



12-04-15  
15-MED-04-0437  
0704-01  
K32812

COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

MIAMI TRACE LOCAL SCHOOL DISTRICT  
BOARD OF EDUCATION

AND

MIAMI TRACE EDUCATION ASSOCIATION

July 1, 2015 - June 30, 2017

## Table of Contents

PREAMBLE - .....	1
ARTICLE 1 - RECOGNITION .....	1
ARTICLE 2 - NEGOTIATION PROCEDURES .....	1
ARTICLE 3 - GRIEVANCE PROCEDURE .....	4
ARTICLE 4 - ASSOCIATION RIGHTS .....	7
ARTICLE 5 - FREEDOM OF CHOICE DUES .....	8
ARTICLE 6 - REDUCTION IN FORCE .....	9
ARTICLE 7 - PROVISIONS CONTRARY TO LAW .....	10
ARTICLE 8 - EMPLOYMENT PROVISIONS .....	10
8.01 – Work Year .....	10
8.02 – Work Day .....	11
8.03 – Duty Free Lunch .....	11
8.04 – Planning and Preparation .....	11
8.05 – Posting Of Vacancies .....	12
8.06 – Personnel File .....	13
8.061 – Discipline .....	13
8.07 - Public Complaint and Procedure .....	13
8.08 – Non-Renewal of a Limited Contract .....	14
8.09 – Evaluation Procedures .....	14
8.10 – Seniority .....	17
8.11 – Sequence of Contracts .....	18
8.12 – Student IEPS .....	18
8.13 – Local Professional Development Committee (LPDC) .....	19
8.14 – National Board Teacher Certification (NBTC) .....	20
8.15 – Master Teacher Designation .....	20
8.16 – Multiple Handicapped Teachers .....	20
8.17 – Special Education Teachers .....	20
8.18 – College Credit Plus Teachers .....	20
ARTICLE 9 - PAID LEAVES OF ABSENCE .....	21
9.01 - Sick Leave .....	21
9.02 - Professional Leave .....	25
9.03 - Personal Leave .....	26
9.04 - Jury Duty .....	27
9.05 - Assault Leave .....	27

ARTICLE 10 - UNPAID LEAVES OF ABSENCE.....	28
10.01- Leave Of Absence.....	28
10.02 - Military Leave.....	29
10.03 - Sabbatical Leave.....	29
10.04 – Unpaid Leave of Absence.....	30
ARTICLE 11 - MILEAGE REIMBURSEMENT.....	30
ARTICLE 12 - SALARY SCHEDULE INFORMATION.....	30
12.01 - Salary Schedules.....	30
12.02 - Supplemental Salary Schedule.....	30
12.03 - Initial Placement On Salary Schedule.....	31
12.04 - Horizontal Placement/Advancement.....	31
12.05 – Reemployment of Retired Teachers.....	32
12.06 – Direct Deposit.....	33
ARTICLE 13- FRINGE BENEFITS.....	33
13.01 - Health Insurance Eligibility And Coverage.....	33
13.02 - Dental Insurance Eligibility and Coverage.....	35
13.03 - Life Insurance Eligibility and Coverage.....	35
13.04 - STRS Annuitized Pick Up.....	35
13.05 - Severance Pay.....	35
13.06 - 125 Plan.....	36
13.07 - Super Severance.....	36
13.08 - Tuition Reimbursement.....	37
ARTICLE 14 - HEALTH AND SAFETY.....	38
ARTICLE 15 - MISCELLANEOUS PROVISIONS.....	39
ARTICLE 16 - TERM.....	40
APPENDIX	
EXHIBIT A - GRIEVANCE PROCEDURE FORM	
EXHIBIT B - GRIEVANCE DECISION FORM	
EXHIBIT C - TUITION FORM	
EXHIBIT D - EVALUATION FORMS	
EXHIBIT E - 2015-2016 CERTIFIED SALARY SCHEDULE	
EXHIBIT F - 2016-2017 CERTIFIED SALARY SCHEDULE	
EXHIBIT G - SUPPLEMENTAL SALARY SCHEDULE 2015-2017	

## **PREAMBLE**

The Board and the Association, in keeping with the educational philosophy of this district, agree that the educational welfare of the children of this district is paramount in the operation of the schools and will be promoted by both parties.

## **ARTICLE 1 - RECOGNITION**

The Miami Trace Local School District, hereinafter referred to as the "BOARD" recognizes the Miami Trace Education Association, as affiliated with the Ohio Education Association and the National Education Association, hereinafter referred to as the "ASSOCIATION" as the sole and exclusive agent representing the bargaining unit. The bargaining unit shall be defined as all certificated/licensed and four-year degreed employees, which may include pre-school teachers, who are under contract with the Board to teach a full school year but excluding all substitute teachers, administrative assistants, principals, assistant principals, athletic director, and all other administrative and/or supervisory employees as defined by Chapter 4117 of the Ohio Revised Code.

The Association recognizes that the Board is the duly elected body charged by law with the sole authority and responsibility to establish the education and other policies of the Miami Trace Local School District to the extent permitted by law and retains all of the legal authority granted to it pursuant to law except as expressly modified by a specific provision of this contract.

## **ARTICLE 2 - NEGOTIATION PROCEDURES**

### **A. Initiating Negotiations**

1. All requests for the initiation of negotiations shall be made in writing. The request initiated by the Association shall be directed at the Superintendent; the request initiated by the Board shall be directed at the President of the Association. The written request for negotiations shall include:
  - a. Date of letter
  - b. Statement of matters to be discussed
2. A written reply shall be sent by the receiving party within five (5) calendar days of receipt of said request. This letter shall include:
  - a. Date of letter
  - b. Time, place and date of three (3) proposed dates for the initial negotiating session
3. All negotiations shall be in accordance with the provisions of this contract

B. Negotiation Sessions

1. The parties shall meet at a time and place established under Section A of this Article for the first negotiation session. A time, place and date for the next session shall be established before concluding the first and each successive negotiation session.
2. At the first meeting, the Association and the Board shall exchange with each other their specific negotiation proposals. Subsequent to the first meeting, no new or additional proposals shall be submitted by either party without the consent of the other party.

C. Negotiation Teams

1. Each team shall be made up of six (6) people of the party's choice. In addition, legal counsel may be present with 48 hours advance notice. Each team may designate a chairperson.

D. Information

1. The designated representatives of the Board and the Association agree to make available to each other upon written request, if possible, within five (5) days all available public information on issues being negotiated. The parties may call upon competent consultants to provide input and/or presentation on issues being negotiated. If one of the parties wishes to have a consultant address the bargaining teams, that party shall give the other party at least five (5) calendar days notice of the identity of the consultant and the subject area he will be discussing. The expense and cost of any consultant shall be paid by the party utilizing the consultant.

E. Study Committee

1. The parties may appoint adhoc study committees to research, study, develop projects, reports and programs, and to make recommendations on matters under consideration. The committee shall report all findings to both parties.

F. Definitions

1. "Day" means calendar day unless otherwise indicated.
2. "Good Faith" - The obligation of the parties to bargain with each other for the purpose of reaching an agreement on matters which are negotiable. All parties are obligated to deal openly and fairly with each other. If a proposal is unacceptable to one of the parties, that party is obligated to give its reasons and offer counter proposals. Such obligation shall not require either party to change its proposal on any matter being negotiated.
3. "Party" when used shall mean the Association and the Board.

G. Progress Reports

1. The Association and the Board agree that all negotiations shall be conducted in private. Progress reports may be issued by either party.

H. Caucuses

1. Either party shall have the right to recess for independent caucus at any time. Each caucus shall be limited to one (1) hour unless otherwise mutually agreed.

I. Item Agreement

1. As negotiation items receive tentative agreement, they shall be reduced to writing and initialed by each party. Each initialing shall not be considered binding nor is a final agreement by the parties and it is expressly understood by the parties that the tentative agreement reached on any items may be withdrawn by either party at any time during the negotiations process.

J. Agreement

1. When an agreement is reached by the teams, that agreement shall be reduced to writing and signed by the chairperson of each team. Each team will recommend favorably to its members the acceptance of the tentative agreement. The tentative agreement shall be submitted to the Association for possible ratification and the results of the ratification vote by the Association's membership shall be communicated to the Board in writing by the President of the Association. Upon receipt of the notification that the Association has ratified the agreement, the Board shall meet within fourteen (14) days to consider the approval or non-approval of the tentative agreement.
2. Only if the agreement is ratified and approved by both the Association and the Board shall it become part of this contract. No provision of the resulting agreement shall discriminate against any staff member because of membership or non-membership in the Association.

K. Impasse

If an impasse is declared by either party, the party shall jointly contact the Federal Mediation and Conciliation Service and request the assistance of a mediator in an effort to resolve the dispute. In the event that mediation does not produce a settlement, the Association agrees to submit the Board's offer to a vote of its membership.

Every member of the Association shall have the right to vote on the Board's offer. The vote on said offer shall be conducted by written secret ballot. If the offer of the Board is not rejected by at least three/fifths (3/5) vote of the total membership of the Association, then the Board's offer shall be binding on the Association.

In the event the Board's offer is rejected as provided above and the contract provisions at issue have expired and the Association has issued its required ten (10) day strike notice, then in that event, ultimate impasse shall be deemed to exist and the Association has the right to strike on the issues subject to negotiations.

The impasse procedures contained in subparagraph K shall supersede and replace the impasse procedures contained in Chapter 4117, Ohio Revised Code.

### **ARTICLE 3 - GRIEVANCE PROCEDURE**

#### **A. Definition of Grievance**

A grievance is a complaint involving the alleged violation, misinterpretation or misapplication of this contract or Board policy.

The grievant shall be defined as the person who has allegedly been harmed by the alleged violation, misinterpretation or misapplication of this contract or a Board policy.

In the event there is a grievance which involves a number of teachers in one school, it may be submitted as a group grievance. The teachers involved in the grievance will be named on the grievance form.

In the event there is a grievance which involves a number of teachers in more than one school, it may be submitted as a group grievance by the Association and may be instituted at step two of the grievance procedure, if the Association so elects. The teachers involved in the grievance will be named on the grievance form. The grievance forms are attached and designated as Exhibits "A" and "B."

#### **B. Step One**

Any person having an issue/concern shall first discuss such issue/concern with his/her principal. The person shall indicate to the principal that this is Step One of the grievance procedure. If the employee elects to bring a representative to the meeting, the principal may have a representative as well. If said issue/concern is not brought to the administrator's attention within thirty (30) calendar days after the employee knew or should have known of the action giving rise to the issue/concern, it shall be waived.

#### **C. Step Two**

If the discussion at Step One does not resolve the grievance to the satisfaction of the employee, such grievant shall have the right to file a written grievance with the building principal. If said grievance is not filed within thirty (30) calendar days after the grievant knew or should have known of the action giving rise to the grievance, said grievance shall be waived. The written grievance shall contain a statement of the alleged facts upon which the grievance is based and a reference to the specific provision of the contract or Board

policy allegedly violated, misinterpreted or misapplied. The grievant shall have the right to request a hearing before the building principal at this level. It shall be at a time mutually agreeable to the grievant and his/her principal. If the grievant is accompanied by a representative of his/her choice at the hearing, the principal may likewise have a representative of his/her choice as a witness or observer at said hearing.

The principal shall take action on the grievance within seven (7) days after receipt of said grievance or if a hearing is requested within seven (7) days after the conclusion of said hearing. The action taken and the reasons for the action shall be reduced to writing by the principal and sent to the grievant.

D. Step Three

If the action taken in Step Two does not resolve the grievance to the satisfaction of the grievant, the grievant may appeal in writing to the Superintendent or his/her designee. Failure to file such appeal within seven (7) days from the receipt of the written decision of the principal shall be deemed a waiver of the right to appeal. Upon request, a hearing shall be conducted by the Superintendent or designee within seven (7) days of the receipt of the request or at a mutually agreed date. The grievant shall be advised in writing of the time, place and date of said hearing and shall have the right to be represented at such hearing by a representative of the Association and the principal/supervisor may be represented by a person of his choice.

E. Step Four

If the action taken by the Superintendent or his/her designee does not resolve the grievance to the satisfaction of the grievant, the grievant may appeal in writing to the Board. The notice of appeal shall be sent to the Superintendent or his/her designee and a copy filed with the Treasurer of the Board. Failure to file such appeal within seven (7) days of receipt of the written decision of the Superintendent or his/her designee shall be deemed a waiver of the right to appeal. The Treasurer shall place the matter on the agenda for the next regular meeting of the Board in executive session. The grievant and the principal shall have the right to be represented at such meeting by a representative of their choice.

The Board of Education shall act upon such appeal no later than its next regular meeting. Copies of the written decision of the Board shall be sent to the grievant, Superintendent or his/her designee, and the building principal.

F. Step Five

If the grievant is not satisfied with the decision of the Board at Step Four, the grievant, with the written approval of the Association, may appeal the grievance to arbitration if it involves an alleged violation of the contract. The notice of appeal to arbitration shall be sent to the Treasurer of the Board and the Superintendent. Failure to file such appeal within seven (7) days of receipt of the Board's decision at Step Four shall be deemed a waiver of the right to appeal.

If an appeal is filed, the parties shall jointly request a list of nine (9) names from the American Arbitration Association from which the arbitrator shall be selected by the alternate strike method. Either party shall be entitled to request a second list. The arbitrator shall have no power to alter, add to or subtract from any of the terms of the agreement as written.

