care Laboratory Tests Office visit copay \$20; then 100% in network
- 30. Colonoscopy Office visit copay \$20; then 100% in network
- 31. Supplemental Accident..... Subject to deduc. & coinsur.

Note: All services are subject to deductible and coinsurance unless otherwise indicated. Flat dollar copays do not apply toward deductible or out-of-pocket maximums.

Dental Insurance Summary

Network		PPO	
Calendar year deductible		DentalGuard Preferred	
		<i>In-Network</i>	<i>Out-of-Network</i>
Individual		\$25	\$25
Family limit		2 per family	
Waived for		Preventive	Preventive
Charges covered for you (co-insurance)		<i>In-Network</i>	<i>Out-of-Network</i>
Preventive Care (e.g. cleanings)		100%	100%
Basic Care (e.g. fillings)		85%	85%
Major Care (e.g. crowns, dentures)		70%	70%
Orthodontia		60%	60%
Annual Maximum Benefit		\$2500	\$2500
Lifetime Orthodontia Maximum		\$1000	
Dependent Age Limits (Non-Student/Student)		19/25	

**REYNOLDSBURG CITY SCHOOL DISTRICT
EDUCATIONAL FACILITIES CONCERNS FORM**

A copy of the Educational Facilities Form shall be given to the designated Building Representative.

Statement of Concern: _____

Date, time and location (if applicable): _____

Suggested Resolution: _____

Signature of Initiator

Date

STEP 1 -- BUILDING PRINCIPAL

Disposition: _____

Signature of Principal

Date

(Copy to Building Representative)

STEP 2 -- BUSINESS MANAGER

Reason for Step 2: _____

Signature of Initiator

Date

Disposition: _____

Signature of Director or Manager

Date

STEP 3 -- SUPERINTENDENT

Reason for Step 3: _____

Signature of Initiator

Date

Disposition: _____

Signature of Superintendent

Date

Specialist Performance Evaluation Rubric: Record of Evidence

Specialist Performance Observation Form
Speech Language Pathologist

Specialist _____

Date _____

Evaluator _____

Time _____

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

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Demonstrates Knowledge and Skill in Speech-Language Therapy	SLP demonstrates little or no knowledge and skill in the area of speech-language pathology.	SLP demonstrates basic knowledge and skill in the area of speech-language pathology.	SLP demonstrates thorough knowledge and skill in the area of speech-language pathology.	SLP demonstrates extensive knowledge and skill in the area of speech-language pathology.
Evidence (IEP progress reports; IEP present levels and/or goals; Standardized speech/language assessments)				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Demonstrates Knowledge of District, State, and Federal Guidelines	SLP demonstrates little or no knowledge of special education laws and procedures.	SLP demonstrates basic knowledge of special education laws and procedures.	SLP demonstrates thorough knowledge of special education laws and procedures, and seeks out additional information when needed.	SLP demonstrates extensive knowledge of special education laws and procedures. SLP takes a leadership role in sharing, reviewing and revising building and district policies.
Evidence (IEPs, ETRs, and related documents; Formal observation)				
Establishes Goals for Individual Speech-Language Therapy Programs	SLP has no clear goals for the therapy programs, or they are inappropriate to the individual students.	SLP's goals for the therapy programs are rudimentary and are partially suitable to the individual students' needs and developmental abilities.	SLP's goals for the therapy programs are measurable, clear, and appropriate to the individual students' needs and developmental abilities.	SLP's goals for the therapy programs are measurable, clear and appropriate to the individual students' needs and developmental abilities. SLP's goals are closely aligned to the Ohio Learning Standards.
Evidence (IEP goals)				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Demonstrates Appropriate and Clear Learning Goals for Students	The SLP does not demonstrate or communicate a clear focus for student learning. Learning objectives are too general to guide lesson planning and are inappropriate for the students.	The SLP demonstrates and communicates a focus for student learning, and develops specific learning objectives; learning objectives are generally based on IEP goals and/or the Ohio Standards.	The SLP demonstrates and communicates a focus for student learning, develops learning objectives that are always appropriate for students based on IEP goals and/or the Ohio standards.	The SLP demonstrates and communicates a focus for student learning, develops learning objectives that are appropriate for students based on IEP goals and/or the Ohio standards. The SLP communicates how the focus fits into the broader therapy plan for the students.
Evidence (Pre-conference; Formal observation)				
Uses Assessments & Data Effectively	The SLP does not use student assessments or data to drive focus of instruction	The SLP generally uses student assessments and data to drive focus of instruction.	The SLP uses a variety of formal and informal assessment techniques to collect evidence of the students' knowledge and skills, and analyzes data to effectively inform instructional planning and delivery.	The SLP continuously analyzes the data from formal and informal ' assessment techniques to collect evidence of the students' knowledge and skills to effectively inform instructional planning and delivery. The SLP uses this data to help formulate plans of action to increase student success in other environments such as general education classroom or home.
Evidence (Pre-conference; IEPs ETRs and related documents; IEP progress reports; Formal observation)				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Utilizes Students' Prior Content Knowledge/Sequence/Connections	The SLP's lesson does not build on or connect to students' prior knowledge.	The SLP makes an attempt to connect the lesson to students' prior knowledge, previous lessons, or future learning, but is not completely successful.	The SLP makes clear and coherent connections with students' prior knowledge or previous lessons and future learning-both explicitly to students and within the lesson.	The SLP uses the input and contributions from other individuals such as families, colleagues, and other professionals in understanding the students' prior knowledge. The SLP makes meaningful and relevant connections between lessons, other disciplines, and real-world experiences.
Evidence (Pre-conference; Formal observation; Walkthroughs)				
Demonstrates Knowledge of Students	The SLP does not demonstrate knowledge of or familiarity with students. The SLP has made no attempt to obtain this information. The SLP's plan for instruction does not demonstrate an understanding of the students' development, preferred learning styles, and/or backgrounds/prior experiences.	The SLP demonstrates some knowledge with students' background knowledge and experiences. The SLP's instructional plan draws upon a partial analysis of students' development preferred learning styles, and/or backgrounds and prior experiences.	The SLP demonstrates familiarity with students' background knowledge and experiences. The SLP's instructional plan draws upon an accurate analysis of students' development preferred learning styles, and/or backgrounds and prior experiences.	The SLP understands the purpose and value of learning about students' background experiences. The SLP demonstrates familiarity with each student's background knowledge and uses the data to accurately connect to specific instructional strategies and plans. The SLP plans for and can articulate specific strategies, content, and delivery that will meet the needs of individual students.
Evidence				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Demonstrates Effective Lesson Delivery	The SLP provides explanations that are unclear, incoherent, or inaccurate, and are generally ineffective in building student understanding.	The SLP provides explanations that are accurate and generally clear but the SLP may not fully clarify information based on student's questions.	The SLP provides explanations that are clear and accurate. The SLP uses developmentally appropriate strategies and language designed to actively encourage independent, creative, and critical thinking. The SLP effectively addresses confusion by re-explaining topics when asked and ensuring understanding.	The SLP provides explanations that are clear, coherent, and precise. The SLP uses individualized and developmentally appropriate strategies and language designed to actively encourage independent, creative, and critical thinking. The SLP accurately anticipates confusion by presenting information in multiple formats and clarifying content before students ask questions.
Evidence (Pre-conference; Formal observation; Walkthroughs)				
Demonstrates Differentiation of Instruction	The SLP does not attempt to make the lesson accessible and challenging for most students in a group.	The SLP relies on a single strategy or alternate set of materials to make the lesson accessible to most students, though it may still not be appropriate for all students in a group.	The SLP supports the learning needs of students through a variety of strategies, materials, and/or pacing that make learning accessible and challenging for all students in a group.	The SLP matches strategies, materials, and/or pacing to students' individual needs to make learning accessible and challenging for all students in the group. The SLP effectively uses independent, collaborative, and whole-group instruction to support individual learning goals.
Evidence (Pre-conference; Formal observation; Walkthroughs)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Establishes Student Engagement	The SLP does not structure the therapy session to ensure that all students are engaged throughout the lesson. The SLP does not attempt and is unable to obtain attention or participation from the students.	The SLP has some students participating during the therapy session. When students lose engagement, the SLP attempts to bring the students' attention back, but has some difficulty doing so successfully.	The SLP has all students participating during the therapy session. The SLP establishes strategies and routines to ensure that all students have the opportunity to participate and stay engaged while their peers are speaking, and is generally successful in doing so.	The SLP has all students participating and remaining engaged throughout entire session. The SLP shares strategies for student engagement with other colleagues.
Evidence (Pre-conference; Formal observation; Walkthroughs)				
Uses Resources and Instructional Materials Appropriately/Effectively	Instructional materials and resources used for instruction are not relevant to the lesson or are inappropriate for students.	The SLP uses appropriate instructional materials to support learning goals, but they may not meet individual students' learning styles/needs, or actively engage them in learning.	The SLP uses instructional materials and resources that are aligned to the instructional purposes and are appropriate for students' learning styles and needs. These materials and resources actively engage the students throughout the therapy session.	The SLP uses a variety of instructional materials and resources within a therapy session that are aligned to the instructional purposes and are appropriate for students' learning styles and needs. These materials and resources actively engage the students throughout the therapy session.
Evidence				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Environment: Establishes Therapeutic Relationship with Students	<p>There is little or no evidence of a positive rapport between the SLP and students. For example, the SLP may respond disrespectfully to students or ignore their questions or comments.</p>	<p>The SLP is fair in the treatment of students and establishes a basic rapport with them. For example, the SLP addresses student questions or comments but does not inquire and/or make observations about their overall well-being.</p>	<p>The SLP has positive rapport with students and demonstrates respect for and interest in all students. For example, the SLP makes eye contact and connects with individual students.</p>	<p>The SLP has positive rapport with students and demonstrates respect for and interest in individual students' experiences, thoughts, and opinions. For example, the SLP personally knows many aspects of the students' life.</p>
Evidence (Pre-conference; Formal observation; Walkthroughs)				
Environment: Establishes Effective Classroom Routines	<p>There are no evident routines or procedures; students seem unclear about what they should be doing or are idle the majority of the time.</p>	<p>Routines and procedures are in place, but the teacher may inappropriately prompt or direct students when they are unclear or idle.</p>	<p>Routines and procedures run smoothly throughout the lesson, and students assume age-appropriate levels of responsibility for the efficient operation of the lesson/classroom.</p>	<p>Routines are well-established and orderly and students initiate responsibility for the efficient operation of the lesson/classroom.</p>
Evidence (Pre-conference; Formal observation; Walkthroughs)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Environment: Encourages Appropriate Student Behavior	<p>The SLP does not have established expectations of behavior. The SLP responds to misbehavior inappropriately.</p>	<p>The SLP has established appropriate expectations for behavior, but some expectations are unclear or do not address the needs of individual students. The SLP inconsistently monitors/responds to behavior.</p>	<p>The SLP has a behavior management system that has been implemented, and is appropriate and responsive to the classroom and individual needs of the students. Clear expectations for student behavior are evident. Monitoring of student behavior is consistent, appropriate, and effective.</p>	<p>The SLP has a classroom management system that has been designed, implemented, and adjusted with student input and is appropriate for the classroom and individual student needs. Students are actively encouraged to take responsibility for their behavior. The SLP uses research-based strategies to lessen misbehaviors and reinforce positive behaviors.</p>
Evidence (Pre-conference; Formal observation; Walkthroughs)				
Environment: Effectively Manages Classroom Transitions	<p>Transitions are inefficient with considerable instruction time lost. Lessons progress too slowly or quickly so students are frequently disengaged.</p>	<p>The SLP transitions between learning activities, but occasionally loses some instructional time in the process.</p>	<p>Transitions are efficient and occur smoothly. There is evidence of varied learning situations (whole group, cooperative learning, small group, independent work), and maintains a majority of instructional time in the process.</p>	<p>Transitions are seamless as the SLP maximizes instructional time and combines independent, collaborative, and whole-group learning situations.</p>
Evidence (Pre-conference; Formal observation; Walkthroughs)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Environment: Demonstrates Appropriate Organization and Use of Physical Space	<p>The therapy area is disorganized and poorly suited to working with students. Materials are difficult to find and not easily available. If applicable, decorations in therapy area are not purposeful for learning.</p>	<p>The therapy area is moderately well organized and moderately well suited for working with students. Materials are difficult to find and not easily available. If applicable, decorations in therapy area are somewhat purposeful for learning.</p>	<p>The therapy area is well organized and inviting to students. Materials are available when needed. If applicable, decorations in therapy area are generally purposeful for learning.</p>	<p>The therapy area is highly organized and is inviting to students. Materials are convenient when needed. If applicable, the decorations are purposeful for learning.</p>
Evidence (Pre-conference; Formal observation; Walkthroughs)				
Assessment of Student Learning: Uses Data Management System Effectively	<p>The SLP's data management system is either nonexistent or in disarray. It cannot be used to monitor student progress or to adjust treatment when needed. The SLP does not take data during therapy sessions.</p>	<p>The SLP has developed a rudimentary data-management system for monitoring student progress and occasionally uses it to adjust treatment when needed. The SLP takes minimal data during therapy session.</p>	<p>The SLP has developed an effective data-management system for monitoring student progress and uses it to adjust treatment when needed. The SLP collects accurate data throughout the majority of the therapy session.</p>	<p>The SLP has developed a highly effective data-management system for monitoring student progress and uses it to adjust treatment when needed. The SLP uses the system to support communication with teachers and parents. The SLP collects accurate data for every student response during therapy session.</p>
Evidence (Pre-conference; Formal observation; Walkthroughs)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Assessment of Student Learning: Checks for Student Understanding	The SLP rarely or never checks the students' understanding of content. The SLP fails to make adjustments to instruction to clarify student confusion.	The SLP checks for student understanding and makes attempts to adjust instruction accordingly, but these adjustments may cause some additional student confusion.	The SLP checks for understanding at key moments and makes adjustments to instruction accordingly. The SLP responds to student misunderstandings by providing additional clarification, and it is generally effective.	The SLP continually checks for understanding and makes adjustments accordingly throughout the lesson. When an explanation is not effectively leading students to understand the content, the SLP adjusts quickly and seamlessly within the lesson and uses an alternative way to explain the concept.
Evidence (Pre-conference; Formal observation; Walkthroughs)				
Assessment of Student Learning: Utilizes and Provides Corrective Feedback	The SLP does not provide students with feedback about their learning.	The SLP provides occasional or limited feedback about the students' performance.	The SLP provides substantive, specific, and timely feedback of students' performance.	The SLP provides substantive, specific, and timely feedback of students' performance. The SLP provides the opportunity for students to engage in self-assessment and show awareness of their own strengths and weaknesses.
Evidence (Pre-conference; Formal observation; Walkthroughs)				