The arbitrator shall hold the necessary hearing and issue his or her decision within thirty (30) days from the date of hearing unless a different time period is agreed to by the Board and the grievant. The decision shall be in writing and set forth the findings of fact, reasoning and conclusion on the grievance submitted. The decision of the arbitrator shall be advisory only and copies of the decision shall be forwarded to the Board and the grievant.

The Board shall consider the recommendation of the arbitrator at its next regular meeting after receipt of the decision along with the evidence and responses provided at each step of the grievance procedure and take action to either grant or deny the grievance. The fee expense of the arbitrator shall be paid by the party who fails to prevail on the grievance.

The grievant shall have the right to process the grievance directly to court without the utilization of the grievance procedure if it involves an alleged violation of the contract. The Board shall not raise the failure to file a grievance as a bar or defense to the filing of a lawsuit.

No reprisals of any kind will be taken by or against any party or participant in the grievance procedure by either party.

#### G. Miscellaneous

Grievance conferences shall be conducted at reasonable and mutually agreed to times so as not to hinder or restrict school operations. Such conferences will be set by the appropriate administrator at a time agreeable to the grievant within the time limits of the step involved.

Any of the time limits established for this grievance procedure may be waived by mutual agreement of the parties involved.

A grievance may be withdrawn without record.

## ARTICLE 4 - ASSOCIATION RIGHTS

1. The Association shall have the right to lease and/or utilize a portion of a school building for total membership meetings provided it is not needed for school purposes. In order to exercise this right, the Association shall obtain the approval of the principal in advance.
2. The Association shall have the use of teacher mailboxes and the internal mail system (during non-instructional hours) to distribute notices, circulars and other Association material provided a copy of said material is given to the principal prior to placement in the teacher mailboxes.
3. Upon written request, at no cost, true copies of public documents shall be given to the Association representative.
4. The Board shall provide bulletin board space in each building for the Association to post notices for its members.
5. An association representative has the right to meet with members of the bargaining unit before the start of the student day, during the member's lunch period, or after the student day, provided that it does not interfere with teaching responsibilities of the teacher or disrupt normal school operations. Upon arrival at building, the Association representative will first check in with the building principal or designee prior to making any visitation.
6. The Association shall have the right to use copy machines, duplicating computers and other available technology equipment provided it pays for expendable supplies associated with said use and pays the cost of any damage due to negligence of the Association while being used by the Association.
7. The Association shall be granted up to a collective total of five (5) days of leave with pay to perform Association duties including members of the bargaining unit attending the OEA representative assembly. In addition, the Board will provide release time and coverage of classes to Association building representatives and officers to attend meetings in the District scheduled by the administration which occur during the work day. This release time will be for meetings which require Association presence or representation and which could not be scheduled after the work day. (Example, public complaint conferences, meetings with the Superintendent or other administrative staff, etc.)
8. Policy - The Board of Education will maintain the policy book on the District Website.
9. At the conclusion of the a.m. session of the teacher in-service day at the start of the school year, an Association representative shall have the opportunity to meet and speak with all teachers, without administrators present, if requested by the Association President.
10. The President of the Association shall be provided with a directory of all current and newly hired teachers of the district.

11. The Association President shall receive notice of any regular or special Board meetings in accordance with the requirements of the "Sunshine Law." Notification shall be on the same basis as it is provided to the news media. A copy of the Board's agenda and minutes shall be provided to the Association President.
12. Upon written request of a member received by the Board Treasurer between September 1 and September 30 of the school year, and the written request of an employee hired after September 30 of the school year which is received within thirty (30) calendar days of the new employee's first working day, the Board Treasurer shall deduct Association dues from the paycheck of a member. Deductions shall be made in equal installments beginning with the first pay period in October and continuing with each pay period through August. For those newly hired employees after September 30, deductions shall be made in each pay period in equal installments spread out through the August pay periods. Association members are responsible for paying the full balance of their annual dues and any balance due will be deducted from the final pay.

Upon request, the Board shall also make payroll deductions for the following:

- a. New tax shelter annuities not currently being deducted provided a minimum of five (5) employees request the same company;
  - b. Wright Patterson Credit Union;
  - c. Any other current deductions being made as of the execution of this contract.
13. The Association will be permitted to use the electronic mail system of the District.
  14. If the District applies for a grant which requires the signature of the Association, a copy of the grant application will be given to the Association President within ten (10) days of its receipt by the Superintendent.

## **ARTICLE 5 - FREEDOM OF CHOICE DUES**

It is agreed by both parties that all employees have the right to join or not to join the Miami Trace Education Association. Membership in the Miami Trace Education Association or the payment of any dues, or fees to any such organization, shall not be required as a condition of employment, nor shall any such membership or payment be involuntarily imposed upon any employee.

## **ARTICLE 6 - REDUCTION IN FORCE**

The Board may suspend an employee's contract in order to achieve a reduction in force due to any reason set forth in Ohio Revised Code Section 3319.17.

In making such reduction by suspending contracts, the Board shall proceed in accordance with the recommendation of the Superintendent who shall, within each teaching field affected, give preference to continuing contracts.

When reduction in force (RIF) becomes necessary, it shall occur in the following order:

- a. Any bargaining unit member who has a plan for improvement or a professional improvement plan and an ineffective rating in the most recent evaluation.
- b. Any bargaining unit member who has a professional improvement plan and a developing rating in the most recent evaluation.
- c. Any bargaining unit member with a developing rating in the most recent evaluation.
- d. Any bargaining unit member with a skilled or accomplished rating in the most recent evaluation.

Within each of the items (a), (b), (c), and (d) the evaluations shall be considered comparable under R.C. 3319.17 such that reductions shall be made in such a manner that the persons in those areas having the least seniority will be the first to be suspended. If a RIF occurs during the 2013-14 school year before May 10, 2014, all evaluations shall be considered comparable.

When a staff reduction is to be recommended, the Superintendent shall give notice to the Association and the affected teachers at least fifteen (15) calendar days prior to such action of the Board.

If a vacancy occurs in the teacher's area of certification/licensure and if the teacher has taught within that area of certification/licensure within the last four years, teachers meeting these qualifications on the priority list will be offered the vacancy before outside applicants are considered, giving preference first to continuing contract teachers, and then in reverse order of suspensions as identified above.

If a teacher is certified/licensed for the vacant position but has not taught in that certification in the last four (4) years, he/she shall be considered as an applicant for the vacant position and will be interviewed for same.

If a teacher refuses an offered vacancy, his/her name shall be removed from the priority list and the Board's obligation hereunder terminated.

The Board has fulfilled its responsibilities herein by sending a written notice of vacancy to a teacher

on the list by certified mail at the last address left by the member. Unclaimed, refused, non-deliverable notices, as well as failure to respond within ten (10) days of the posting of the notice, shall constitute refusal of the vacancy.

## **ARTICLE 7 - PROVISIONS CONTRARY TO LAW**

This contract supersedes and prevails over all statutes of the state of Ohio (except as specifically set forth in Section 4117.10(A) of the Ohio Revised Code.) However, should any court of competent jurisdiction, determine, after all appeals or times for appeal have been exhausted, that any provision herein is unlawful, such provision shall be automatically terminated but all other provisions of the contract shall remain in full force and effect. The parties shall meet within ten (10) days after the final determination of unlawfulness to bargain over its impact and to bring the contract into compliance. If the parties fail to reach an agreement over the effective provision, the dispute settlement procedure in Article 2 of the contract shall be utilized to solve the dispute.

## **ARTICLE 8 - EMPLOYMENT PROVISIONS**

- 8.01 Work Year
- 8.02 Work Day
- 8.03 Duty Free Lunch
- 8.04 Planning and Preparation
- 8.05 Posting of Vacancies
- 8.06 Personnel File
- 8.07 Public Complaint Procedure
- 8.08 Non-Renewal of A Limited Contract
- 8.09 Evaluation Guidelines for Limited Contract  
Teachers Whose Teaching Contracts Are Up for Renewal Including Continuing Contract Consideration
- 8.10 Seniority
- 8.11 Sequence of Contracts
- 8.12 Student IEPS
- 8.13 Local Professional Development Committee (LPDC)
- 8.14 National Board Teacher Certification

### **8.01 – Work Year**

The work year shall be a maximum of 184 days in length of which includes:

- a. A two (2) hour duty-free work period the last Friday of the first semester
- b. Up to 178 days shall be days with students in attendance except that the high school may have up to 179 days with students in attendance.

## **8.02 – Work Day**

The regular work day for teachers shall be a maximum of seven (7) hours and thirty (30) minutes including a minimum of one-half (1/2) hour uninterrupted duty free lunch, unless the school day is extended for Board-approved calamity days.

In the event the student day starting time is delayed or ending time is shortened because of bad weather or other emergency, the teacher reporting time will be delayed and the end of the teacher work day will be shortened accordingly.

Non-Compensated Meetings Outside of the Regular Workday:

The work day shall include attendance at faculty meetings and other necessary and reasonable conferences, meetings and supervision which occur outside of the regular work day, not to exceed one-hundred and twenty (120) minutes per month beyond the maximum work day.

Compensated Meetings Outside of the Regular Workday:

Teachers attending curriculum committee meetings shall be compensated at the rate of \$19.00 an hour for work outside of the work day.

## **8.03 – Duty Free Lunch**

The Board and the Association agree that each full time teacher shall be allotted a thirty (30) minute uninterrupted lunch period each school day. The granting of said lunch period shall not lengthen the regular teacher work day. Teachers teaching half time or more shall receive a duty-free lunch period proportionate to the length of the workday.

## **8.04 – Planning and Preparation**

All full time teachers shall receive a planning/conference time equal to one class period in length; three (3) out of five (5) planning times shall be uninterrupted during a complete five (5) day week. Teachers teaching half-time or more shall receive planning/conference time proportionate to the length of their workday.

It is understood and agreed that there may be times when a teacher may not receive plan time on a particular day due to the necessity of scheduling an IEP, IAT or other student-associated meeting during the plan time. However, the building administration will make reasonable efforts to insure that teachers are not adversely impacted by the scheduling of these meetings.

Both parties acknowledge that on days when the start of school is delayed or on those days when school is released early, the planning time contemplated herein may not be available.

After reasonable attempts to secure a substitute have been unsuccessful, then teachers will be asked

to voluntarily take the place of another teacher and shall be compensated at the internal-sub rate per period if the teacher has to give up his/her conference and planning time. The internal sub rate shall be \$18.50 per period.

In the event of a need for a substitute teacher in their building, the administration, in its discretion, may contact current Miami Trace teachers from another building who have not yet started or have completed their regular school day, to provide substitute services. This option is to be used only in the event that an internal substitute within the original building is unavailable.

Any teacher who provides substitute services will be paid in fifteen (15) minute increments, at a rate of \$6.20 per fifteen (15) minute increment.

### **8.05 – Posting Of Vacancies**

A vacancy is defined as an opening existing in a bargaining unit position as the result of the creation of a new position, reassignment, resignation, retirement, non-renewal or termination of an employee.

All vacancies including supplementals for the next school year shall be distributed through district e-mail when a vacancy occurs. These vacancies shall not be filled until ten (10) days after posting through July 10. Vacancies posted after July 10 will not be filled until four (4) days after posting.

Teachers in the employ of the district shall be considered for vacancies prior to consideration of other potential employees. Teachers who are interested in transferring or applying for vacancies shall notify the Superintendent's office via email. Such notice shall remain on file in the Superintendent's office from September 1 through August 31 and shall be reviewed when vacancies occur. The Superintendent's office will send an email of acknowledgement to any teacher who sends in a request for a transfer.

All interests in supplemental positions shall be emailed to the building principal or the direct supervisor of the specific supplemental position. The building principal or direct supervisor will send an email of acknowledgment.

All vacancies shall be emailed to all employees on their district email, provided to the Association President and will be posted on the district website after the internal posting expires and if it is not filled internally.

If no current employee of the district applies for and is granted the position, those teachers on the recall list shall be offered the position.

A copy of the recall list shall be provided to the Association President at the beginning of each school year or any time there is a change in the list.

## **8.06 – Personnel File**

The official personnel file of each member shall be maintained in the office of the Superintendent. This shall be considered a confidential file, except for that information which is directory information. In addition, principals may maintain separate anecdotal files, however, upon request a teacher may review anecdotal records about him/her.

Upon advance written request, members shall be able to review his/her personnel file in the office of the Superintendent. The file may be reviewed in the presence of the Superintendent or his/her designee. The member shall have the right to be accompanied by an Association representative. A representative of a member shall be given access to the file of said member upon presentation of written authorization from the member, including the signature of said member.

A member shall have the right at any time to attach a written reply to any material being placed in his/her file and this reply shall be attached to the material in question. Anonymous materials shall not be placed in an employee's file nor be a matter of record.

If a member of the public requests to review a teacher's personnel file, the teacher will be notified of the identity of the person making the request and the items requested for review, when possible. If the identity of the person is unknown, the teacher will be notified that his/her file has been accessed or requested to be accessed.

Any member shall have the right to obtain a photo static copy of any item in his/her file.

A member, at their request, may have written statements entered into their personnel file which pertain to special awards, honors, recognitions, or other accomplishments that indicate the type of person they are, if they can substantiate the validity of such.

The provisions of this section of the contract shall not be construed as limiting the rights accorded to a member pursuant to Chapter 1347 of the Ohio Revised Code including the right to challenge the timeliness, accuracy or relevancy of said material pursuant to 1347 of the Ohio Revised Code.