PROFESSIONALISM				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Collaborates Effectively with Teachers and Administrators	The SLP is not available to staff for questions and planning. The SLP fails to communicate or collaborate with colleagues the majority of the time.	The SLP generally uses a variety of strategies to communicate with colleagues, but these approaches may not always be appropriate for a particular situation or achieve the intended outcome.	The SLP always uses a variety of effective strategies to communicate with colleagues, and works effectively with them to examine problems of practice, analyze student work, and identify targeted strategies to achieve the intended outcome.	The SLP communicates effectively with colleagues. The SLP takes a leadership role and collaborates with colleagues to improve personal and team practices by facilitating dialogue, participating in peer observation and feedback, providing peer coaching when appropriate, and other collegial learning activities.
Evidence (Pre-conference; Formal observation; Walkthroughs; Teacher comments/surveys)				
Effectively Communicates with Families	The SLP makes little or no attempt to communicate with families of students.	The SLP effectively communicates with families at scheduled conferences, IEP/ETR meetings, and progress report times.	The SLP effectively communicates at scheduled conferences, IEP/ETR meetings, and progress report times. The SLP openly initiates and responds to communication with families in multiple ways (phone, email, notes).	The SLP effectively initiates and responds to communication continuously throughout the year with students' families in a variety of ways (phone, email, notes, blog, and website). The SLP provides ongoing communication about the weekly activities and progress occurring within students' therapy.
Evidence (Pre-conference; Formal observation; Walkthroughs; Parent/Teacher comments/surveys; Communication logs)				

PROFESSIONALISM				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Effectively Prepares for and Runs/Participates in ETR/IEP Meetings	The SLP does not prepare appropriate documents prior to meetings and does not meet specific deadlines. The SLP uses inappropriate language with families and colleagues in meeting setting.	The SLP prepares appropriate documents prior to meetings and usually within the required timeline. The SLP uses appropriate and professional language with families and colleagues in meeting setting. The SLP does not provide examples of information. The SLP reads documents word-for word. The SLP is not always cognizant of the audience's prior knowledge, time, or understanding of material.	The SLP prepares appropriate documents prior to meetings and within the required timeline. The SLP accurately conveys information to families and colleagues by including examples and paraphrasing lengthy information. The SLP is generally cognizant and mindful of the audience's prior-knowledge, time, or understanding of material.	The SLP prepares appropriate documents prior to meetings and always within the required timelines. The SLP accurately conveys information to families and colleagues by including examples and paraphrasing lengthy information. The SLP is always cognizant of the audience's prior-knowledge, time, and understanding of material.
Evidence (Observation)				
Engages in professional development	The SLP does not participate in professional development activities, even when such activities are clearly needed for the development of skills.	The SLP participates in professional development activities, but activities are not always relevant, and/or information gained is not implemented into daily practice.	The SLP seeks out opportunities for professional development based on individual assessment of need, and implements/shares information gained into daily practice.	The SLP actively pursues professional development opportunities based on individual assessment of need, implements information gained into daily practice, and makes frequent contribution to the profession through such activities as providing workshops, presentations, or discussions geared towards parents, other SLPs, teachers, or colleagues.
Evidence (Observation)				

<i>Areas of reinforcement observed</i>	
<i>Areas of refinement suggested</i>	



Teacher signature _____ date _____

Evaluator signature _____ date _____

The signatures above indicate that the teacher and evaluator have discussed the observation. The signature of the teacher does not indicate agreement with the ratings or evidence but rather that he/she received a copy of this form.