## **8.061 - Discipline**

At any meeting which may lead to disciplinary action being taken against a teacher and which will be documented in the employee's personnel file, the teacher shall be notified in writing of the nature of the meeting. The teacher shall be entitled to be accompanied by a representative at the meeting.

## **8.07 - Public Complaint and Procedure**

Action concerning a complaint by a member of the community other than a student shall be governed by the procedure set forth in Board policy.

## **8.08 – Non-Renewal of a Limited Contract**

In the event that the Superintendent intends to recommend the non-renewal of the regular limited teaching contract of a member of the bargaining unit, he/she shall give a member of the bargaining unit notice of his/her recommendation prior to the Board meeting at which the recommendation will be made. The teacher will also be advised by the superintendent of the time, date and location of the Board meeting at which he will make this recommendation. The teacher will not be entitled to a hearing with the Board at that time.

In the event the Board votes to non-renew the limited teaching contract of a member of the bargaining unit, that member shall have a right to appeal the decision pursuant to the provisions of 3319.11 of the Ohio Revised Code. However, it is understood that the issue upon appeal is whether the Board failed to comply with 3319.11 of the Ohio Revised Code. This provision does not apply to supplemental contracts.

## **8.09 – Evaluation Procedures**

A. Members of the bargaining unit shall be evaluated as follows:

1. Evaluations will be conducted by an administrator in the building who is a credentialed evaluator, except that by mutual agreement an evaluation may be conducted by some other administrator who is a credentialed evaluator.
2. Teachers shall be evaluated based on at least two formal observations and periodic classroom walkthroughs each school year.
3. Teachers on a limited contract who are under consideration for renewal/nonrenewal shall receive at least three (3) formal observations in addition to periodic classroom walkthroughs.
4. There shall be at least three (3) weeks between the first and second formal observations, and at least two (2) weeks between the second and any third observation if one occurs.
5. All formal observations shall be preceded by a conference between the evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed. A post-observation conference shall be held after each formal observation within five (5) school days unless the timeline is extended by mutual consent by the evaluator and employee.
6. A teacher who receives a rating of “Accomplished” on his/her most recent evaluation may be evaluated every three (3) years, as long as the teacher’s student academic growth measure for the most recent school year for which data is available, is average or higher. Teachers who qualify for this exception will receive one (1) formal observation and a post conference with a credentialed evaluator.

7. The Board may evaluate each teacher who received a rating of Skilled on the teacher's most recent evaluation once every two (2) years. So long as the teacher's student academic growth measure, for the most recent school year for which data is available, is average or higher. Teachers who qualify for this exception will receive one (1) formal observation and a post conference with a credentialed evaluator.
8. Evaluations will be completed by May 1 and each teacher will be provided an electronic report of the results of his/her evaluation by May 10. If the teacher's final summative rating is "Ineffective or Developing," then his/her credentialed evaluator will also personally meet with the teacher by May 10. Written notice of nonrenewal will be provided by June 1.
9. Based upon the results of the annual teacher evaluation, each teacher must develop either a professional growth plan or professional improvement plan as follows:
  - a. Teachers with above expected levels of student growth will develop a professional growth plan.
  - b. Teachers with expected levels of student growth will develop a professional growth plan collaboratively with his/her credentialed evaluator.
  - c. Teachers with below expected levels of student growth will develop a professional improvement plan with their credentialed evaluator.
10. The time limits appearing above will be reasonably adjusted when unforeseen circumstances (for example, an unanticipated absence of a teacher or evaluator) make strict compliance impracticable.
11. These procedures do not apply to supplemental contracts.
12. The district's evaluation forms are attached and designated as Exhibit "D".
13. Committee: A standing joint Evaluation Committee will be established to regularly review the effectiveness of the policy, procedure, and process, including the evaluation instrument, for the evaluation of teachers in the District. The committee shall be comprised of 3 Association members appointed by the Association President and 3 members appointed by the Board or its designee. Any committee work performed outside of the contractual work day will be paid \$19.00 per hour.

B. Notification of Continuing Contract Consideration

In the event a teacher believes he/she is going to meet all of the qualifications and conditions to be considered for a continuing contract by the end of the school year, in which his/her limited contract will expire, he/she shall notify the Superintendent or designee in writing of that fact no later than October 15 of the school year in which he/she believes he/she will become eligible.

This notification is being required in order to give the administration adequate notice to evaluate the employee for the purposes of awarding a continuing contract. Failure to provide the Superintendent or designee this notification shall constitute a waiver, by the employee, of his/her right to a continuing contract at the end of the school year. The employee shall be evaluated for a continuing contract the succeeding school year if he/she is re-employed by Board and requests continuing contract consideration. Upon receipt of the notification required under this provision, the Superintendent may request additional information from the employee regarding professional development qualifications and any other matter the Superintendent believes to be relevant in the consideration of whether to grant the continuing contract.

Upon receiving the notice from a member that he/she is eligible for continuing contract and after having completed the evaluations of the member as required by 8.09 of this section, if the Board or the Superintendent believes that the member is in need of further professional development, the Superintendent may recommend the issuance of a one (1) year extended limited contract to the member. If the Superintendent intends to recommend an extended limited contract, the Superintendent must advise the member, in writing, of the reasons for this recommendation and shall meet with the teacher upon the member's request.

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

A teacher becomes eligible to apply for continuing contract upon satisfaction of one of the following:

- a. Teacher is employed by the Board for a period of two (2) years and the teacher has previously attained continuing contract status in another Ohio public school district.
- b. Teacher has worked in the School District for three (3) of the last five (5) years and has a professional certificate.
- c. Teacher has worked in the School District for three (3) of the last five (5) years, has a five (5) year professional license and:
  - 1) If the teacher held his/her master's degree at the time of the issuance of the initial license, the teacher has started and completed six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license; or
  - 2) If the teacher did not hold a master's degree at the time of the issuance of the initial license, the teacher has started and completed thirty (30) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate or license.

To the extent this provision is in conflict with Ohio law, it shall supersede and replace any section

of the Ohio Revised Code with which it is in conflict and shall specifically supersede the conflicting provisions of Ohio Revised Code sections 3319.08, 3319.11, 3319.111 and Chapter 3301-24 of the Ohio Administrative Code.

## **8.10 – Seniority**

- A. **DEFINITION of SENIORITY** - For the purposes of this contract, seniority shall mean the length of continuous employment with the Board in a bargaining unit position described in Article 1.
1. Seniority shall accrue for all time an employee is on paid leave status.
  2. Time spent on unpaid status shall not contribute to the accrual of seniority but shall not constitute a break in seniority.
  3. Part-time employees shall accrue seniority pro-rated against the minimal full-time standard of this contract.
  4. For reduction in force purposes only, teachers employed under continuing contracts shall have greater seniority than employees under limited contracts.
- B. **SENIORITY TIEBREAKING** - Ties in seniority shall be broken by the following method to determine the most senior employee in the following order:
1. Greatest total of years of continuous service with Board; then
  2. By lottery with the most senior employee being the one whose name is drawn first, etc. This procedure shall be implemented in the presence of the Association president or designated representative.
- C. **LOSS OF SENIORITY** - Seniority shall be lost when an employee retires or resigns, is non-renewed, terminated or otherwise leaves the employment of the Board.
- D. **POSTING OF SENIORITY LIST** - The seniority list shall be posted annually by the Board not later than March 31 on the designated bulletin board in each building work site.
- The names of employees on the seniority list shall appear in seniority rank order with contract status (C) continuing or (L) limited, with the name of the most senior employee appearing at the top of the listing and the name of the least senior employee appearing at the bottom of the listing.
- E. **CORRECTION OF INACCURACIES** - Each employee shall have a period of fourteen (14) calendar days after the posting of the seniority list in which to advise the Superintendent in writing of any inaccuracies which affect his/her seniority. The Board or its agent shall

investigate all reported inaccuracies and make such adjustments as may be in order and post the revised list.

Any employee failing to notify the Superintendent in writing of inaccuracies within fourteen (14) days of the posting of the original list shall be subject to the final list posted by the Board until the next annual posting of the list required by this contract.

### **8.11 – Sequence of Contracts**

- A. Teachers shall be employed in the following contract sequence unless their contract is not renewed by the Board:
  - 1. One year
  - 2. Second contract - one year
  - 3. Third contract - one year
  - 4. Fourth contract - two years
  - 5. All succeeding contracts - three years
- B. Teachers on an alternative, supplemental, conditional license/certificate or not teaching in their area of licensure shall not be subject to this provision.
- C. In the event the Board is not satisfied with a teacher's performance, it may grant a contract of shorter duration than set forth above in its sole discretion.
- D. If the Board elects to offer a contract of shorter duration, at the request of the employee, the Superintendent shall provide the employee with the reason for the Board's decision and if requested by the employee, the employee shall be permitted to meet with the administrative committee of the Board solely for the purpose of the teacher expressing the reason he or she disagrees with the decision to interrupt the contract sequence in this article.
- E. This provision shall not prevent the administration from issuing a continuing contract to a teacher who meets the requirements for same during the term of a limited contract.
- F. If the license is not renewed, the Board shall be entitled to release the teacher from employment.

### **8.12 - Student IEPS**

At the request of the building representative, the principal shall meet with the building representative to discuss alleged inequities in the assignment of students with IEP's to a particular class or classes and to provide input as to how these inequities may be resolved.

### **8.13 – Local Professional Development Committee (LPDC)**

1. There will be two committees, one with five members for Pre-K through 5 and one with five members for grades 6 through 12.

On both committees, the majority of members shall be teachers.

2. Teacher members shall be selected by the MTEA.
3. Administrator members shall be selected by the Superintendent.
4. The LPDC shall meet on an as needed basis and shall adopt its own regulations for such meetings.
5. The LPDC shall be charged with the obligation to be operational for renewal of licenses effective September 1, 1998. The committee shall operate under the rules and regulations of Senate Bill 230, relevant adopted rules and regulations of the State Department of Education. The committee shall establish a procedure by which a teacher may appeal the decision of the LPDC.
6. The committee members will serve four (4) year staggered terms per the LPDC Handbook.
7. Committee members may be reappointed for successive terms, without limitations.
8. If any LPDC member is unable to complete his or her term of office, the Superintendent shall appoint an administrative person to fill any administrative vacancies, and the Association shall select any bargaining unit member replacements for the remainder of the unexpired term.
9. The Board shall compensate members for attending meetings outside the regular workday to a maximum of \$1,000 a year per member, at the rate of \$20.50 an hour.

The LPDC member chosen chairperson and LPDC secretary shall be compensated to a maximum of \$1,000 a year per member at the rate of \$22.00 an hour.

10. Members of the Local Professional Development Committee (LPDC) will receive the agreed upon negotiated rate for approved LPDC related work performed outside of a stated meeting. The Superintendent shall grant compensation after being given sufficient evidence of need by the appropriate committee chair.

### **8.14 – National Board Teacher Certification (NBTC)**

The Board will reward a teacher with a one-time bonus of \$1,000 when a teacher successfully completes the National Board Teacher Certification (NBTC). This includes any current employee who did not receive monetary compensation from the State for completing the NBTC.

### **8.15 – Master Teacher Designation**

The Board will reward a teacher with a one-time bonus of \$500 when a teacher successfully completes the Master Teacher designation. Employees with the intent to seek master teacher status must electronically notify the assistant superintendent and master teacher consortium representative by September 15. Applicant will receive one-half day release time upon approval of the building principal for portfolio submission.

### **8.16 – Multiple Handicapped Teachers**

Multiple handicapped teachers shall be given up to four (4) days of release time upon approval of the building principal. Such teachers shall work cooperatively with the principal to secure coverage during said release time.

### **8.17 – Special Education Teachers**

Special education teachers shall be allowed one (1) day of release time upon approval of the building principal. Such teachers shall work cooperatively with the principal to secure coverage during said release time.

### **8.18 – College Credit Plus Teachers**

Any classes offered by the district to students through the college credit plus program shall first be offered to bargaining unit members in accordance with this article. If no bargaining unit member is qualified, pursuant to the requirements of the program, the Board may arrange for such class(es) to be taught by non-bargaining unit members. However, in such instances, the Board may seek volunteers who are interested in becoming dual-certified.

## ARTICLE 9 - PAID LEAVES OF ABSENCE

- 9.01 Sick Leave
- 9.02 Professional Leave
- 9.03 Personal Leave
- 9.04 Jury Duty
- 9.05 Assault Leave

### 9.01 - Sick Leave

The Board recognizes its statutory duty to pay employees of this District in full for days in which they are absent from work for reasons for personal disability, illness or injury, pregnancy, or death in the employee's immediate family.

All employees shall receive fifteen (15) sick leave days annually at the rate of one and one-quarter (1¼) days per month. Unused sick leave shall be cumulative up to two hundred twenty-nine (229) days. Regular part-time employees shall be entitled to sick leave and proportionate time actually worked.

The Board shall accept by transfer the accumulated sick leave which any new employee has acquired in another position of public service in Ohio, provided that the last termination of such services shall have been within the last ten (10) years. This provision is intended to and shall supersede the relevant provisions of Ohio Revised Code section 3319.141.

New employees shall be credited with five (5) days sick leave in advance which shall be part of the fifteen (15) days that can be accumulated for the first year.

#### A. Use of Sick Leave

Sick leave may be used for the following purposes and must have the approval of the Superintendent or designee:

1. For absence of the employee due to personal illness, injury, pregnancy or exposure to a contagious disease which could be communicated to other employees or students.
2. For absence of the employee due to illness or injury of someone in the employee's immediate family. In this section, the employee's immediate family is defined to mean a member of the immediate family of the employee residing in the home of said employee and shall also include the employee's spouse, children, parents, brothers, sisters, sons or daughters, foster children, grandchildren, grandmother, grandfather, father-in-law, mother-in-law, sons or daughters-in-law, if not residing with the employee and any other individual as approved by the Superintendent.

The exact number of days granted under this section shall be determined by the circumstances.

3. For absence due to death in the immediate family of an employee. In this section, the immediate family of an employee is defined to mean the father, mother, brother, sister, son, daughter, foster children, grandchildren, husband, wife, grandmother, grandfather, father-in-law, mother-in-law, brother-in-law, or sister-in-law and any other individual as approved by the Superintendent. The exact number of days granted shall be determined by the family relationship and the circumstances surrounding the death.
4. Employees will use sick leave in increments of half of their regularly scheduled work day for doctor's appointments. An employee requesting more than half of their regularly scheduled work day for sick leave for a doctor's appointment must provide an explanation to the principal or their designee on the leave request form as to why more than half of their regularly scheduled work day for sick leave is required for a doctor's appointment.
5. Employees using sick leave must identify the specific reason for using sick leave when entering the request in Kiosk. A failure to do so will result in denial of the sick leave request.

B. Verification of Sick Leave

A teacher using sick leave is encouraged to provide a doctor's note whenever the teacher sees the doctor as a part of his or her sick leave or verification of leave under (A)(3). After five (5) days of sick leave use without a doctor's note or verification of leave under (A)(3), or if a District Administrator suspects that an employee is using sick leave for unpermitted reasons, an employee may be required to furnish a written signed statement from a physician or other acceptable written verification to justify the use of sick leave. The written statement from a physician shall set forth the reasons why the employee was unable to report to work and shall state any work-related restrictions.

The filing, by an employee, of any willfully false statement concerning the cause or duration of an absence shall be considered by the Board as grounds for suspension or dismissal.

C. Eligibility for Sick Leave

A sick leave or absence shall commence when the employee, or agent, if the employee is sufficiently disabled, reports the absence.

A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.

Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment or has participated in a concerted work stoppage.

D. Record of Sick Leave

The absentee records of this District shall show the absence of each employee, describing the days which the employee was absent. This record shall be maintained in Kiosk.

The absentee record of sick leave days will contain:

1. The dates of sick days
2. The reason for use of sick leave

Each staff member shall have, the number of sick days used for the last pay period, and the number of accumulated sick days included on the direct deposit notice.

The Superintendent shall submit to the Board the names of those employees absent for non-compensable cause, whose claim for sick leave pay cannot be justified, or whose time off has been prolonged.

E. Sick Leave Bank

1. Establishment

- a. Each teacher may contribute one (1) or two (2) days of his/her accumulated sick leave to the Sick Leave Bank during the enrollment period. Enrollment periods will be the entire month of September of each school year. New teachers hired after the school year has commenced will have four (4) weeks to enroll.
- b. All contributions to the Sick Leave Bank must be authorized by the contributing employee in writing, and no contributions will be effective without said written authorization. Except as otherwise provided herein, once donated, day(s) contributed to the Sick Leave Bank are not returnable.
- c. No contributions may be made except as provided in this Section.
- d. The sick leave bank will continue to accumulate year after year.

2. Operational Procedures

- a. Use of days from the Sick Leave Bank will be limited to those teachers who have contributed to the bank in that current school year.
- b. Use of days from the Sick Leave Bank will be limited to a catastrophic illness or injury of the teacher or teacher's family. Catastrophic is defined

as unexpected critical illness/injury or surgery. Family shall be considered a husband, wife, child, step-child, mother, or father. A doctor's statement is required with the application in order to be considered.

- c. Use of days from the Sick Leave Bank will be considered only after the employee has used all of his/her accumulated paid leave days and has used possible advances of sick leave days.
- d. The maximum number of sick leave bank days that an employee may (use/withdraw) is twenty percent (20%) of the total days of sick leave in the Bank at the end of the enrollment period. Additional sick leave withdrawals may be granted at the discretion of the Sick Leave Bank Committee. The maximum amount of sick leave a person may draw from the Sick Leave Bank is the equivalent of one school year for that person's work calendar at the time of request. This person will be ineligible to pull from the Sick Leave Bank the following year.
- e. The rate at which the teacher drawing from the sick bank leave shall be paid at the Bachelor's rate with zero (0) years of experience.

### 3. Sick Leave Bank Committee

The Bank will be operated on a voluntary basis. A committee shall be formed to administer the Bank. This committee shall be empowered to adopt rules and regulations and make decisions required to administer the Sick Leave Bank, so long as those rules, regulations, and decisions do not modify the agreement contained herein. This committee will be titled the "Sick Leave Bank Committee" (hereafter referred to as the SBC). The SBC shall be composed of the following persons:

- a. Treasurer of the Miami Trace Schools or his/her designee.
- b. Administrator designated by Superintendent.
- c. The Association President or his/her designee.
- d. Two (2) teachers. These teachers are to be appointed by the Association President. Effort should be made with these appointments to provide bargaining unit representation from the elementary, middle and secondary levels.

Should a vacancy occur on the SBC, a replacement for the vacant position shall be appointed by the authority making the original appointment.

One of the three bargaining unit SBC representatives will be selected to act as chairperson of the SBC. The Association President will designate the chairperson prior to the first meeting of the SBC.

The District Treasurer's office shall keep the Sick Leave Bank records.

The SBC will be responsible for developing the forms needed to operate the Bank.

Guidelines will be reviewed annually by the Sick Leave Bank Committee.

## **9.02 - Professional Leave**

### **A. Purpose**

All employees may be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties through attendance at professional meetings.

### **B. Definitions**

For the purposes of this provision, professional meetings shall be defined as:

1. Any meeting that is related to the activities, duties or responsibilities of Board employees as determined by the Superintendent.
2. A meeting through which direct value can be derived for the person in attendance for later use in the performance of district duties.

### **C. Authority**

Teachers shall be excused from the performance of their duties for attendance at the following professional meetings:

1. Conferences involving other personnel from the District, county, state, region or nation.
2. Committees drawing personnel from the District, county, state, region or nation.

### **D. Conditions**

The following must be met for an employee attending professional meetings:

1. All requests submitted electronically to attend professional meetings shall be approved by the Superintendent's office and processed/maintained by the Treasurer.
2. Determination of appropriateness and authority to grant permission for attendance at a meeting will rest with the Superintendent.
3. The Superintendent has the authority, when he/she considers the meeting to be of

sufficient importance, to request representation from the staff to attend the meeting.

4. The professional meeting to be attended must be related to the work of the employee.
5. The Board will provide for substitute personnel in the case of meeting attendance by classroom teachers.
6. A professional staff member may request permission to attend and/or participate in a meeting or convention where the member's particular expertise or contribution pertinent to the fostering of education's civic or public commitment. Under these conditions, there will be no reimbursement of expenses by the Board.
7. Anyone requesting to attend a professional meeting at personal expense shall submit a request and secure the approval of the superintendent and possibly the Board.
8. The request for professional leave shall be first sent to the principal for approval. If the request is denied, the teacher may request a meeting with the principal and/or Superintendent to discuss the denial.

### **9.03 - Personal Leave**

The Board shall, pursuant to the provisions of this article, provide for an employee's absence for special necessity. Personal leave days may be used for personal obligations that are necessary and compelling which involve family events, community events, business transactions or legal transaction.

Up to three full days of personal leave with pay may be used, if approved by the superintendent, each contract year by full-time employees. Personal leave is not cumulative. Three days shall be granted without reasons being specified on the request but the purpose must meet the following conditions of this provision.

1. Request shall be in writing in Kiosk.
2. Request shall be submitted electronically to the superintendent at least three days in advance, except in the event of emergency.
3. Days shall not be used for outside employment or seeking or interviewing for outside employment.
4. Days shall not be used when a regularly scheduled school meeting or previously announced meeting has been called.
5. Days may be used for an Association meeting.

6. The number of persons granted personal leave for any one day shall be limited as determined by the approving administrator(s).
7. Issues of concern regarding the use of personal leave may be appealed to the superintendent.

The Treasurer of the District will maintain records of personal leave.

All unused Personal Leave days shall go to the employee's sick leave accumulation at the end of the school year, up to the maximum sick leave accumulation allowed in Article 9 – Sick Leave.

### **9.04 - Jury Duty**

A member of the bargaining unit shall receive his/her regular rate of pay while serving on jury duty or when responding to a subpoena for a job related incident.

The member serving on jury duty shall pay the Treasurer all fees received by him/her for serving on jury duty excluding that portion which was specifically designated for mileage reimbursement. This payment is to be made to the Treasurer within one (1) week of receipt of same by the teacher.

While on jury duty, teachers are required to report daily their schedule for the following day.

The time spent on jury duty will not be charged against personal leave and will count as time on the job.

### **9.05 - Assault Leave**

If a teacher is physically disabled by a physical assault while performing his/her contractual duties, he/she will be entitled to assault leave. This leave will neither be available to a teacher who provoked the assault nor will it be available if the assault is caused by another employee and said assault is not related to job performance.

When an assault results in an absence from duty for medical reasons, the absence shall be at no loss of pay. Assault leave shall be for a maximum of fifteen (15) days per teacher per occurrence and may be extended by the Board. Assault leave absences will not be charged against sick leave.

Medical verification shall be furnished to the superintendent for all assault leave requests of more than one day. The Board shall have the right to require a medical examination by a physician of its choice at its expense for any use of assault leave beyond three school days per incident.

Days taken for assault leave shall not be used for outside employment or seeking or interviewing for outside employment.

Teacher shall immediately report assaults to the principal and supply all information to the principal regarding the assault.

## ARTICLE 10 - UNPAID LEAVES OF ABSENCE

- 10.01 Leave of Absence
- 10.02 Child Care Leave
- 10.03 Military Leave
- 10.04 Sabbatical Leave
- 10.05 Unpaid Leave of Absence

### 10.01- Leave Of Absence

Upon the written request of a teacher, the Board may grant a leave of absence without pay for a period of not more than two (2) consecutive years for educational, professional or other purposes, and shall grant such leave where illness or other disability is the reason for the request. With his/her request, the teacher shall state the purpose for the leave request and if it is for medical reasons, the teacher shall supply a statement from a physician specifically stating in terms of months, weeks and/or days, the period of time the teacher will be unable to return to work because of illness.

#### General Provisions

1. While on leave, the employee shall be entitled to continue on the group insurance plans provided he/she pays the premium for said coverage to the Treasurer or COBRA representative in advance each month.
2. At the expiration of the leave, the teacher shall be offered the same or similar position within his/her area of certification/license. If the teacher refuses the position offered, the contract between the Board and the employee will be considered terminated with no right to grievance or appeal.
3. This leave of absence shall not extend a limited contract past its term, but the taking of such leave shall not be considered cause for non-renewal.
4. Time on leave shall not count as time on the job.
5. If the leave is granted for illness or other disability, and if the teacher wishes to purchase retirement credit for the period of time he/she is on this unpaid leave, he/she shall pay his/her portion of the retirement contribution as well as the Board's portion of the retirement contribution. If the leave is granted for educational, professional or other purposes, as a condition of the granting of leave, the Board may require the employee to agree in writing to pay for his/her portion, as well as the Board's portion, of the contribution to the retirement system.
6. The employee shall notify the Board no later than April 15 of the year in which the leave of absence will expire if the employee is returning to work at the end of the leave. Failure on the part of the employee to do so shall be deemed as a resignation of their

employment and the Board may act on that resignation. The Superintendent may extend this notification deadline for extenuating circumstances, e.g., uncertainty regarding health of member or family member.

7. Time taken for unpaid leave shall not be used for outside employment or seeking or interviewing for outside employment.

### **10.02 - Military Leave**

Any teacher who has left, or leaves teaching position, by resignation or otherwise, and within forty (40) school days thereafter entered, or enters, the armed services of the services as are specified in Section 124.29 of the Revised Code, and who has returned, or returns, from such service with a discharge other than dishonorable, shall be reemployed by the Board of the district in which he held such teaching position, under the same type of contract as that which he last held in such district, if the teacher, within ninety (90) days after such discharge, applies to the Board for reemployment. Upon such application, the teacher shall be reemployed at the first of the next school semester, if the application is made not less than thirty (30) days prior to the first of the next school semester, in which case the teacher shall be reemployed the first of the following school semester, unless the Board waives the requirement for the thirty (30) day period.

For the purpose of seniority and placement on the salary schedule, years of absence in the service or the armed services of the United States or the auxiliaries thereof, shall be counted as though teaching service has been performed during such time.

The Board of the district in which such teacher was employed and is reemployed under this section may suspend the contract of the teacher whose services become unnecessary by reason of the return of the teacher from service in the armed services or auxiliaries thereof, in accordance with Section 3319.14 of the Revised Code.

### **10.03 - Sabbatical Leave**

Leaves of absence for professional improvement.

A public school teacher who has completed five (5) years of service may, with the permission of the Board and the Superintendent, be entitled to take a leave of absence with part pay, for one or two semesters subject to the following restrictions: The teacher shall present to the Superintendent for approval, a plan for professional growth prior to such grant of permission, and the conclusion of the leave provide evidence that the plan was followed. The teacher may be required to return to the district at the end of the leave for a period of at least one (1) year, unless the teacher has completed twenty-five (25) years of teaching in this state.