Specialist Performance Evaluation Rubric: Record of Evidence

Specialist Performance Observation Form
School Nurse

Specialist _____ Date _____
 Evaluator _____ Time _____

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

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Demonstrates Medical Knowledge and Skill in Nursing Techniques	Nurse demonstrates little understanding of medical knowledge and nursing techniques.	Nurse demonstrates basic understanding of medical knowledge and nursing techniques.	Nurse demonstrates understanding of medical knowledge and nursing techniques.	Nurse demonstrates deep and thorough understanding of medical knowledge and nursing techniques.
Evidence (Documentation of competent assessments, plans, implementations and evaluations of medical situations)				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Demonstrates Knowledge of Child and Adolescent Development	Nurse displays little or no knowledge of child and adolescent development.	Nurse displays partial knowledge of child and adolescent development.	Nurse displays accurate understanding of the typical developmental characteristics of the age group, as well as exceptions to the general patterns.	In addition to accurate knowledge of the typical developmental characteristics of the age group and exceptions to the general patterns, nurse displays knowledge of the extent to which individual students follow the general patterns.
Evidence (Alters assessment/implementation techniques appropriate to developmental stage)				
Establishes Goals for the Nursing Program Appropriate to the Setting and the Students Served	Nurse has no clear goals for the nursing program, or they are inappropriate to either the situation or the age of the students.	Nurse's goals for the nursing program are rudimentary and partially suitable to the situation and the age of the students.	Nurse's goals for the nursing program are clear and appropriate to the situation and the age of the students.	Nurse's goals for the nursing program are highly appropriate to the situation in the school and to the age of the students and have been developed following consultations with students, parents and colleagues.
Evidence (Documented goals and results based on assessment of district health/wellness needs)				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Demonstrates Medical Knowledge of Government, Community and District Regulations and Resources	Nurse demonstrates little or no knowledge of government regulations and resources for students available through the school, district or community.	Nurse displays awareness of governmental regulations and resources for students available through the school or district, but no knowledge of resources available more broadly.	Nurse displays awareness of governmental regulations and resources for students available through the school or district and some familiarity with resources external to the school.	Nurse's knowledge of governmental regulations and resources for students is extensive, including those available through the school or district and in the community. Stakeholders seek these resources regularly.
Evidence (Documents and Resources)				
Establishes Plan for the Nursing Program that Considers Both Individuals and Groups of Students Integrated with the Regular School Program	Nursing program consists of a random collection of unrelated activities, lacking coherence or an overall structure.	Nurse's plan has a guiding principle and includes a number of worthwhile activities, but some of them don't fit with the broader goals.	Nurse has developed a plan that includes the important aspects of students and is integrated with the regular school program.	Nurse's plan is highly coherent and serves to support not only the students individually and in groups, but also the broader educational program.
Evidence (Documentation of presentations, classes, programs and screenings)				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Develops a Plan to Evaluate the Nursing Program	Nurse has no plan to evaluate the program or resists suggestions that such an evaluation is important.	Nurse has a rudimentary plan to evaluate the nursing program.	Nurse's plan to evaluate the program is organized around clear goals and the collection of evidence to indicate the degree to which the goals have been met.	Nurse's evaluation plan is highly sophisticated, with imaginative sources of evidence and a clear path toward improving the program on an ongoing basis. Nurse is willing to share results of the evaluation with others.
Evidence (Documented plan and results)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Creates an Environment of Respect and Rapport	Nurse's interactions with at least some students are negative or inappropriate.	Nurse's interactions with student are a mix of positive and negative.	Nurse's interactions with students are positive and respectful.	Students seek out the nurse, reflecting a high degree of comfort and trust in the relationship.
Evidence (Feedback from students, staff, parents)				
Establishes a Culture for Health and Wellness	Nurse makes no attempt to establish a culture for health and wellness in the school as a whole, or among students or among teachers.	Nurse's attempts to promote a culture throughout the school for health and wellness are partially successful.	Nurse promotes a culture throughout the school for health and wellness.	The culture in the school for health and wellness, while guided by the nurse, is maintained by both teachers and students.
Evidence (Education: emails, posters, clinic environment, presentations)				
Follows Health and Procedures	Nurse's procedures for the nursing office are nonexistent or in disarray.	Nurse has rudimentary and partially successful procedures for the nursing office.	Nurse's procedures for the nursing office work effectively. Procedures are consistent, make sense and are implemented to support the needs of the students.	Nurse's procedures for the nursing office are seamless, anticipating unexpected situations. Nurse can train new employees in best practices.
Evidence (Schedule; Documentation; Organization; Communication)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Supervises Health Aides	No guidelines for delegated duties have been established, or the guidelines are unclear. Nurse does not monitor aides' activities.	Nurse's efforts to establish guidelines for delegated duties are partially successful. Nurse monitors aides' activities sporadically.	Nurse has established guidelines for delegated duties and monitors aides' activities.	Aides work independently, indicating clear guidelines for their work. Nurse's supervision is subtle and professional.
Evidence (Feedback from aides; Evaluation tool; Ongoing advisement; Education/training)				
Organizes Physical Space and Supplies	Nurse's office is in disarray or is inappropriate to the planned activities or poorly stocked. Medications are not stored properly.	Nurse's attempt to create a well-organized, well stocked, physical environment is partially successful. Medications are stored properly, but are difficult to find.	Nurse's office is well organized, well stocked and is appropriate to the planned activities. Medications are properly stored and well organized.	Nurse's office is efficiently organized, well stocked and is highly appropriate to the planned activities. Medications are properly stored and well organized. The space is welcoming and comfortable for students.
Evidence (Walk through of clinics; Medication storage; Observation)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Maintains Confidentiality of Health Information	Nurse does not maintain health information in a confidential manner.	Nurse maintains some health information in a confidential manner, but some is still inappropriately accessible.	Nurse maintains all health information in a confidential manner.	Nurse maintains all health information in a confidential manner and communicates to school staff this need for confidentiality in a professional manner.
Evidence (Observation of health information maintenance)				
Assesses Student Needs	Nurse does not assess student needs, or the assessment results are inaccurate conclusions.	Nurse's assessments of student needs are perfunctory.	Nurse assesses student needs and knows the range of student needs in the school.	Nurse conducts detailed and individualized assessment of student needs to contribute to program planning.
Evidence (All student health concerns noted and communicate as appropriate; IHPs; EAPs; Health concern rosters)				
Administers Medication to Students	Medications are administered with no regard to state or district policies.	Medications are administered by designated individuals, but signed release forms are not accurately completed.	Medications are administered by designated individuals, and signed release forms are accurately completed and conveniently stored and available when needed.	Medications are administered by designated individuals, and signed release forms are accurately completed and conveniently stored. Students take an active role in medication compliance.
Evidence (Documentation related to medication administration)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Promotes Wellness Through Classes or Classroom Presentations	Nurse's work with students in classes fails to promote wellness.	Nurse's efforts to promote wellness through classroom presentations are partially effective.	Nurse's classroom presentations result in students acquiring the knowledge and attitudes that help them adopt a healthy lifestyle.	Nurse's classroom presentations for wellness are effective, and students assume an active role in the school promoting a healthy lifestyle.
Evidence (Observation of classroom presentations)				
Manages Emergency Situations	Nurse has no contingency plans for emergency situations.	Nurse's plans for emergency situations have been developed for the most frequently occurring situations, but not others	Nurse's plans for emergency situations have been developed for many situations.	Nurse's plans for emergency situations have been developed for many situations. Students and teachers have learned their responsibilities in case of emergencies
Evidence (Emergency plans, training, equipment)				
Reflects on Practice	Nurse does not reflect on practice, or the reflections are inaccurate or self-serving.	Nurse's reflection on practice is moderately accurate and objective without citing specific examples and with only global suggestions as to how it might be improved.	Nurse's reflection provides an accurate and objective description of practice, citing specific positive and negative characteristics. Nurse makes some specific suggestions as to how the nursing program might be improved.	Nurse's reflection is highly accurate and perceptive, citing specific examples. Nurse draws on an extensive repertoire to suggest alternative strategies.
Evidence (Completed self-assessment form)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Maintains Health Records in Accordance with Policy and Submitting Reports in a Timely Fashion	Nurse's reports, records and documentation are missing, late, or inaccurate, resulting in confusion.	Nurse's reports, records and documentation are generally accurate, but are occasionally late.	Nurse's reports, records and documentation are accurate and are submitted in a timely manner.	Nurse's approach to record keeping is highly systematic and efficient.
Evidence (Completed documentation and submitted reports)				
Communicates with Families	Nurse provides no information to families, either about the nursing program as a whole or about individual students.	Nurse provides limited though accurate information to families about the nursing program as a whole and about individual students.	Nurse provides thorough and accurate information to families about the nursing program as a whole and about individual students.	Nurse is proactive in providing information to families about the nursing program and about individual students through a variety of means.
Evidence (Documentation of communication; Feedback from families)				

PROFESSIONALISM				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Participates in a Professional Community	Nurse's relationships with colleagues are negative or self-serving and nurse avoids being involved in school and district events and projects.	Nurse's relationships with colleagues are cordial and nurse participates in school and district events and projects when specifically requested to do so.	Nurse's participates actively in school and district events and projects and maintains positive and productive relationships with colleagues.	Nurse makes a substantial contribution to school and district events and projects and assumes leadership role with colleagues.
Evidence (Participation; Presentations; Precepting/Mentoring; Feedback from staff)				
Demonstrates Flexibility and Responsiveness	Nurse adheres to the plan or program in spite of evidence of its inadequacy.	Nurse makes modest changes in the nursing program when confronted with evidence of the need for change.	Nurse makes revisions in the nursing program when they are needed.	Nurse is continually seeking ways to improve the nursing program and makes changes as needed in response to student, parent or staff input.
Evidence (Schedule adjustments; Availability via cell phone; Response time)				
Collaborates with Teachers to Develop Specialized Educational Programs and Services for Students with Diverse Medical Needs	Nurse declines to collaborate with classroom teachers to develop specialized educational programs.	Nurse collaborates with classroom teachers in developing specialized educational programs.	Nurse initiates collaboration with classroom teachers in developing specialized educational programs.	Nurse initiates collaboration with classroom teachers in developing specialized educational programs and locates additional resources from outside the school.
Evidence (Documentation of IEP, 504 plans; IHPs, EAPs; Staff training; Classroom presentations)				

PROFESSIONALISM					
FOCUS		INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Delivers Medical Procedures		Nurse lacks competence to document plans and perform medical procedures.	Nurse demonstrates capability to perform medical procedures but documentation is lacking.	Nurse develops detailed procedure plans and performs medical procedures in a skilled manner.	Nurse develops detailed procedure plans and performs medical procedures in a skilled manner and student takes an active role in procedure compliance.
Evidence (Observation of performance; Documentation of plan; Record of procedure)					
Provides Staff Training		Nurse neglects needed staff medical training or does not present information in a comprehensible format.	Nurse's staff medical training lacks information vital to appropriate care of student in the school and on field trips.	Nurse regularly offers training opportunities for staff and ensures that training vital to appropriate care of students in school and on field trips is completed and comprehended.	Nurse regularly offers training opportunities for staff and ensures that training vital to appropriate care of students in school and on field trips is completed and comprehended. Staff members communicate a feeling of confidence in managing student health needs.
Evidence (Observation of training; Feedback; Surveys from staff)					

PROFESSIONALISM				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Engages in Professional Development	Nurse does not participate in professional development activities, even when such activities are clearly needed for the development of nursing skills.	Nurse's participation in professional development activities is limited to those that are convenient or are required.	Nurse's seeks out opportunities for professional development based on an individual assessment of need.	Nurse actively pursues professional development opportunities and makes a substantial contribution to the profession through such activities as offering workshops to colleagues.
Evidence (Documentation of continuing education)				
Shows Professionalism	Nurse displays dishonesty in interactions with colleagues, students and the public; violates principals of confidentiality.	Nurse is honest in interactions with colleagues, students and the public; does not violate confidentiality.	Nurse displays high standards of honesty, integrity and confidentiality in interactions with colleagues, students and the public; advocates for students when needed.	Nurse can be counted on to hold the highest standards of honesty, integrity and confidentiality and to advocate for students, taking a leadership role with colleagues.
Evidence (Accurate documentation; Feedback from staff, students and families)				
Demonstrates Appropriate use of Health Services Funds	Nurse disregards financial restraints of health services budget when ordering and purchasing supplies for clinics.	Nurse is aware of financial limitations of Health Services budget, but orders/purchases without careful attention to cost.	Nurse carefully calculates needed supplies and cost when ordering/purchasing with Health Services funds.	Nurse is creative in finding resources for procuring supplies to save money for Health Services.
Evidence (Supplies ordered; Sam's Club purchases)				

<p><i>Areas of reinforcement observed</i></p>	
<p><i>Areas of refinement suggested</i></p>	

Teacher signature _____ date _____

Evaluator signature _____ date _____

The signatures above indicate that the teacher and evaluator have discussed the observation. The signature of the teacher does not indicate agreement with the ratings or evidence but rather that he/she received a copy of this form.

Specialist Performance Evaluation Rubric: Record of Evidence

Specialist Performance Observation Form
Counselor

Specialist _____ Date _____
Evaluator _____ Time _____

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

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Identifies Needs of Students	Counselor does not identify academic, social, emotional and future planning needs of students.	Counselor sometimes identifies academic, social, emotional and future planning needs of students.	Counselor consistently identifies academic, social, emotional and future planning needs of students.	Counselor uses extensive knowledge of academic, social, emotional and future planning needs to help students develop, implement and evaluate individual goals.
Evidence				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Utilizes Knowledge of Child and Adolescent Development	Counselor does not display knowledge of child and adolescent development.	Counselor sometimes displays knowledge of child and adolescent development.	Counselor consistently displays accurate understanding of the child and adolescent developmental characteristics of the age group.	Counselor consistently displays accurate understanding of the child and adolescent developmental characteristics of the age group, as well as exceptions to the general patterns.
Evidence				
Uses a Variety of Age Appropriate Counseling Techniques	Counselor does not use a variety of counseling techniques or techniques are inappropriate for the situation or the age of the student.	Counselor sometimes uses a variety of counseling techniques that are appropriate for the situation or the age of the student.	Counselor consistently uses a variety of counseling techniques that are appropriate for the situation or the age of the student.	Counselor extensively uses a variety of counseling techniques that are appropriate for the situation or the age of the student. Counselor utilizes researched based best practices to help students identify their own strengths/weaknesses, interest and profile to become more independent.
Evidence				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Treats Students as Individuals and Holds Them to a High Standard	Counselor does not make an effort to address the needs of all students and does not attempt to implement programs that advocate for diversity.	Counselor may recognize diversity and may treat students with respect but does not attempt to implement programs that advocate for diversity.	Counselor recognizes diversity and treats students as individuals, holding high expectations for every student, while understanding that students have varying needs.	Counselor celebrates diversity, treats students as individuals, and advocates for practices, activities, and programs that promote understanding and that counteract stereotypes.
Evidence				
Establishes Goals for the Counseling Program	Counselor's goals are not clear for the counseling program, or they are inappropriate to either the situation or the age of the students.	Counselor's goals are sometimes suitable to the situation and to the age of the students.	Counselor's goals are consistently clear and appropriate to the situation and to the age of the students.	Counselor's goals for the counseling program are appropriate to the situation and to the age of the students and have been developed following consultation with student, parents and colleagues.
Evidence				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Plans Responsive Services	Counselor does not utilize current and appropriate resources to plan for student, parent, school, and community needs.	Counselor sometimes utilizes current and appropriate resources to plan for student, parent, school, and community needs.	Counselor consistently utilizes current and appropriate resources to plan for student, parent, school, and community needs.	Counselor demonstrates extensive knowledge of current and appropriate resources to plan for student, parent, school, and community needs. Counselor takes initiative to learn about more effective resources.
Evidence				
Develops a Plan to Evaluate the Counseling Program	Counselor does not have a plan to evaluate the program.	Counselor sometimes has a plan to evaluate the counselor program or the plan is partially suitable.	Counselor's evaluation plan is consistently organized around clear goals and the collection of data/evidence to indicate the degree to which the goals have been met.	Counselor's evaluation plan uses extensive sources of evidence and presents a clear path toward improving the program on an ongoing basis.
Evidence				
Conducts Structured Goal-Oriented Group and/or Individual Sessions	Counselor's goals are not clear or goals are inappropriate to either the situation or the age of the student(s).	Counselor has some clear goals which are partially suitable to the situation and to the age of the student(s).	Counselor has clear goals which are appropriate to the situation and to the age of the student(s).	After appropriate consultation with students, parents, and/or staff, counselor's goals are clear and appropriate to both the situation and the age of the student(s).
Evidence				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Conducts Guidance Learning Activities as Planned	Counselor's instructional strategies are delivered ineffectively to students.	Using limited effective instructional strategies, counselor delivers activities aligned with the district guidance curriculum.	Using effective instructional strategies, counselor delivers activities aligned with the district guidance curriculum based on student needs.	Using effective instructional strategies, counselor delivers activities based on student needs and clearly communicates the relevance of the activity.
Evidence				
Consults with and Serves as a Resource Person for Staff	Counselor does not collaborate or instructional and resource support is minimal.	Counselor provides materials and resources, but little collaboration has occurred.	In conjunction with school staff, counselor provides materials and resources to support instructional goals and activities in the classroom.	In conjunction with school staff, counselor provides materials and resources to support instructional goals and activities in the classroom and, when appropriate, is an active participant in the activities for which materials have been provided.
Evidence				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Assists in Test Planning and Administration	Counselor is not a participant in test planning as appropriate.	Counselor is available to assist in test planning as appropriate.	Counselor assists in test planning as appropriate.	Counselor collaboratively develops test plan as appropriate.
Evidence				
Helps Students Determine Goals and Assist with Transitions	Counselor does not assist students in developing academic, personal, social, and career goals.	Counselor attempts to assist students in developing academic, personal, social, and career goals.	Counselor assists students in developing academic, personal, social, and career goals, as well as transition as needed.	Counselor assists students in developing academic, personal, social, and career goals in collaboration with appropriate school and home contacts.
Evidence				
Interprets Assessment Data	Counselor is not knowledgeable in interpretation of assessment data and cannot present data in a clear, concise manner.	Counselor demonstrates a basic level of knowledge for interpretation of assessment data but does not consistently present data in a clear, concise manner.	Counselor demonstrates accurate and appropriate interpretation of assessment data and consistently presents data in a clear, concise manner.	Counselor demonstrates accurate and appropriate interpretation of assessment data and consistently presents data in a clear, concise manner. Data is used to support individual student planning.
Evidence				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Supports Students in Learning Decision Making Process	Counselor does not assist students with developing academic, career, and personal/social skills, helping them to utilize reasoning, understand connections, or make complex choices.	Counselor attempts to assist students with developing academic, career, and personal/social skills, helping them to utilize reasoning, understand connections, and make complex choices.	Counselor assists all students with developing academic, career, and personal/social skills, helping them to utilize reasoning, understand connections, and make complex choices.	Counselor assists all students with developing academic, career, and personal/social skills, helping them to utilize reasoning, understand connections, and make complex choices. The school counselor collaborates with other professionals to create quality partnerships that benefit student growth.
Evidence				
Creates Program Assessments and Evaluations to Review and Adjust Current Program Strategies and Activities, Collect Data to Share with Stakeholders, and to Inform Stakeholders of Future Program Planning and Goals	Counselor does not look at academic, attendance, and behavioral data or provide any interventions in this area.	Counselor attempts to monitor academic, attendance, and behavioral data to provide interventions for student success.	In conjunction with school staff, the school counselor monitors student academic, attendance, and behavioral data and provides interventions for student success.	Counselor has created a methodology to monitor and collect academic, attendance, and behavioral data to provide interventions for student success in cooperation with all stakeholders.
Evidence				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Provides Counseling for Individuals and/or Small Groups	Counselor does not provide meaningful counseling for individuals or small groups.	Counselor provides individual or small group counseling sessions with little regard for student's needs and concerns.	Counselor demonstrates the use of developmentally appropriate individual or small group counseling sessions that are relevant to the student's needs and concerns.	Counselor demonstrates the use of developmentally appropriate individual or small group counseling sessions that are relevant to the student's needs and concerns and involves the students, parents, teachers, and administrators in pre and post discussions when appropriate.
Evidence				
Provides Crisis Intervention	Counselor is unable to respond to crisis situations.	Counselor is an ineffective participant in crisis situations.	Counselor is an active participant on the building and district crisis intervention teams and is able to take a leadership role if asked.	Counselor is an active participant on the building and district crisis intervention teams and provides leadership, support, and follow-through for as long as necessary.
Evidence				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Develops and Maintains Relationships with all Stakeholders	Counselor makes little attempt to develop relationships with all stakeholders.	Counselor develops and maintains cordial (minimal) relationships with all stakeholders.	Counselor demonstrates positive interpersonal relationships with all stakeholders and encourages open communication.	Counselor demonstrates positive interpersonal relationships with all stakeholders and takes an initiative that encourages open communication.
Evidence				
Integrates Guidance Curriculum	Counselor does not collaborate with staff when planning the implementation of guidance activities or no activities are provided.	Minimal collaboration and consultation occurs when planning implementation or limited activities are provided.	In collaboration with school staff, counselor provides a comprehensive guidance program based on student's needs and priorities.	In collaboration with school staff, counselor provides a comprehensive guidance program including multiple activities based on student's needs and priorities. Evaluation of activities occurs, and results from evaluations are used, to improve the guidance program.
Evidence				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Interactions with Students	Counselor does not demonstrate respect for each student and his/her individual differences.	Counselor inconsistently demonstrates respect for each student and his/her individual differences.	Counselor actively demonstrates respect for each student and his/her individual differences.	Counselor promotes programs or activities which encourage respect, understanding, and acceptance of individual differences.
Evidence				
Collaborates with Building/District Staff	Counselor does not collaborate with building/district staff in planning and implementing guidance activities.	Counselor collaborates with building/district staff on an inconsistent basis in planning and implementing guidance activities.	Counselor facilitates collaboration with building/district staff on a regular basis in planning and implementing guidance activities.	Counselor assumes a leadership role in initiating collaboration with building/district staff on a regular basis in planning and implementing guidance activities. Relationships with the counselor are highly respectful and trusting, with many contacts initiated by teachers.
Evidence				
Collaborates with Community (Parents, Outside Services, Agencies)	Counselor does not collaborate with parents and other community members.	Counselor collaborates with parents and other community members on an inconsistent basis.	Counselor facilitates collaboration with parents and other community members on a regular basis.	Counselor assumes a leadership role in initiating collaboration with parents and other community members on a regular basis.
Evidence				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Supports School-Wide Expectations for Student Behavior	Counselor does not support school-wide expectations for positive student behavior.	Counselor minimally supports school-wide expectations for positive student behavior.	Counselor supports school-wide expectations for positive student behavior.	Counselor supports school-wide expectations for positive student behavior and embeds them into the counseling program.
Evidence				