The Board may not grant such leave unless there is available a satisfactory substitute, nor grant such leaves to more than five (5%) percent of the professional staff at any time, not allow a part salary in excess of the difference between the substitute's pay and the teacher's expected salary, not grant a

leave longer than one (1) school year, nor grant a leave to any teacher more often than once for each five (5) years of service, nor grant a leave a second time to the same individual when other members of the staff have filed a request for such a leave.

### **10.04 – Unpaid Leave of Absence**

If an employee is granted a Superintendent-approved, unpaid leave of absence, that employee will pay the full cost of the premium for his/her all insurances for the days the employee is absent on unpaid leave of absence. Such unpaid leave of absence may be granted up to a total of five (5) days per year.

## **ARTICLE 11 - MILEAGE REIMBURSEMENT**

In the event that a member of the bargaining unit is directed by the superintendent or designee to use his/her automobile for school purpose, the employee so directed shall be compensated for the mileage driven. The rate of compensation for the school year shall be equal to the IRS Reimbursement Rate in effect as of August 1, immediately prior to the start of the school year. Mileage will be paid at that rate for the entire school year.

In order to qualify for payment, the teacher must submit a written request for payment setting forth the miles driven and the starting and destination points.

## **ARTICLE 12 - SALARY SCHEDULE INFORMATION**

- 12.01 Salary Schedules
- 12.02 Supplemental Salary Schedule
- 12.03 Initial Placement
- 12.04 Horizontal Placement/Advancement
- 12.05 Reemployment of Retired Teachers
- 12.06 Direct Deposit

### **12.01 - Salary Schedules**

- A. Employees shall be paid in accordance with the salary schedules attached (Exhibits “E” and “F.”). Effective with the 2015-16 school year, employees will be advanced one step as compared to their step as of the 2014-15 school year and will be advanced one step effective with the 2016-17 school year. [The salary schedule provides a 3% increase on the base for the 2015-16 school year and a 3% increase on the base for the 2016-17 school year].

### **12.02 - Supplemental Salary Schedule**

The supplemental salary schedule attached hereto and designated Exhibit "G" shall be implemented by the Board for the 2015-2016 and 2016-2017 school years.

### **12.03 - Initial Placement on Salary Schedule**

One hundred twenty (120) days of teaching or approved paid leave under contract shall be the equivalent of one year of experience.

In order for a day to count toward a year of experience, the employee must have worked the equivalent of at least one-half (1/2) of the regular teacher work day.

Upon employment by the Board, a member shall receive credit for teaching years experience in other districts in Ohio as well as military service credit in accordance with Section 3317.13, Ohio Revised Code. In addition, up to ten (10) years service credit may be granted for teaching and/or for employment in the private sector in an area directly related to the teacher's teaching assignment.

At the sole discretion of the Board, the Board may grant credit for teaching years experience provided no teacher receives less than the amount required by law.

### **12.04 - Horizontal Placement/Advancement**

Salary schedule adjustments for additional semester and/or quarter hours shall be limited to the start of the school year and the first half of February.

An official transcript showing successful completion of the courses shall be filed with the Assistant Superintendent by September 15 with payment received effective with the start of the school year and/or by February 15 with payment effective February 1.

All credit to be accepted for horizontal placement/advancement on the salary schedule must meet one or more of the following criteria:

1. Credit must be from an accredited university or college. The credits must be from an institution that would be recognized as acceptable by the Ohio Department of Education, Office of Teacher Licensure; or
2. Course work must be in the area of professional education as defined in the regulations for teacher certification/licensure in Ohio; or
3. Course work is in an area of certification/licensure for which the person is presently certified/licensed; or
4. Course work in an area of certification/licensure for which the person is pursuing a planned program toward additional certification (the planned program must be verified by the accredited college or university advisor); or
5. Course work has been approved in advance by the Superintendent or his designee as being pertinent to their improvement as a teacher in the District.

6. Course work taken for credit on the masters plus fifteen and the masters plus thirty columns must be courses taken after the employee obtains a master's degree and it must be graduate level courses meeting the requirement of one of the preceding paragraphs 1, 3, 4, or 5.

### **12.05 – Reemployment of Retired Teachers**

A teacher retired under STRS (“reemployed teacher”) may be reemployed under the following conditions:

- a. The reemployed teacher will be placed on the salary schedule in accordance with Article 12.03 of the Negotiated Agreement between the Board of Education of the Miami Trace Local School District and the Miami Trace Education Association.
- b. The reemployed teacher will be eligible for Board-paid health/medical insurance only until she/he is eligible for coverage through STRS. She/he will be eligible for life and other insurances offered by the Board which are either not available through STRS or are available only through payment by the reemployed teacher of the full cost of such insurances. In addition, insurance eligibility for reemployed teaches who work part-time shall be governed by Article 13.01.
- c. The contract of employment will be for one year and is automatically non-renewed at the conclusion of that school year without the need for compliance with O.R.C. Sections 3319.11 and 3319.111. Reemployed teachers will be evaluated pursuant to Article 8.09.
- d. The reemployed teacher will not resume and is not eligible for continuing contract status during any period of reemployment with the District.
- e. In the event of a reduction in force, the reemployed teacher will not have any bumping rights under Article 6.
- f. Such reemployment will not jeopardize the continuation of existing academic programs nor result in the reduction in force of faculty employed at the commencement of each such reemployment contract.
- g. Subject to these provisions, reemployed teachers are part of the bargaining unit.
- h. Reemployed teachers are not eligible to participate in any retirement incentive program nor are they eligible for severance pay.
- i. The MTEA president shall be notified in any reemployment situation. No more than five (5) reemployed teachers shall be employed at any one time.
- j. Non-retired teaching staff will have priority on all supplemental contracts.

- k. Reemployed teachers are not eligible for tuition reimbursement.
- l. All of the terms and conditions of employment set forth in the preceding numbered paragraphs shall supersede and replace any sections of the ORC with which they are in conflict, including but not limited to, Sections 3319.07, 3319.08, 3319.11, 3319.111, 3319.12, 3319.141, 3319.17, Chapter 3307, 3313.202, 3317.13 and 3317.14.

## 12.06 – Direct Deposit

All employees shall be required to utilize direct deposit.

## ARTICLE 13- FRINGE BENEFITS

- 13.01 Health Insurance Eligibility and Coverage
- 13.02 Dental Insurance Eligibility and Coverage
- 13.03 Life Insurance Eligibility and Coverage
- 13.04 STRS Annuitized Pick Up
- 13.05 Severance Pay
- 13.06 125 Plan
- 13.07 Super Severance
- 13.08 Tuition Reimbursement
- 13.09 Background/FBI Check Reimbursement

### 13.01 - Health Insurance Eligibility and Coverage

A. Effective July 1, 2015, the Board will offer two health insurance options which will include a comprehensive major medical plan with the following specifics:

	PPO Plan		HSA Embedded	
	Network	Non-Network	Network	Non-Network
<b>Deductible</b>	\$500/\$1,000	\$1,000/\$2,000	\$1,300/\$2,600	\$2,400/\$4,800
<b>Out of Pocket</b>	\$1,000/\$2,000	\$2,000/\$4,000		\$1,000/\$2,000
<b>Max. Out of Pocket</b>	\$1,500/\$3,000	\$3,000/\$6,000	\$1,300/\$2,600	\$3,400/\$6,800
<b>Co-Insurance</b>	80/20%	60/40%	100%	80/20%
<b>OV/Specialist</b>	\$25/\$50	60/40%	100%	80/20%
<b>Urgent Care</b>	\$50	60/40%	100%	80/20%
<b>ER</b>	80/20%	60/40%	100%	80/20%
<b>Retail Drug</b>	80/20%	80/20%	100%	80/20%

**Mail Order**                      \$20.00    100%    80/20%

Annual Contribution Limits to Health Savings Account

Single    \$3,350

Family    \$6,650

Catch up for those individuals 55 years of age \$1,000

- B. All members working thirty-five (35) hours per week or more shall receive the current health insurance or equivalent with the Board paying 100% of the single and family premiums. Any employee newly hired to the District on or after September 1, 1992 shall pay 15% of the single or family premium. Any employee working less than thirty-five (35) hours per week and hired prior to the start of the 1984-85 school year shall continue to receive this health insurance coverage with the Board paying 100% of the premium.
- C. All employees hired effective with the start of the 1984-85 school year and working at least thirty (30) hours per week but not more than thirty-five (35) hours per week shall have the above health insurance provided to them with the Board paying 6/7 of the premium of the single or family premium.
- D. All employees hired before July 1, 2013 and working at least twenty-five (25) hours per week but not more than thirty (30) hours per week shall receive the above health insurance with the Board paying 5/7 of the premium of the single or family premium.
- E. The insurance review committee will be recognized by the Board and the MTEA. Its primary function will be to study, investigate and monitor the administration of group policies offered to employees by the Board. The major areas of responsibility will be claims analysis and monitoring benefit plan, benefit plan design, and general welfare and protection of all staff members covered by the program. The Board shall appoint six (6) members to the committee and the MTEA and MTNCEA shall each appoint up to three (3) representatives to serve on the committee. The term of each member will be at the pleasure of each appointing group.

Whenever the Board considers changing insurance plans or the committee recommends a change to the Board, the committee will screen the different plans and make recommendations to the Board.

Health insurance will be discussed on an annual basis with the district insurance committee. Recommendations of the committee will be presented to the Board of Education.

- G. The insurance coverage excludes illness or injury that would entitle the covered person to any benefits under a Workers' Compensation Act or similar legislation, or related to any work for wages or profit if Workers' Compensation coverage was available but not purchased.

- H. Notwithstanding the above, and except as designated in paragraph D., above, the Board shall comply with the Patient Protection and Affordable Care Act (PPACA), effective January 1, 2014. The Board plan shall only be available to full-time employees as defined in the PPACA, determined through the Board-designated "look-back" period, in accordance with the PPACA and Treasury regulations. The parties acknowledge that those regulations have not been fully finalized, and the parties agree that the Board in its sole discretion may adjust its enrollment, administrative period, look-back period and similar rules/provisions in light of changes in the Treasury regulations and experience.

### **13.02 - Dental Insurance Eligibility and Coverage**

The Board will provide a dental plan with the Board paying an amount equal to 100% of the single premium rate for all employees working at least twenty-five (25) hours per week.

### **13.03 - Life Insurance Eligibility and Coverage**

Life insurance in the amount of \$45,000.00 per member will be paid by the Board for all employees working at least three (3) hours and forty-five (45) minutes per day or more and are assigned a work calendar.

### **13.04 - STRS Annuitized Pick Up**

The Board agrees to annuitize each member's total contribution to STRS by deducting that amount before each member is paid. The procedure shall be as follows:

The Board shall designate each teacher's mandatory contribution to the State Teacher Retirement System of Ohio as "picked up" by the Board although they shall continue to be designated as employee contributions. The amount of the employee's income reported by the Board as subject to federal and state income tax shall be the employee's total gross income reduced by the then current percentage amount of the employee's mandatory STRS contribution. No employee's total salary shall be increased by such "pick-up", nor shall the Board's total contribution to STRS be increased thereby. There shall be no increased cost to the Board, except administrative costs necessary to implement this program.

The members of the bargaining unit acknowledge the Board is not liable as the result of the implementation of this program and that the employee shall assume any liability as the result of an adverse ruling by the Internal Revenue Service. If there is an adverse determination by the courts or the Internal Revenue Service, this pick-up provision shall become null and void.

### **13.05 - Severance Pay**

The Board shall provide severance pay to members of the bargaining unit upon their retirement from the District who meet the following conditions:

1. Ten (10) years of service in the Miami Trace Local School District.
2. Participation in and receipt of benefits from STRS at the time of retirement from the District.

The maximum payment which shall be made shall be one quarter (1/4) of the accumulated and unused sick leave of the retiree; except a retiree who has the maximum sick leave accumulation days at the time of retirement shall receive payment for sixty-three (63) days.

Such payment shall be based on the member's daily rate of pay at the time of retirement. Payment of severance pay shall eliminate all sick leave credit accrued by the retiree.

If an employee has submitted his/her resignation for the purpose of retirement and has been Board approved prior to May 1, the employee may utilize one (1) unexpected day of sick leave in May without jeopardizing their maximum sick leave balance. This absence requires a doctor's note.

In the event a member dies before retiring as an employee of the Board, and at the time of death met the eligibility requirement for severance pay, the board shall make the severance payment called for by this provision directly to the deceased employee's estate.

### **13.06 - 125 Plan**

Employees will be eligible to participate in a Plan provided by the Board operating within the guidelines of the Internal Revenue Service 125 Plan. Tax-free reimbursement for qualified expenses related to employee premiums for medical, dental, cancer and supplemental insurance shall be included in the Plan. The Board shall retain the services of a third party administrator to oversee and administer the Plan. The Board shall initiate this Plan as soon as the third party administrator can properly set up and begin to implement the Plan. This Plan will be available to employees as long as it is made available by the IRS or until such time as it is negotiated to be removed from the agreement.

All employees will be given the opportunity to participate in the Plan during open enrollment, or at the time of their initial employment.