PROFESSIONALISM				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Manages Routines and Procedures	Counselor's schedule and procedures are nonexistent or in disarray.	Counselor's schedule and procedures are not clearly defined or not clearly communicated.	Counselor has a clearly defined schedule and established procedures that ensure equitable access for all students, families, and teachers.	Counselor has a clearly defined schedule and established procedures that ensure equitable access for all students, families, and teachers. Counselor routines and procedures are effectively prioritized to efficiently respond to changing student needs.
Evidence				
Demonstrates Flexibility and Responsiveness	Counselor adheres to the plan or program, in spite of evidence of its inadequacy.	Counselor makes modest changes in the counseling program when confronted with evidence of the need for change.	Counselor makes revisions in the counseling program when they are needed.	Counselor is continually seeking ways to improve the counseling program and makes changes as needed in response to student, parent, or teacher input.
Evidence				

PROFESSIONALISM				
Focus	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Engages in Ongoing Professional Development	Counselor engages in no professional development activities to enhance knowledge or skill.	Counselor participates in professional development activities on a limited basis.	Counselor actively seeks professional development based on individual assessment, student needs, self-reflection, and/or the school's vision and mission.	Counselor seeks out opportunities for professional development based on individual assessment, student needs, and/or district initiatives and applies the new knowledge through offering workshops, trainings, departmental sharing, or mentoring.
Evidence				
Communicates and Collaborates with Families	Counselor provides no information to families.	Counselor provides limited information to families.	Counselor provides appropriate and accurate information to families about the counseling program as a whole and about individual students in order to engage families.	Counselor is proactive in providing and exchanging information with families about the counseling program and individual students through a variety of means.
Evidence				

PROFESSIONALISM				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Communicates with Staff	Counselor provides no information to staff.	Counselor provides limited information to staff.	Counselor provides appropriate and accurate information to staff about the counseling program individually or through groups.	Counselor is proactive in providing and exchanging information with staff about the counseling program through a variety of means. Relationships with the specialist are highly respectful and trusting, with many contacts initiated by teachers.
Evidence				
Communicates and Collaborates with Students	Counselor provides no information to students.	Counselor provides limited information to students.	Counselor provides appropriate and accurate information to students about the counseling program as a whole and about individual student needs.	Counselor is proactive in providing and exchanging information with students about the counseling program and individual student needs through a variety of means.
Evidence				
Decision-Making	Counselor does not participate in team or departmental decision-making.	Counselor participates in team or departmental decision-making on a limited basis.	Counselor participates in team or departmental decision-making and intermittently assumes a leadership role.	Counselor takes a leadership role in team or departmental decision-making.
Evidence				

PROFESSIONALISM				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Promotes a Positive School Climate	Counselor makes little or no contribution to a positive school climate and behaviors may even have a negative impact.	Counselor contributes to a positive school climate on a limited basis.	Counselor actively participates in contributing positively to the overall school climate.	Counselor takes a leadership role in building a positive school climate.
Evidence				
Communication and Conduct model professionalism	Counselor does not model professionalism through conduct and interpersonal communication and relationships with students, staff, or the school community.	Counselor develops habits of professionalism through conduct and interpersonal communication and relationships with students, staff, or the school community.	Counselor consistently models professionalism through conduct and interpersonal communication and relationships with students, staff, or the school community.	Counselor, at all times, models professionalism through conduct and interpersonal communication and relationships with students, staff, or the school community.
Evidence				
Maintains Student Records	Counselor's reports, records, and documentation are not systematic, efficient, accurate, or timely.	Counselor's reports, records, and documentation are sometimes missing, late and/or inaccurate and are not consistently systematic, efficient, accurate, or timely.	Counselor's approach to record keeping is systematic, efficient, accurate, and timely.	Counselor's approach to record keeping is systematic, efficient, accurate, and timely, and is a model for others.
Evidence				

PROFESSIONALISM				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Utilizes the Student Information System	Counselor ineffectively utilizes the Student Information System to communicate current and accurate information about attendance, schedules, assignments, and grades.	Counselor inconsistently utilizes the Student Information System to communicate current and accurate information about attendance, schedules, assignments, and grades, in accordance with district expectations.	Counselor effectively utilizes the Student Information System to communicate current and accurate information about attendance, schedules, assignments, and grades, in accordance with district expectations.	Counselor effectively utilizes the enhanced features of the Student Information System to communicate current and accurate information about attendance, schedules, assignments, and grades, in accordance with district expectations.
Evidence				
Participates in the Student Referral Process (IEP, 504, ILC, CCL, etc.)	Counselor does not participate in the student referral process	Counselor participates in the student referral process on a limited basis	Counselor participates in the student referral process and utilizes the information to assist with the students' individual needs, in accordance with building expectations.	Counselor has the background knowledge of the student and is able to help develop intervention strategies to meet individual needs, in accordance with building expectations.
Evidence				
Organizes Physical Space	The physical environment is in disarray or is inappropriate to the planned activities.	Counselor's attempts to create an inviting and well-organized physical environment are partially successful.	Counseling center or classroom arrangements are inviting and conducive to the planned activities.	Counseling center or classroom arrangements are inviting and conducive to the planned activities. Students have contributed ideas to the physical arrangement.
Evidence				

PROFESSIONALISM				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Follows Ethical and Professional Standards	Counselor does not follow the profession's ethical standards.	Counselor is inconsistent in following the profession's ethical standards.	Counselor regularly adheres to the profession's ethical standards and follows all district and legal guidelines.	Counselor regularly adheres to the profession's ethical standards, demonstrating professional judgment and effectively sharing information on a need to know basis and follows all district and legal guidelines.
Evidence				
Reflects on Practice	Counselor does not reflect on practice, or the reflections are inaccurate or self-serving	Counselor's reflection on practice is moderately accurate and objective without citing specific examples and with only global suggestions as to how it might be improved.	Counselor's reflection provides an accurate and objective description of practice, citing specific positive and negative characteristics. Counselor makes some specific suggestions as to how the counseling program might be improved.	Counselor's reflection is highly accurate and perceptive, citing specific examples that were not fully successful for at least some students. Counselor draws on an extensive repertoire to suggest alternative strategies.
Evidence				
<i>Areas of reinforcement observed</i>				

<i>Areas of refinement suggested</i>	



Teacher signature _____ date _____

Evaluator signature _____ date _____

The signatures above indicate that the teacher and evaluator have discussed the observation. The signature of the teacher does not indicate agreement with the ratings or evidence but rather that he/she received a copy of this form.

Specialist Performance Evaluation Rubric: Record of Evidence

Specialist Performance Observation Form
Library/Media Specialist

Specialist _____ Date _____
 Evaluator _____ Time _____

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

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Plans and Evaluates the Library Program	LMS has no plan to evaluate the program, or resists suggestions that such an evaluation is important.	LMS has a rudimentary plan to evaluate the library program. The plan fails to incorporate evaluation of instruction, print and digital materials, usage of library services, the state of the technology infrastructure and devices, the state of the physical space, and alignment to the total school program.	LMS has a plan to evaluate the library program. The plan incorporates evaluation of instruction, print and digital library materials, usage of library services, the state of the technology infrastructure and devices, the state of the physical space, and alignment to the total school program.	LMS has a highly sophisticated plan to evaluate the library program. The plan incorporates evaluation of instruction, print and digital materials, usage of library services, the state of the technology infrastructure and devices, the state of the physical space, and alignment to the total school program.
Evidence (Circulation reports; Staff & student surveys; Website statistics; Library advisory committee)				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Demonstrates Knowledge of Content, Curriculum, and Instructional Goals	LMS does not demonstrate a familiarity with the Common Core Standards and does not understand the connections among the resources, literacies (e.g., information, media, technology) and the research process. LMS does not demonstrate an understanding of the instructional goals for the disciplines and the student population and makes little or no effort to provide necessary resources and instructional services to support the instructional goals.	LMS is familiar with the Common Core Standards but cannot articulate the connections among the resources, literacies (e.g., information, media, technology) and the research process. LMS displays some understanding of the instructional goals for the different disciplines and the student population and sporadically provides necessary resources, technology and instructional services to support the instructional goals.	LMS displays knowledge of the Common Core Standards, resources, literacies (e.g., information, media, technology) and the research process and is able to develop connections. LMS displays understanding of the instructional goals for most disciplines and the student population and consistently provides necessary resources, technology, and instructional services to support the instructional goals.	LMS displays knowledge of the Common Core Standards, resources, literacies (e.g., information, media, technology) and the research process and is able to develop connections. LMS displays understanding of the instructional goals for most disciplines and the student population and consistently provides necessary resources, technology, and instructional services to support the instructional goals. LMS is viewed a support person for colleagues.
Evidence (Lesson plans; Library website; Student presentations; Collaborative instructional units)				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
<p>Focuses on Appropriate Learning Goals with Measureable Outcomes</p>	<p>LMS does not demonstrate a clear focus for student learning. Learning goals are too general to guide lesson planning and are inappropriate for the students, and/or do not reference the Common Core Standards. The learning activities do not reflect the connections among the resources, literacies, and research process.</p>	<p>LMS communicates a focus for student learning, develops learning goals that are appropriate for students and reference the Common Core Standards but does not include measurable goal(s). The learning activities inconsistently reflect the connections among the resources, literacies, and research process.</p>	<p>LMS demonstrates a focus for student learning with appropriate learning goals that include measurable goal(s) for student learning aligned with the Common Core Standards. LMS demonstrates the importance of the goal(s) and its appropriateness for students. The learning activities consistently reflect the connections among the resources, literacies, and research process.</p>	<p>LMS demonstrates a focus for student learning with appropriate learning goals that include measurable outcomes for student learning aligned with the Common Core Standards. LMS demonstrates the importance of the goal(s) and its appropriateness for students. The learning activities consistently reflect the connections among the resources, literacies, and research process. LMS demonstrates ability to mentor colleagues to accomplish.</p>
Evidence				
<p>Develops an Appropriate Budget for the Library/Media Program</p>	<p>LMS develops a budget proposal that inadequately reflects the needs of the library program. LMS ignores teacher requests when preparing library budget.</p>	<p>LMS develops a budget proposal necessary to maintain the library program. LMS responds sometimes to teacher requests when preparing library budget.</p>	<p>LMS develops a budget proposal necessary for a comprehensive library program. LMS consistently responds in a timely manner to teacher requests when preparing library budget.</p>	<p>LMS uses data to develop a budget proposal necessary for a progressive and comprehensive library program. LMS anticipates and confirms teacher needs when preparing library budget.</p>
<p>Evidence (Annual reports; Budget request worksheets)</p>				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Follows Building and District Guidelines for Managing the Budgets	LMS either is unfamiliar with or does not follow departmental and/or district guidelines or procedures for managing the budget and often overspends or under spends.	LMS follows departmental and/or district guidelines or procedures for managing the budget and maintains records.	LMS follows departmental and/or district guidelines or procedures for managing the budget and maintains accurate records.	LMS follows departmental and/or district guidelines or procedures for managing the budget and maintains accurate records. Demonstrates ability to mentor colleagues to accomplish.
Evidence (Annual reports; Budget request worksheets)				
Maintains Accurate Records	LMS does not maintain accurate or current records. LMS is unfamiliar with or does not follow departmental and/or district guidelines or procedures for maintaining records.	LMS maintains records such as inventories of resources, circulation, equipment, as well as statistics of library and resource usage. LMS follows departmental and/or district guidelines or procedures for maintaining records.	LMS maintains accurate, reasonably current, and accessible records such as a current catalog of resources; circulation records; an inventory of equipment; and statistics of library and resource usage. LMS follows departmental and/or district guidelines or procedures for maintaining records.	LMS maintains accurate, current, and easily accessible records such as a current catalog of resources; circulation records; an inventory of equipment; and statistics of library and resource usage. LMS follows departmental and/or district guidelines or procedures for maintaining records. LMS is able to train others in maintenance of records.
Evidence (Catalog analysis; Circulation statistics)				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Develops and Maintains Collection of Resources	LMS designs and develops a library program that is incoherent in its use of standards-based instruction, curation of print and digital resources, support for student research and inquiry-based learning, support for student self-directed recreational reading.	LMS designs and develops a library program that is minimally coherent in its use of standards-based instruction, curation of print and digital resources, support for student research and inquiry-based learning, support for student self-directed recreational reading.	LMS designs and develops a library program that is coherent in its use of standards-based instruction, curation of print and digital resources, support for student research and inquiry-based learning, support for student self-directed recreational reading.	LMS designs and develops a library program that is exceptionally coherent in its use of standards-based instruction, curation of print and digital resources, support for student research and inquiry-based learning, support for student self-directed recreational reading. Teachers see the LMS as a tremendous support and resource.
Evidence (Collection analysis report; Circulation reports; Student/staff surveys; Inventory reports)				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Adheres to Professional Guidelines in Selecting Material	LMS fails to adhere to district or professional guidelines in selecting materials in a variety of formats for the collection, does not periodically purge the collection of outdated materials, and maintains a collection that is unbalanced among different areas. Collection lacks appealing recreational reading materials. LMS fails to periodically inventory the library. LMS fails to use an online integrated library system when it is available.	LMS inconsistently adheres to district or professional guidelines in selecting materials in a variety of formats for the collection, does not consistently purge the collection of outdated materials, and maintains a collection that is somewhat unbalanced among different areas. Collection contains few appealing recreational reading materials despite adequate funding. LMS inconsistently inventories the library. LMS inconsistently uses an online integrated library system when it is available.	LMS adheres to district or professional guidelines in selecting materials in a wide variety of formats for the collection, consistently purges the collection of outdated materials, and maintains a collection that is balanced among different areas. Collection contains appealing recreational reading materials in accordance with adequate funding. LMS periodically inventories the library. LMS uses an online integrated library system when it is available.	LMS demonstrates superior adherence to district or professional guidelines in selecting materials in a variety of formats for the collection, routinely purges the collection of outdated materials and formats, and maintains a collection that is highly balanced among different areas. Collection contains varied and engaging recreational reading materials in accordance with adequate funding. LMS regularly inventories the library. LMS demonstrates mastery in the use of an online integrated library system.
Evidence (Collection analysis report; Circulation reports; Student surveys; Inventory reports)				

PLANNING				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Demonstrates Knowledge of Students	LMS demonstrates a lack of familiarity or understanding of the levels of childhood/adolescent development, how students learn, and knowledge of students' backgrounds, interests, cultures, prior knowledge, skills, language proficiencies, special needs and does not seek such understanding.	LMS demonstrates some familiarity and understanding of the levels of childhood/adolescent development, how students learn, and some knowledge of students' backgrounds, interests, cultures, prior knowledge, skills, language proficiencies, special needs, and seeks to attain this knowledge for the class as a whole or groups, but not for individual students.	LMS demonstrates knowledge of the levels of childhood/adolescent development and how students learn and purposefully gathers information from multiple sources about individual students' backgrounds, interests, cultures, prior knowledge, skills, language proficiencies, and special needs.	LMS demonstrates extensive knowledge of childhood/adolescent development and actively seeks new knowledge. LMS displays understanding of student learning, learning styles, and modalities by articulating that knowledge in planning for instruction. LMS continually and purposefully gathers information from multiple sources about individual students' backgrounds, interests, cultures, prior knowledge, skills, language proficiencies, and special needs.
Evidence (Student surveys; Documented varied materials/resources)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Engages Students in Learning	LMS adheres to the instructional plan in spite of evidence of little student understanding or interest; makes minimal adjustments to the instructional plan; fails to respond to students' questions.	LMS makes minor adjustments as needed to the instructional plans and attempts to accommodate students' learning styles, questions, needs, interests, with moderate success. Use of diverse strategies is limited.	LMS successfully makes adjustments as needed to the instructional plans and accommodates students' learning styles, questions, needs, interests, and abilities. LMS persists in differentiating instructional approaches for students, drawing on varied repertoire of strategies to provide intervention and enrichment as needed.	LMS responds to opportunities arising from spontaneous events or student's learning styles, needs, interests, abilities; successfully adjusts and differentiates instruction to address individual student misunderstandings. LMS persists in seeking effective instructional approaches for students at all levels of learning, drawing on an extensive repertoire of strategies, and effectively matches various intervention and enrichment strategies to students' learning differences as needed.
Evidence (Lesson plans, Class visits, Work sheets, Instructional handouts, Student presentations)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Provides Appropriate Resources to Students	LMS is not able to recommend or guide students to appropriate engaging resources.	LMS sometimes recommends or guides students to resources that connect well with the content learning goals, the students' knowledge, backgrounds and experiences. Resources seldom engage students cognitively and stimulate their active construction of knowledge.	LMS usually recommends or guides students to resources that connect well with the content learning goals, the students' prior knowledge, backgrounds and experiences.	LMS recommends or guides students to resources that connect well with the content learning goals, the students' prior knowledge, backgrounds and experiences. Resources consistently engage students cognitively and stimulate their active construction of knowledge.
Evidence (Lesson plans, Class visits, Work sheets, Instructional handouts, Student presentations)				
Holds Students to High Expectations	Expectations for students are low; students do not respond.	Expectations for students are inconsistently present; students inconsistently respond to those expectations.	Expectations for students are high and usually present; students generally respond to those expectations.	Expectations for students are high and consistently present; students consistently respond to those expectations. Students are actively encouraged to be responsible for their behavior.
Evidence (Lesson plans, Class visits, Work sheets, Instructional handouts, Student presentations)				