### **13.07 - Super Severance**

In the event an employee resigns his/her employment with the Board for retirement purposes effective the end of the work year he/she first becomes eligible to retire with reduced benefits until the first time he/she is eligible to retire with unreduced benefits through STRS, which includes total years of service from any other public retirement system, he/she will receive a lump sum payment of \$10,000 plus severance pay as provided in the contract, so long as that employee has been an employee of Miami Trace Local School District for the prior ten (10) years. The last time an employee is eligible to receive the super severance is the first year he/she becomes eligible for unreduced benefits.

Eligibility to retire is defined by STRS.

Payment pursuant to this provision shall be made in two (2) equal installments as follows:

1. The first payment shall be made on the first pay date after the resignation date.
2. The second payment shall be made the following January.

In order to receive super severance, an eligible employee must submit his/her resignation of employment for retirement purposes by March 15 of the school year he/she is first eligible to retire and retire through STRS at the end of that school year.

### **13.08 - Tuition Reimbursement**

A. The Board will have a fund in the amount of \$38,000 for each school year. Half the funds shall be made available from July 1 through December 31 and the second half shall be available from January 1 through June 30. Any money not distributed in the first half year shall roll over into the next half year, but shall not roll over into the next school year. Teachers applying for reimbursement shall be reimbursed twice a year at the following rates as long as money remains in the fund:

\$200.00 per semester hour to a maximum of ten (10) hours per school year.

1. For the purposes of this section, the school year shall be defined as July 1 through June 30. For the purposes of distribution, the half shall begin July 1 and January 1. Eligibility of funds shall be determined as of the start date of the class during the particular half, e.g., if a teacher's class begins August 1, he/she is eligible for the funds for the July 1 half.

B. In order to be eligible for reimbursement, the semester hours must meet the following qualifications:

1. Course work which is necessary for the employee to renew and retain current certification/licensure, or
2. Course work which is part of a planned program for additional educational certification/licensure, or
3. Other course work approved in advance by the Superintendent.

C. Procedure for Tuition Reimbursement

1. For the purpose of this Section only the definition of "school year" shall be from July 1 to June 30.

2. Applicants must apply for approval of reimbursement to the Superintendent's office , and notice of approval or disapproval shall be given to the applicant within fifteen (15) days of the application. Approval for a class that starts between January 1 – June 30 must be submitted by June 15 of that year. Approval for a class that starts between July 1 – December 31 must be submitted by December 1 of that year.
3. Applications shall be in writing on the proper form (Exhibit "C"), and submitted to the Superintendent.
4. Applications for reimbursement will be processed in the order they are received in the office of the Treasurer until the funds appropriated for a particular school year are exhausted.
5. Reimbursement shall be made within sixty (60) days following submission of successful completion of the course with a grade report or certified transcript and receipt of payment.
6. The applicant must be an employee of the Board at the time of enrollment and at the time that reimbursement is due.
7. The Treasurer will notify the Association President when the annual maximum for the District has been expended.
8. If a teacher leaves Miami Trace School District within one year of payment for additional classes, 100% of the tuition reimbursement monies paid to that teacher must be repaid to the Board prior to the end of the teacher's employment. Should the teacher fail to make such payment, the Board may attach and withhold any wages or salary due to the teacher for such repayment. Special consideration to waive the requirement to repay the Board could be given by the Superintendent if a teacher has cause to leave the district beyond the control or intent of the teacher (for example; spouse's relocation to another state).

## **ARTICLE 14 - HEALTH AND SAFETY**

- A. All safety training will be conducted during the regular work day as described in 8.02 of contract.
- B. During the month of September, each school year, the building principal and building Association representative(s) shall meet to discuss the current status of security for teacher possessions. Any recommendations for change shall be forwarded to the Superintendent and Association President.

## ARTICLE 15 - MISCELLANEOUS PROVISIONS

- A. Gender - All references to individuals in this agreement designate both sexes, and wherever either the male or female gender is used, it shall be construed to apply equally to individuals of the opposite gender.
- B. Printing and Distribution - A copy shall be provided to the Association President in pdf format and made available for he/she to distribute.
- C. District Liaison Meeting - At the request of the Association President or designee, the Superintendent or designee shall meet with the Association President once a month to discuss matters of concern to the members of the bargaining unit.
- D. If mandatory requirements of ESEA (No Child Left Behind Act) causes changes in conditions of employment for members of the bargaining unit, at the request of either party, negotiations shall reopen on this issue. Negotiations shall be conducted in accordance with Article 2 of this contract.
- E. No agreement, alteration, variation, waiver or modification of any of the terms or conditions contained in this Agreement shall be binding upon the parties hereto unless executed in writing by the parties.

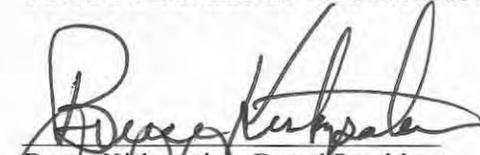
**ARTICLE 16 - TERM**

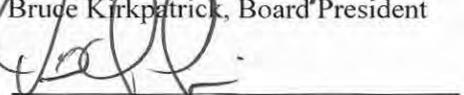
This contract shall become effective July 1, 2015 and expire June 30, 2017.

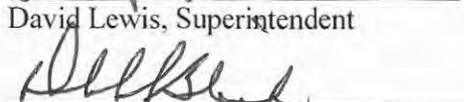
IN WITNESS WHEREOF, the parties hereto have executed this contract this 26<sup>th</sup> day of MAY, 2015.

WITNESSED:

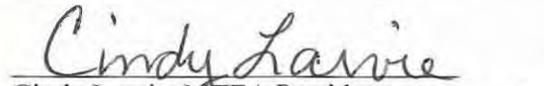
FOR THE MIAMI TRACE LOCAL  
SCHOOL BOARD OF EDUCATION

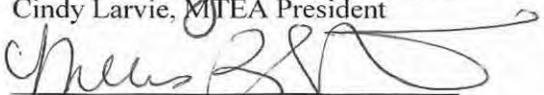
  
Bruce Kirkpatrick, Board President

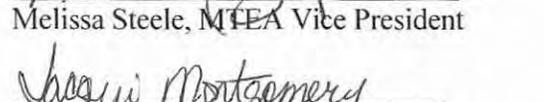
  
David Lewis, Superintendent

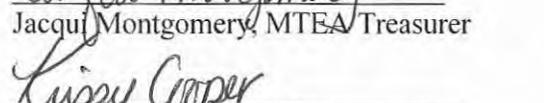
  
Debbie L. Black, Treasurer/CFO

FOR THE MIAMI TRACE  
EDUCATION ASSOCIATION,  
OEA/NEA

  
Cindy Larvie, MTEA President

  
Melissa Steele, MTEA Vice President

  
Jacquie Montgomery, MTEA Treasurer

  
Krissy Cooper, MTEA Secretary

**GRIEVANCE PROCEDURE FORM**

Aggrieved Person, Persons, and/or Association

Address \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Principal \_\_\_\_\_

Date Grievance Occurred \_\_\_\_\_ Date of Formal Filing \_\_\_\_\_

Person or Persons to Whom Grievance is Directed \_\_\_\_\_

\_\_\_\_\_

Initiated on Level

State of Grievance:

What part of the definition of the grievance is violated?  
Set forth the language and source violated. (Section A, Item 2)

\_\_\_\_\_

Action Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you discussed this with your immediate supervisor?

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Grievant

**GRIEVANCE DECISIONS**

LEVEL ONE (Formal) Decision (Principal) \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Administrative Representative

Signature \_\_\_\_\_  
Aggrieved and/or MTEA Representative\*

LEVEL TWO (Formal) Decision (Superintendent) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Administrative Representative

Signature \_\_\_\_\_  
Aggrieved and/or MTEA Representative\*

LEVEL THREE (Formal) Decision (Arbitrator)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Administrative Representative

Signature \_\_\_\_\_  
Aggrieved and/or MTEA Representative\*

WHERE DECISION REQUIRES ADDITIONAL SPACE, ATTACH PAGE AS NECESSARY.

\*Signatures of the aggrieved and/or MTEA Representative indicates only receipt and not necessarily agreement with the decision.

MIAMI TRACE LOCAL SCHOOL DISTRICT  
TUITION REIMBURSEMENT APPLICATION

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Current Assignment: \_\_\_\_\_ Building: \_\_\_\_\_

Title of Course: \_\_\_\_\_

Educational Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ School Year of Reimbursement: \_\_\_\_\_

Date of Course: \_\_\_\_\_ Number of Credit Hours: \_\_\_\_\_

(circle one) Semester: 1st 2nd Summer Quarter: 1st 2nd 3rd 4th

Brief Course Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Request Received: \_\_\_\_\_

Approved / Disapproved (circle one) Superintendent: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_



TUITION REIMBURSEMENT

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Treasurer

Original receipt of payment and copy of grade report or official transcript must be attached. It is the employee's responsibility to submit official transcripts to the superintendent's office.

### Teacher Performance Evaluation Rubric

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

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

INSTRUCTIONAL PLANNING					
		Ineffective	Developing	Skilled	Accomplished
INSTRUCTIONAL PLANNING	<p><b>PRIOR CONTENT KNOWLEDGE / SEQUENCE / CONNECTIONS</b>            (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					
INSTRUCTIONAL PLANNING	<p><b>KNOWLEDGE OF STUDENTS (Standard 1: Students)</b></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	Skilled	Accomplished
INSTRUCTION AND ASSESSMENT	<p><b>LESSON DELIVERY</b> (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><b>DIFFERENTIATION</b> (Standard 1: Students; Standard 4: Instruction)</p> <p><i>Sources of Evidence:</i> Pre-Conference Formal Observation Classroom Walkthroughs/ Informal Observations</p>	<p>The teacher does not attempt to make the lesson accessible and challenging for most students, or attempts are developmentally inappropriate.</p>	<p>The teacher relies on a single strategy or alternate set of materials to make the lesson accessible to most students though some students may not be able to access certain parts of the lesson and/or some may not be challenged.</p>	<p>The teacher supports the learning needs of students through a variety of strategies, materials, and/or pacing that make learning accessible and challenging for the group..</p>	<p>The teacher matches strategies, materials, and/or pacing to students' individual needs, to make learning accessible and challenging for all students in the classroom . The teacher effectively uses independent, collaborative and whole-class instruction to support individual learning goals and provides varied options for how students will demonstrate mastery.</p>
	Evidence				

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

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

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

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

### Teacher Performance Evaluation Rubric – Bullet version

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

Instructional Planning				
	Ineffective	Developing	Skilled	Accomplished
<p><b>FOCUS FOR LEARNING (Standard 4: Instruction)</b></p> <p><i>Sources of Evidence</i> Pre-Conference</p>	<ul style="list-style-type: none"> <li>•Lacks a demonstrated clear focus for learning</li> <li>•Learning objectives too general and inappropriate for students</li> </ul> <p>AND/OR Does not reference the Ohio standards</p>	<ul style="list-style-type: none"> <li>•Communicates a focus for student learning and develops appropriate learning objectives</li> <li>•References Ohio standards</li> <li>•No measurable goals</li> </ul>	<ul style="list-style-type: none"> <li>•<b>Demonstrates a focus for student learning with appropriate learning objectives</b></li> <li>•<b>Measurable goals aligned to Ohio standards</b></li> <li>•<b>Demonstrates goal importance and appropriateness for students</b></li> </ul>	<ul style="list-style-type: none"> <li>•Establishes challenging and measurable goal(s)</li> <li>•Measurable goals aligned to Ohio standards and reflects range of learner needs</li> <li>•Demonstrates how goal(s) fit into                             <ul style="list-style-type: none"> <li>-Broader unit</li> <li>-and Course</li> <li>-and School goals</li> </ul> </li> </ul>
<p><b>Evidence</b></p>				

**Instructional Planning**

	<b>Ineffective</b>	<b>Developing</b>	<b>Skilled</b>	<b>Accomplished</b>
<p><b>ASSESSMENT DATA (Standard 3: Assessment)</b></p> <p><i>Sources of Evidence</i> Pre-Conference</p>	<ul style="list-style-type: none"> <li>•The teacher does not plan for the assessment of student learning</li> </ul> <p>OR does not analyze student learning data to inform lesson plans</p>	<ul style="list-style-type: none"> <li>•The teacher explains the characteristics, uses, and limitations of various diagnostic, formative, and summative assessments</li> </ul> <p>BUT does not consistently incorporate this knowledge into lesson planning</p>	<ul style="list-style-type: none"> <li>•<b>The teacher demonstrates an understanding that assessment is a means of evaluating and supporting student learning through diagnostic, formative and summative means</b></li> <li>•<b>Effectively uses assessments (above) in lesson planning</b></li> </ul>	<ul style="list-style-type: none"> <li>•The teacher purposefully plans assessments</li> <li>•And differentiates assessment choices to match the full range of                             <ul style="list-style-type: none"> <li>-Student needs</li> <li>-and Student abilities</li> <li>-and Learning styles</li> </ul> </li> <li>•Incorporating a range of appropriate assessment choices:                             <ul style="list-style-type: none"> <li>-Diagnostic</li> <li>-and Formative</li> <li>-and Summative</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>•Does not use OR only uses one measure of student performance</li> </ul>	<ul style="list-style-type: none"> <li>•Uses more than one measure of student performance</li> <li>•BUT does not appropriately vary assessment approaches</li> </ul> <p>OR may have difficulty analyzing data to effectively inform instructional planning/delivery</p>	<ul style="list-style-type: none"> <li>•<b>Employs a variety of formal and informal assessment techniques to collect evidence of student knowledge and skills</b></li> <li>•<b>Analyzes data to effectively inform instructional planning and delivery</b></li> </ul>	<ul style="list-style-type: none"> <li>•Student learning needs are accurately identified through an analysis of student data</li> <li>•The teacher uses assessment data to identify student strengths and areas for student growth</li> </ul>
<p><b>Evidence</b></p>				

**Instructional Planning**

	<b>Ineffective</b>	<b>Developing</b>	<b>Skilled</b>	<b>Accomplished</b>
<p><b>PRIOR CONTENT KNOWLEDGE / SEQUENCE / CONNECTIONS</b>  <b>(Standard 1: Students; Standard 2: Content; Standard 4: Instruction)</b></p> <p><i>Sources of Evidence</i>                      Pre-Conference</p>	<p>•Lesson does not build on OR connect to students' prior knowledge</p> <p>OR</p> <p>Teacher may give an illogical/inaccurate explanation as to how the content connects to previous and future learning</p>	<p>•Makes an attempt to connect the lesson to students' prior knowledge, previous lessons</p> <p>OR future learning</p> <p>BUT is not completely successful</p>	<p>•<b>Makes clear and coherent connections with students'</b></p> <p>-Prior knowledge</p> <p>-and future learning</p> <p><b>both explicitly to students and within the lesson</b></p>	<p>•The teacher uses the input and contributions of</p> <p>-Families</p> <p>-and Colleagues</p> <p>-and Other professionals</p> <p>in understanding each learner's prior knowledge and supporting their development</p> <p>•The teacher makes meaningful and relevant connections between content and other disciplines and real-world experiences and careers and prepares opportunities for student to apply learning from different content areas to solve problems</p>
				<p>•Plans and sequences instruction to:</p> <p><b>Include important</b></p> <p>-Content</p> <p>-and Concepts</p> <p>-and Processes</p> <p><b>in school/district curriculum priorities and in state standards</b></p>
<b>Evidence</b>				

**Instructional Planning**

	<b>Ineffective</b>	<b>Developing</b>	<b>Skilled</b>	<b>Accomplished</b>
<p><b>KNOWLEDGE OF STUDENTS</b> <b>(Standard 1: Students)</b></p> <p><i>Sources of Evidence</i> Analysis of Student Data Pre-Conference</p>	<p>•Regarding students' background knowledge and experiences, the teacher</p> <ul style="list-style-type: none"> <li>-Demonstrates a lack of familiarity with students' backgrounds</li> </ul> <p>-and has made no attempts to find the information</p>	<p>•Regarding students' background knowledge and experiences, the teacher</p> <ul style="list-style-type: none"> <li>-Demonstrates some familiarity of students' background knowledge and experiences</li> </ul> <p>-and Describes one procedure used to obtain this information</p>	<p>•Regarding students' background knowledge and experiences, the teacher</p> <ul style="list-style-type: none"> <li>-Demonstrates familiarity with students' background knowledge and experiences</li> </ul> <p>-and Describes multiple procedures used to obtain this information</p>	<p>•Regarding students' background knowledge and experiences, the teacher</p> <ul style="list-style-type: none"> <li>-Demonstrates understanding of purpose/value of familiarity</li> <li>-and Demonstrates familiarity with students' background</li> <li>-and Describes multiple procedures used to obtain it</li> </ul>
	<p>•The teacher's plan for instruction does not demonstrate an understanding of students'</p> <ul style="list-style-type: none"> <li>-Development</li> <li>-and Preferred learning styles</li> </ul> <p>AND/OR students' Backgrounds/prior experiences</p>	<p>•The teacher's instructional plan draws upon a partial analysis of students'</p> <ul style="list-style-type: none"> <li>-Development</li> <li>- and Readiness for learning</li> <li>-OR Backgrounds and prior experiences</li> </ul> <p>AND/OR the plan is inappropriately tailored to the specific population of students in the classroom</p>	<p>•The teacher's instructional plan uses accurate analysis of students'</p> <ul style="list-style-type: none"> <li>-Development</li> <li>-and Readiness for learning</li> <li>-and Preferred learning styles</li> <li>-and Backgrounds and prior experiences</li> </ul>	<p>•The teacher's analysis of student data</p> <ul style="list-style-type: none"> <li>-Student development</li> <li>-and Student learning</li> <li>-and Preferred learning styles</li> <li>-and Student backgrounds/prior experiences</li> </ul> <p>Accurately connects the data to specific instructional strategies and plans</p> <p>•The teacher plans for and can articulate specific</p> <ul style="list-style-type: none"> <li>-Strategies</li> <li>-and Content</li> <li>-and Delivery</li> </ul> <p>to individual students and groups of students</p>
<p><b>Evidence</b></p>				

**Instruction and Assessment**

	<b>Ineffective</b>	<b>Developing</b>	<b>Skilled</b>	<b>Accomplished</b>
<p><b>LESSON DELIVERY (Standard 2: Content; Standard 4: Instruction; Standard 6: Collaboration and Communication))</b></p> <p><i>Sources of Evidence</i> Formal Observation Classroom Walkthroughs/ Informal Observations</p>	<ul style="list-style-type: none"> <li>•Teacher explanations are                             <ul style="list-style-type: none"> <li>-Unclear</li> <li>-OR Incoherent</li> <li>-OR inaccurate</li> </ul> </li> <li>and are generally ineffective in building understanding</li> <li>•The teacher uses language that fails to engage students                             <ul style="list-style-type: none"> <li>-is inappropriate to the content</li> </ul> </li> <li>AND/OR discourages independent or creative thinking</li> </ul>	<ul style="list-style-type: none"> <li>•Teacher explanations are                             <ul style="list-style-type: none"> <li>-Accurate</li> <li>-and Generally clear</li> </ul> </li> <li>BUT the teacher may not fully clarify information based on students' questions about content                             <ul style="list-style-type: none"> <li>OR instructions for learning activities</li> <li>OR the teacher may use some language that is developmentally inappropriate, leading to confusion</li> <li>OR limiting discussion</li> </ul> </li> <li>•The teacher re-explains topics when students show confusion</li> <li>BUT is not always able to provide an effective alternative explanation</li> </ul>	<ul style="list-style-type: none"> <li>•Teacher explanations are                             <ul style="list-style-type: none"> <li>-Clear</li> <li>-and Accurate</li> </ul> </li> <li>•The teacher uses developmentally appropriate strategies and language designed to actively encourage                             <ul style="list-style-type: none"> <li>-Independent</li> <li>-and Creative</li> <li>-and Critical thinking</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•Teacher explanations are                             <ul style="list-style-type: none"> <li>-Clear</li> <li>-and Coherent</li> <li>-and Precise</li> </ul> </li> <li>•The teacher uses                             <ul style="list-style-type: none"> <li>-Well-timed</li> <li>-and Individualized</li> <li>-and Developmentally appropriate</li> <li>-and teacher uses language designed to encourage                                     <ul style="list-style-type: none"> <li>-Independent</li> <li>-and Creative</li> <li>-and Critical thinking</li> </ul> </li> </ul> </li> <li>including the appropriate use of questions and discussion techniques</li> </ul>
	<ul style="list-style-type: none"> <li>•The teacher fails to address student confusion OR frustration and does not use effective questioning techniques during the lesson</li> <li>•The lesson is almost entirely teacher-directed</li> </ul>	<ul style="list-style-type: none"> <li>•The teacher attempts to employ purposeful questioning techniques</li> <li>BUT may confuse students with the phrasing OR timing of questions</li> <li>•The lesson is primarily teacher-directed</li> </ul>	<ul style="list-style-type: none"> <li>•The teacher effectively addresses confusion by                             <ul style="list-style-type: none"> <li>-Re-explaining topics when asked</li> <li>-and Ensuring understanding</li> </ul> </li> <li>•The teacher employs effective, purposeful questioning techniques during instruction</li> <li>•The lesson is a balance of teacher-directed instruction and student-led learning</li> </ul>	<ul style="list-style-type: none"> <li>•The teacher accurately anticipates confusion by                             <ul style="list-style-type: none"> <li>-Presenting information in multiple formats</li> <li>-and Clarifying content before students ask questions</li> </ul> </li> <li>•The teacher develops high-level understanding through effective uses of varied levels of questions</li> <li>•The lesson is student-led, with the teacher in the role of facilitator</li> </ul>

**Instruction and Assessment**

**Evidence**

**Continued**

**LESSON DELIVERY  
(Standard 2: Content;  
Standard 4: Instruction;  
Standard 6: Collaboration  
and Communication))**

*Sources of Evidence*  
Formal Observation  
Classroom Walkthroughs/  
Informal Observations

**Instruction and Assessment**

	<b>Ineffective</b>	<b>Developing</b>	<b>Skilled</b>	<b>Accomplished</b>
<p><b>DIFFERENTIATION</b> <b>(Standard 1: Students;</b> <b>Standard 4: Instruction)</b></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</p> <p>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</p> <p>•THOUGH some students may not be able to access certain parts of the lesson</p> <p>AND/OR some students may not be challenged</p>	<p>•<b>The teacher supports the learning needs of students through a variety of</b> <b>-Strategies</b> <b>-and Materials</b></p> <p><b>AND/OR pacing that make learning accessible and challenging for the group</b></p>	<p>•The teacher matches -Strategies -and Materials</p> <p>AND/OR pacing to students' individual needs to make learning accessible and challenging for all students in the classroom</p> <p>•The teacher effectively uses -Independent -and Collaborative -and Whole-class instruction to support individual learning goals and provides varied options for how students will demonstrate mastery</p>
<b>Evidence</b>				

**Instruction and Assessment**

	<b>Ineffective</b>	<b>Developing</b>	<b>Skilled</b>	<b>Accomplished</b>
<p><b>RESOURCES</b>  <b>(Standard 2: Content;  Standard 4: Instruction)</b></p> <p><i>Sources of Evidence</i>  Pre-Conference  Formal Observation  Classroom Walkthroughs/  Informal Observations</p>	<p>•Instructional materials and resources:  -Are irrelevant to the lesson  OR are inappropriate for students</p>	<p>•Instructional materials and resources:  -Are appropriate to support learning goals    BUT may not meet individual student learning styles/needs OR actively engaging students in learning</p>	<p>•<b>Instructional materials and resources:</b>  <b>-Aligned to instructional purposes</b>    <b>AND are appropriate for students' learning styles/needs, actively engaging students</b></p>	<p>•Instructional materials and resources:  -Aligned to instructional purposes    AND are varied and appropriate to ability levels    AND actively engages students in ownership of learning</p>
<p><b>Evidence</b></p>				

	Ineffective	Developing	Skilled	Accomplished
<p><b>CLASSROOM ENVIRONMENT</b> (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</p> <p>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</p> <p>and establishes a basic rapport with them</p> <p>For example, the teacher addresses student questions OR comments BUT does not inquire about their overall well-being</p>	<p><b>•The teacher has positive rapport with the students</b></p> <p><b>and demonstrates respect for and interest in all students</b></p> <p><b>For example, the teacher makes eye contact and connects with individual students</b></p>	<p>•The teacher has positive rapport with students</p> <p>and demonstrates respect for and interest in students’</p> <ul style="list-style-type: none"> <li>-Experiences</li> <li>-and Thought</li> <li>-and Opinions</li> </ul> <p>For example, the teacher responds quietly, individually, and sensitively to student confusion or distress</p>
	<p>•There are no evident routines OR procedures</p> <p>Students seem unclear about what they should be doing OR are idle</p>	<p>•Routines and procedures are in place</p> <p>BUT the teacher may inappropriately prompt or direct the students when they are unclear OR idle</p>	<p><b>•Routines and procedures run smoothly throughout the lesson</b></p> <p><b>and students assume age-appropriate levels of responsibility for the efficient operation of the classroom</b></p>	<p>•Routines are well-established and orderly</p> <p>and students initiate responsibility for the efficient operation of the classroom</p>
	<p>•Transitions are inefficient with considerable instruction time lost</p> <p>•Lessons progress too slowly OR quickly, so students are frequently disengaged</p> <p>•The teacher creates a learning environment that allows for little OR no communication or engagement with families</p>	<p>•The teacher transitions between learning activities</p> <p>BUT occasionally loses instructional time in the process</p> <p>•The teacher welcomes communication from families and replies in a timely manner</p>	<p><b>•Transitions are efficient</b></p> <p><b>AND occur smoothly</b></p> <p><b>•There is evidence of varied learning situations</b></p> <ul style="list-style-type: none"> <li>-Whole class</li> <li>-and Cooperative learning</li> <li>-and Small group</li> <li>-and Independent work</li> </ul> <p><b>•The teacher engages in two-way communication and offers a variety of volunteer opportunities and activities for families to support student learning</b></p>	<p>•Transitions are seamless as the teacher</p> <ul style="list-style-type: none"> <li>-Effectively maximizes instructional time and combines</li> <li>-Independent</li> <li>-and Collaborative</li> <li>-and Whole-class learning situations</li> </ul> <p>•The teacher engages in two-way, ongoing communication with families that results in</p> <ul style="list-style-type: none"> <li>-Active volunteer</li> <li>-and Community</li> <li>-and Family partnerships</li> </ul> <p>which contribute to student learning and development</p>