DELIVERY OF SERVICES

FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
<p>Communicates Clearly and Uses Developmentally Appropriate Language with Students</p>	<p>LMS does not communicate clearly; directions, procedures and/or explanations are often confusing, incoherent, or inaccurate, and are generally ineffective in building student understanding. LMS uses language that fails to engage students, is inappropriate to the content, and/or discourages independent or creative thinking.</p>	<p>LMS directions, procedures and/or explanations are accurate and generally clear but often needs to repeat and clarify. LMS may not fully clarify information based on students' questions about content or instructions for learning activities. LMS may use some language that is developmentally inappropriate leading to confusion or limiting discussion. LMS re-explains topics when students show confusion, but is not always able to provide an effective alternative explanation.</p>	<p>LMS directions, procedures and/or explanations are clear and accurate. LMS uses developmentally appropriate strategies and language designed to actively encourage independent, creative, and critical thinking. LMS effectively addresses confusion by re-explaining topics when asked and ensuring understanding.</p>	<p>LMS explanations are clear, coherent, and precise. LMS uses well-timed, individualized, developmentally appropriate strategies and language designed to actively encourage independent, creative, and critical thinking. LMS shows an interest in individual student's experiences, thoughts and opinions.</p>
<p>Evidence (Lesson plans, Tutorials, Library web site, Screen shots, Photos, Videos; Observations)</p>				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Uses Questioning Techniques to Develop Students Higher Level Thinking Skills	LMS fails to address student confusion or frustration and does not use questions effectively and usually tells the student what to do.	LMS asks questions that guide students and help them think about their research topic.	LMS often uses open-ended and probing questions to guide students' inquiry and to help students to think critically as they formulate their own questions about their research topic.	LMS always uses open-ended and probing questions to guide students' inquiry and to help students to think critically as they formulate pertinent questions about their research topics. LMS accurately anticipates confusion by presenting information in multiple formats and clarifying content before students ask questions.
Evidence (Lesson plans, Tutorials, Library web site, Screen shots, Photos, Videos)				
Demonstrates Knowledge of Literature	LMS has little or no knowledge of literature and is unable to recommend appropriate books to students.	LMS has limited knowledge of literature and sometimes directs students to books that are not appropriate for their interest or reading level.	LMS demonstrates a thorough knowledge of literature and consistently recommends appropriate books to students.	LMS demonstrates a deep and broad knowledge of literature and recommends appropriate books to students and staff. Staff utilizes the LMS as a resource and frequently asks for his/her support.
Evidence (Observation; Book talks; Displays book commercial; Website; Booklists; Signage)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Uses Technology Effectively	LMS does not use technology to support student learning.	LMS use of technology is inconsistent and not always effective.	LMS uses technology efficiently to demonstrate and model ways to use resources and tools in the library and virtual environments.	LMS uses technology to demonstrate and model productive ways to use the resources and tools in the library and virtual environments. LMS is viewed as a person to support training others in technology systems.
Evidence (PD; Collaborative teaching sessions)				
Collaborates with Staff and Uses Assessments to Inform Instruction	LMS does not or rarely collaborates with the classroom teacher for the assessment of student learning or does not analyze student learning data to inform lesson plans; LMS does not use or only uses one measure of student performance to assess learning.	LMS occasionally collaborates with the classroom teacher and explains the characteristics, uses, and limitations of various assessments (e.g., formative, summative, diagnostic) but does not consistently incorporate this knowledge to inform lesson plans; LMS uses more than one measure of student performance but does not appropriately vary assessment approaches or may have difficulty analyzing data to effectively inform instructional planning and delivery.	LMS collaborates well with the classroom teacher and demonstrates an understanding that assessment is a means of evaluating and supporting student learning through effectively incorporating a variety of assessments (e.g., formative, summative, diagnostic) into lesson planning.	LMS collaborates well with the classroom teacher and demonstrates an understanding that assessment is a means of evaluating and supporting student learning through effectively incorporating a variety of assessments (e.g., formative, summative, diagnostic) into lesson planning. LMS may attend team or department meetings to collaborate with teachers.
Evidence (Student work, Student created projects, Test results, Notes of appreciation from teachers)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Uses Assessment and Data to Monitor Student Learning	LMS does not use assessment of student learning to monitor student mastery and check for understanding of student learning	LMS uses assessments inconsistently during instruction to monitor student mastery and check for understanding of student learning. LMS gathers and uses student data from a few sources (questions / prompts / assessments) for evidence of learning	LMS uses assessments consistently during instruction to monitor student mastery and check for understanding of student learning. LMS gathers and uses student data from a variety of sources (questions / prompts / assessments) during instruction for evidence of learning	LMS purposefully plans assessments and differentiates assessment choices to meet the full range of student needs, abilities and learning styles and fully integrates formative assessment into instruction to monitor student progress and to check for understanding of student learning.
Evidence (Trails-online literacy assessments, Surveys, Star/HR tests, Test results)				
Maintains a Physical Environment that Supports Student Learning	LMS does not maintain an inviting, attractive or comfortable physical space for students. Traffic flow may be unsafe or confusing for students. Visuals may be outdated or lack any connection to the curriculum being taught in the library.	LMS maintains an inviting, attractive and comfortable physical space for students some of the time. Traffic flow is safe. Visual aids have little meaning to students.	LMS maintains an inviting, attractive and comfortable physical space for students. The space is designed to support safe traffic flow. Visual aids are connected to the current curriculum goals.	LMS maintains an inviting, attractive and comfortable physical space for students. The space is designed effectively for safety and learning. Visual aids are always connected to curriculum goals and support student learning. Students can explain how they utilize the visuals/materials to support their learning.
Evidence (Observation; Photos)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Utilizes Routines and Procedures that Support Student Learning	LMS has not established clear procedures and routines for students. Procedures may not be developmentally appropriate for students. Students are confused and time is lost with constant explanations.	LMS has developed some procedures and routines that are developmentally appropriate for students. Procedures are not consistently implemented causing confusion for students.	LMS utilizes developmentally appropriate routines and procedures to support student learning. Time is gained for instruction because students have a clear understanding of expectations in the media center.	LMS utilizes developmentally age appropriate routines and procedures to support student learning. Students have a clear understanding of all expectations and follow them consistently. Time for core learning is maximized because of the structures in place in the media center. LMS is willing to share procedures with other specialists.
Evidence (Observation)				

DELIVERY OF SERVICES				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Interacts with all Students in a Caring Respectful Way and Creates a Safe Environment for Students.	LMS interactions with students and among students are negative, inappropriate or insensitive to students' cultural backgrounds and characterized by sarcasm, put-downs, or conflict. LMS has not established clear standards of conduct, or does not implement established standards of conduct. LMS engages in very little or no monitoring of student behavior.	LMS interactions with students and among students are generally appropriate and free from conflict but may be characterized by occasional displays of insensitivity or unresponsiveness to cultural or developmental differences among students. LMS has established standards of conduct but implementation is inconsistent.	LMS interactions with students and among students are polite and respectful, and are appropriate to the cultural and developmental differences among groups of students. LMS has established standards of conduct with consistent implementation so most students follow the standards of conduct. LMS response to students' inappropriate behavior is consistent, proportionate, respectful to students and effective.	LMS interactions and individual students are highly respectful, demonstrating sensitivity to students' cultures and levels of development. High levels of civility are exhibited among students in the library. LMS and students establish and implement standards of conduct so students follow the standards of conduct and self-monitor their behaviors. Students take an active role in monitoring their own behavior.
Evidence (Observation; Discipline referrals; Student surveys)				
Engages in Professional Development	LMS does not participate in professional development activities, even when such activities are clearly needed for the enhancement of skills.	LMS's participation in professional development activities is limited to those that are convenient or are required.	LMS seeks out opportunities for professional development based on an individual assessment of need.	LMS actively pursues professional development opportunities and makes a substantial contribution to the profession through such activities as offering workshops to colleagues.
Evidence (Webinar attendance certificate; Transcript certifications; Certificates of Attendance)				

PROFESSIONALISM				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Collaborates Effectively with all Members of the School Community	LMS fails to communicate clearly with the school community about the library program and its services. LMS does not collaborate with teachers in planning, implementing, and assessing instructional lessons and units	LMS uses a variety of strategies to communicate clearly with the school community about the library program, new resources and services. LMS collaborates with some teachers to coordinate the use of the library and its resources and may provide learning experiences that support the lesson/unit.	LMS uses effective communication strategies with the school community to keep them informed and to promote the use of the library program, new resources and services. LMS collaborates with some teachers in planning and implementing learning activities that integrate the use of multiple resources, and the development of research skills and various literacies.	LMS communicates effectively with the school community including outside libraries to keep them informed and employs evidence to promote the effectiveness of instructional efforts as well as to communicate the development of the library program, new resources and services. LMS collaborates with teachers in most disciplines in designing, planning, implementing, and assessing meaningful learning activities that integrate the use of multiple resources and the development of research skills and various literacies.
Evidence (Promotional materials; Fliers; Bookmarks; Newsletters; Instructional Handouts)				

PROFESSIONALISM				
FOCUS	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Upholds Districts Policies and State and Federal Regulations	LMS does not comply with school and district regulations. LMS does not adhere to the professional ethics of librarianship	LMS understands and follows district policies and state and federal regulations at a minimal level. LMS is knowledgeable about the ethics of librarianship but inconsistently adheres/follows the Library Bill of Rights and its interpretation for School Library Media Programs; ALA's Code of Ethics; and current copyright law (specifically as it affects activities in the school library)	LMS models and upholds district policies and state and federal regulations. LMS is knowledgeable about the ethics of librarianship and consistently adheres to or follows the Library Bill of Rights and its interpretation for School Library Media Programs; ALA's Code of Ethics; and current copyright law (specifically as it affects activities in the school library)	LMS, through teaching and practice, demonstrates a commitment to the professional ethics of librarianship by upholding the Library Bill of Rights and its interpretation for School Library Media Programs; ALA's Code of Ethics; and adheres/follows copyright laws.
Evidence (Promotional materials; Fliers; Bookmarks; Newsletters; Instructional Handouts)				
Reflects on Professional Practice, Program Effectiveness and Identify Areas for Goals	LMS fails to demonstrate evidence and ability to accurately self-assess on the effectiveness of library services, resources, and instructional strategies and to appropriately identify areas for professional development.	LMS identifies strengths and areas for growth (e.g., effectiveness of library services, resources, instructional strategies and facilities) to develop and implement targeted goals for professional growth.	Using data (e.g., library services, resources, instructional strategies and facilities) LMS sets short and long-term professional goals and takes action to meet these goals.	LMS sets and regularly modifies short and long-term professional goals based on self-assessment and analysis of services, resources, instructional strategies and facilities).
Evidence (Personal notes and plans-journal; PD attendance; Professional memberships)				

<i>Areas of reinforcement observed</i>	
<i>Areas of refinement suggested</i>	

Teacher signature _____ date _____

Evaluator signature _____ date _____

The signatures above indicate that the teacher and evaluator have discussed the observation. The signature of the teacher does not indicate agreement with the ratings or evidence but rather that he/she received a copy of this form.

June, 2013

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on this ___ day of June, 2013, by and between the Reynoldsburg City School District Board of Education (“Board”) and the Reynoldsburg Education Association (“Association”).

WHEREAS, the Board and the Association are parties to a Negotiated Agreement having a term of August 1, 2013, through July 31, 2014; and

WHEREAS, the parties formed a committee to study and recommend changes regarding the payment of supplemental salaries for teachers; and

WHEREAS, the purpose of this Memorandum of Understanding is to establish the terms and conditions for the payment of supplemental salaries pursuant to the recommendations of the committee.

NOW, THEREFORE, THE PARTIES AGREE:

Section 1. Supplemental salaries as described in Article IX, Section C and Appendix L of the Negotiated Agreement shall be paid as provided in said Article or as provided by the terms of this Memorandum of Understanding, whichever is applicable, as more fully stated in subsequent sections of this Memorandum of Understanding.

Section 2. Athletic Supplemental Salaries. Athletic supplemental positions shall be paid as follows:

- Level III: Football, Boys Basketball, Girls Basketball**
- Level II: Track & Field, Volleyball, Wrestling, Boys Soccer, Girls Soccer, Baseball, Softball**
- Level I: Cross Country, Cheerleading, Boys Tennis, Girls Tennis, Boys Golf, Swimming, Bowling**

H.S Head Coach Pay:

Level III - \$6,000

Level II - \$5,000

Level I - \$4,000

H.S Assistants Pay:

Level III - \$3,250

Level II - \$2,750

Level I - \$2,250

Junior High Coaches pay:

Levels III and II - \$2,250

Level I - \$1,750

Section 3. The Superintendent/Athletic coordinator or designee, in consultation with the head coach of each sport, shall determine how many (if any) assistant coaching positions are available for a given sport and how funds received for the sport will be split among those assistant coaches.

Sports with multiple assistant positions (i.e. Football) can 'pool' the total amount and split among assistants in varying amounts. Splitting contracts to create additional assistant coaching positions is also an option.

Section 4. Members who were part of the District's certified coaching staff during the 2011-2012 school year, are exempt from the salary provisions provided above in this Memorandum of Understanding. Instead, those Members (if offered the same supplemental contracts) shall receive the same salary he or she received during the 2012-2013 school year for the duration of this Memorandum of Understanding.

Section 5. In addition to compensation for the certified coaching staff as specified above, The Superintendent/Athletic coordinator or designee may grant additional compensation to coaches based on successful team performance and other factors of merit. Such additional compensation would be paid at the end of the sports season and a nomination process should be followed.

Section 6. Music Supplemental Salaries. Seventy-Five Percent (75%) of pay to participate fees collected by the Board for music activities will be allocated to a supplemental salary pool for music activities. The Superintendent/designee determine the salaries for music supplemental contracts.

Section 7. Building Stipends. Newly issued supplemental salaries for building stipends shall continue to be paid pursuant to Appendix L of the Agreement, at the first step (Level 1) of the schedule and such salary shall remain frozen for the duration of the current Agreement. Members who received building stipends for the 2011-2012 school year shall, if offered renewed stipends, shall be paid at the step held for the 2011-2012 school for the duration of this Memorandum of Understanding.

Section 8. The Board and the Association expressly intend that this Memorandum of Understanding shall supersede any differing or inconsistent terms of the Agreement. Except as modified by this Memorandum of Understanding, all other terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have entered into this Memorandum of Understanding on the date set forth above.

REYNOLDSBURG CITY SCHOOL
DISTRICT BOARD OF EDUCATION

REYNOLDSBURG EDUCATION
ASSOCIATION

Board President

REA President/Co-President

Superintendent

Treasurer

MEMORANDUM OF UNDERSTANDING
Between the
Reynoldsburg City Board of Education
and the
Reynoldsburg Education Association

This Memorandum of Understanding is entered into this 20th day of October 2015, pursuant to Article VI, Evaluation, of the *Collective Bargaining Agreement* (hereinafter referred to as "the Agreement"), between the Reynoldsburg City School District Board of Education (hereinafter referred to as "the Board"), and the Reynoldsburg Education Association (hereinafter referred to as "the Association").

WHEREAS, the Board and the Association are parties to the Agreement that governs the wages, hours, and other terms and conditions of employment of teachers employed in the Reynoldsburg City School District (hereinafter referred to as "the District"); whereas Article VI addresses evaluation; and, whereas House Bill 64, as signed by Governor Kasich on June 30, 2015 changes certain requirements of the teacher evaluation process in Ohio during the 2015-2016 and 2016-2017 school years.

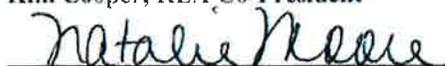
NOW, THEREFORE, the Board and the Association agree as follows:

1. Teachers (in Grades 4 through 8 and HS course work that administer state assessments) may use STAR and/or Pro-Core for approved local assessments and use the STAR student growth percentile (SGP) and/or the Pro-Core student growth-teacher effectiveness (SG-TE) as their student growth measure without writing student learning objectives. The SGP and SG-TE will follow the vendor guidance on student growth as approved by ODE for grades and subjects not administering state assessments.
2. We will continue to base fifty percent (50%) of the teacher's evaluation on teacher performance and fifty percent (50%) of the teacher's evaluation on student growth measures.
3. Teachers will be permitted to use state assessment value added scores for the Performance Bonus as per Article IX, N. However, decisions regarding dismissal, retention, tenure, transfer, improvement plans or compensation beyond that identified in Article IX N, shall not be made using state assessment value added data collected in years when the State of Ohio has granted Safe Harbor.
4. This Memorandum of Understanding shall not be utilized in any manner to establish a precedent or practice in any future school year.
5. Except as modified by this Memorandum of Understanding, all other terms and conditions of the Agreement shall remain in full force and effect. This Memorandum of Understanding represents the entire agreement of the parties with respect to its subject matter and shall only be amended by a signed writing.

IN WITNESS WHEREOF, the parties have entered into this Memorandum of Understanding at Reynoldsburg, Ohio, on the date first set forth above.

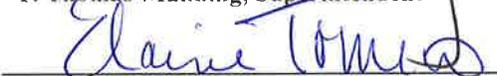
For the Reynoldsburg Education Association


Kim Cooper, REA Co-President


Natalie Moore, REA Co-President

For the Reynoldsburg City School District Board
of Education


T. Thomas-Manning, Superintendent


Elaine Tornero, Board President

Agenda Item Details

Meeting Oct 20, 2015 - Regular Board Meeting 6:00 p.m., City Hall Council Chambers
Category 9. Personnel
Subject 9.06 Memorandum of Understanding-Safe Harbor (a) REF: 10.20.15
Access Public
Type Action

Public Content

✓ **1.0 MEMORANDUM OF UNDERSTANDING (a)**

BE IT RESOLVED, in accordance with the Superintendent's recommendation, to approve the attached memorandum of understanding between the Reynoldsburg Education Association and the Reynoldsburg City School District Board of Education.

Administrative Content

[MOU.pdf \(76 KB\)](#)

Executive Content

Last Modified by Michele Slonaker on October 16, 2015

*Sign: Return
to me
please
Thank you!*