**Instruction and Assessment**

	<b>Ineffective</b>	<b>Developing</b>	<b>Skilled</b>	<b>Accomplished</b>
<p><b>Continued</b></p> <p><b>CLASSROOM ENVIRONMENT</b> (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>	<ul style="list-style-type: none"> <li>•Expectations for behavior are not established</li> <li>OR are inappropriate</li> <li>•AND/OR no monitoring of behavior occurs</li> <li>•The teacher responds to misbehavior inappropriately</li> </ul>	<ul style="list-style-type: none"> <li>•Appropriate expectations for behavior are established</li> <li>BUT some expectations are unclear</li> <li>OR do not address the needs of individual students</li> <li>•The teacher inconsistently monitors behavior</li> </ul>	<ul style="list-style-type: none"> <li>•A classroom management system has been implemented that is appropriate and responsive to classroom and individual needs of students</li> <li>•Clear expectations for student behavior are evident</li> <li>•Monitoring of student behavior is                             <ul style="list-style-type: none"> <li>-Consistent</li> <li>-and Appropriate</li> <li>-and Effective</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•A classroom management system has been                             <ul style="list-style-type: none"> <li>-Designed</li> <li>-and Implemented</li> <li>-and adjusted with student input</li> <li>-and is appropriate for the classroom</li> <li>-and individual student needs</li> </ul> </li> <li>•Students are actively encouraged to take responsibility for their behavior</li> <li>•The teacher uses research-based strategies to lessen disruptive behaviors and reinforce positive behaviors</li> </ul>

**Instruction and Assessment**

	<b>Ineffective</b>	<b>Developing</b>	<b>Skilled</b>	<b>Accomplished</b>
<p><b>Evidence</b></p> <p><b>Continued</b></p> <p><b>CLASSROOM ENVIRONMENT</b> (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>				

**Instruction and Assessment**

	<b>Ineffective</b>	<b>Developing</b>	<b>Skilled</b>	<b>Accomplished</b>
<p><b>ASSESSMENT OF STUDENT LEARNING</b></p> <p><b>(Standard 3: Assessment)</b></p> <p><i>Sources of Evidence</i></p> <p>Pre-Conference</p> <p>Formal Observation</p> <p>Classroom Walkthroughs/ Informal Observations</p> <p>Post-Conference</p>	<ul style="list-style-type: none"> <li>•The teacher does not routinely use assessments to measure student mastery</li> </ul>	<ul style="list-style-type: none"> <li>•The teacher uses assessments to measure student mastery</li> </ul> <p>BUT may not differentiate instruction based on this information</p>	<ul style="list-style-type: none"> <li>•The teacher uses assessment data to assess students strengths and needs and modifies and differentiates instruction accordingly</li> </ul> <p>ALTHOUGH the teacher may not be able to anticipate learning obstacles</p>	<ul style="list-style-type: none"> <li>•The teacher uses assessment data to identify students' strengths and needs and modifies and differentiates instruction accordingly</li> </ul> <p>AS WELL AS examines classroom assessment results to reveal trends and patterns in</p> <ul style="list-style-type: none"> <li>-Individual</li> <li>-and group progress</li> </ul> <p>and to anticipate learning obstacles</p>
	<ul style="list-style-type: none"> <li>•The teacher rarely OR never checks the students' understanding of content</li> <li>•The teacher fails to make adjustments in response to student confusion</li> </ul>	<ul style="list-style-type: none"> <li>•The teacher checks for student understanding</li> </ul> <p>and makes attempts to adjust instruction accordingly</p> <p>BUT these adjustments may cause some additional confusion</p>	<ul style="list-style-type: none"> <li>•The teacher checks for understanding at key moments</li> </ul> <p>and makes adjustments to instruction (whole class OR individual students)</p> <ul style="list-style-type: none"> <li>•The teacher responds to student misunderstandings by providing additional clarification</li> </ul>	<ul style="list-style-type: none"> <li>•The teacher continually checks for understanding</li> </ul> <p>and makes adjustments accordingly (whole class OR individual students)</p> <ul style="list-style-type: none"> <li>•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</li> </ul>
	<ul style="list-style-type: none"> <li>•The teacher persists in using a particular strategy for responding to misunderstandings, even when data suggests the approach is not succeeding</li> </ul>	<ul style="list-style-type: none"> <li>•The teacher gathers and uses student data from a few sources to choose appropriate instructional strategies for groups of students</li> </ul>	<ul style="list-style-type: none"> <li>•The teacher gathers AND uses student data from a variety of sources to choose and implement appropriate instructional strategies for groups of students</li> </ul>	<ul style="list-style-type: none"> <li>•By using student data from a variety of sources, the teacher appropriately adapts instructional methods and materials</li> </ul> <p>and paces learning activities to meet the needs of individual students</p> <p>AS WELL AS the whole class</p>

	Ineffective	Developing	Skilled	Accomplished
<p><b>ASSESSMENT OF STUDENT LEARNING (Standard 3: Assessment)</b></p> <p><i>Sources of Evidence</i>                      Pre-Conference                      Formal Observation                      Classroom Walkthroughs/                      Informal Observations                      Post-Conference</p>	<ul style="list-style-type: none"> <li>•The teacher does not provide students with feedback about their learning</li> </ul>	<ul style="list-style-type: none"> <li>•Students receive occasional OR limited feedback about their performance from the teacher</li> </ul>	<ul style="list-style-type: none"> <li>•The teacher provides                             <ul style="list-style-type: none"> <li>-Substantive</li> <li>-and Specific</li> <li>-and Timely feedback of student progress to                                     <ul style="list-style-type: none"> <li>-Students</li> <li>-and Families</li> <li>-and Other school personnel</li> </ul> </li> </ul> </li> <li>While maintaining confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>•The teacher provides                             <ul style="list-style-type: none"> <li>-Substantive</li> <li>-and Specific</li> <li>-and Timely feedback to                                     <ul style="list-style-type: none"> <li>-Students</li> <li>-and Families</li> <li>-and Other school personnel</li> </ul> </li> </ul> </li> <li>While maintaining confidentiality</li> <li>•The teacher provides the opportunity for students to engage in self-assessment</li> <li>and show awareness of their own strengths and weaknesses</li> <li>•The teacher uses student assessment results to reflect on his or her own teaching</li> <li>and to monitor teaching strategies and behaviors in relation to student success</li> </ul>

Instruction and Assessment				
	Ineffective	Developing	Skilled	Accomplished
<p><b>Evidence</b></p> <p><b>Continued</b></p> <p><b>ASSESSMENT OF STUDENT LEARNING (Standard 3: Assessment)</b></p> <p><i>Sources of Evidence</i>            Pre-Conference            Formal Observation            Classroom Walkthroughs/            Informal Observations            Post-Conference</p>				



**Professionalism**

**Ineffective**

**Developing**

**Skilled**

**Accomplished**

**Evidence**

**Continued**

**PROFESSIONAL  
RESPONSIBILITIES  
(Standard 6: Collaboration  
and Communication;  
Standard 7: Professional  
Responsibility  
And Growth)**

*Sources of Evidence*  
Professional Development  
or Improvement Plan  
Pre-Conference  
Post-Conference  
daily interaction with others

2015-2016 CERTIFIED SALARY SCHEDULE						EXHIBIT E
\$ 36,910	0.0175					
BASE SALARY	SALARY INDEX					
STEP	BACHELOR'S	5-YEAR	MASTERS	MASTERS +15	MASTERS +30	SPEECH THERAPIST
0	\$ 36,910	\$ 40,601	\$ 44,292	\$ 47,983	\$ 51,674	\$ 47,983
1	\$ 37,556	\$ 41,247	\$ 44,938	\$ 48,629	\$ 52,320	\$ 48,629
2	\$ 38,202	\$ 41,893	\$ 45,584	\$ 49,275	\$ 52,966	\$ 49,275
3	\$ 38,848	\$ 42,539	\$ 46,230	\$ 49,921	\$ 53,612	\$ 49,921
4	\$ 39,494	\$ 43,185	\$ 46,876	\$ 50,567	\$ 54,258	\$ 50,567
5	\$ 40,140	\$ 43,831	\$ 47,522	\$ 51,213	\$ 54,904	\$ 51,213
6	\$ 40,786	\$ 44,477	\$ 48,168	\$ 51,859	\$ 55,550	\$ 51,859
7	\$ 41,431	\$ 45,122	\$ 48,813	\$ 52,504	\$ 56,195	\$ 52,504
8	\$ 42,077	\$ 45,768	\$ 49,459	\$ 53,150	\$ 56,841	\$ 53,150
9	\$ 42,723	\$ 46,414	\$ 50,105	\$ 53,796	\$ 57,487	\$ 53,796
10	\$ 43,369	\$ 47,060	\$ 50,751	\$ 54,442	\$ 58,133	\$ 54,442
11	\$ 44,015	\$ 47,706	\$ 51,397	\$ 55,088	\$ 58,779	\$ 55,088
12	\$ 44,661	\$ 48,352	\$ 52,043	\$ 55,734	\$ 59,425	\$ 55,734
13	\$ 45,307	\$ 48,998	\$ 52,689	\$ 56,380	\$ 60,071	\$ 56,380
14	\$ 45,953	\$ 49,644	\$ 53,335	\$ 57,026	\$ 60,717	\$ 57,026
15	\$ 46,599	\$ 50,290	\$ 53,981	\$ 57,672	\$ 61,363	\$ 57,672
16	\$ 47,245	\$ 50,936	\$ 54,627	\$ 58,318	\$ 62,009	\$ 58,318
17	\$ 47,891	\$ 51,582	\$ 55,273	\$ 58,964	\$ 62,655	\$ 58,964
18	\$ 48,537	\$ 52,228	\$ 55,919	\$ 59,610	\$ 63,301	\$ 59,610
19	\$ 49,183	\$ 52,874	\$ 56,565	\$ 60,256	\$ 63,947	\$ 60,256
20	\$ 49,829	\$ 53,520	\$ 57,211	\$ 60,902	\$ 64,593	\$ 60,902
21	\$ 50,474	\$ 54,165	\$ 57,856	\$ 61,547	\$ 65,238	\$ 61,547
22	\$ 51,120	\$ 54,811	\$ 58,502	\$ 62,193	\$ 65,884	\$ 62,193
23	\$ 51,766	\$ 55,457	\$ 59,148	\$ 62,839	\$ 66,530	\$ 62,839
24	\$ 52,412	\$ 56,103	\$ 59,794	\$ 63,485	\$ 67,176	\$ 63,485
25	\$ 53,058	\$ 56,749	\$ 60,440	\$ 64,131	\$ 67,822	\$ 64,131
26	\$ 53,704	\$ 57,395	\$ 61,086	\$ 64,777	\$ 68,468	\$ 64,777
27	\$ 54,350	\$ 58,041	\$ 61,732	\$ 65,423	\$ 69,114	\$ 65,423
28	\$ 54,996	\$ 58,687	\$ 62,378	\$ 66,069	\$ 69,760	\$ 66,069
29	\$ 55,642	\$ 59,333	\$ 63,024	\$ 66,715	\$ 70,406	\$ 66,715
30	\$ 56,288	\$ 59,979	\$ 63,670	\$ 67,361	\$ 71,052	\$ 67,361

2016-2017 CERTIFIED SALARY SCHEDULE						EXHIBIT F
\$ 38,017	0.0175					
BASE SALARY	SALARY INDEX					
STEP	BACHELOR'S	5-YEAR	MASTERS	MASTERS +15	MASTERS +30	SPEECH THERAPIST
0	\$ 38,017	\$ 41,819	\$ 45,620	\$ 49,422	\$ 53,224	\$ 49,422
1	\$ 38,682	\$ 42,484	\$ 46,286	\$ 50,087	\$ 53,889	\$ 50,087
2	\$ 39,348	\$ 43,149	\$ 46,951	\$ 50,753	\$ 54,554	\$ 50,753
3	\$ 40,013	\$ 43,815	\$ 47,616	\$ 51,418	\$ 55,220	\$ 51,418
4	\$ 40,678	\$ 44,480	\$ 48,282	\$ 52,083	\$ 55,885	\$ 52,083
5	\$ 41,343	\$ 45,145	\$ 48,947	\$ 52,749	\$ 56,550	\$ 52,749
6	\$ 42,009	\$ 45,810	\$ 49,612	\$ 53,414	\$ 57,216	\$ 53,414
7	\$ 42,674	\$ 46,476	\$ 50,277	\$ 54,079	\$ 57,881	\$ 54,079
8	\$ 43,339	\$ 47,141	\$ 50,943	\$ 54,744	\$ 58,546	\$ 54,744
9	\$ 44,005	\$ 47,806	\$ 51,608	\$ 55,410	\$ 59,211	\$ 55,410
10	\$ 44,670	\$ 48,472	\$ 52,273	\$ 56,075	\$ 59,877	\$ 56,075
11	\$ 45,335	\$ 49,137	\$ 52,939	\$ 56,740	\$ 60,542	\$ 56,740
12	\$ 46,001	\$ 49,802	\$ 53,604	\$ 57,406	\$ 61,207	\$ 57,406
13	\$ 46,666	\$ 50,468	\$ 54,269	\$ 58,071	\$ 61,873	\$ 58,071
14	\$ 47,331	\$ 51,133	\$ 54,935	\$ 58,736	\$ 62,538	\$ 58,736
15	\$ 47,996	\$ 51,798	\$ 55,600	\$ 59,402	\$ 63,203	\$ 59,402
16	\$ 48,662	\$ 52,463	\$ 56,265	\$ 60,067	\$ 63,869	\$ 60,067
17	\$ 49,327	\$ 53,129	\$ 56,930	\$ 60,732	\$ 64,534	\$ 60,732
18	\$ 49,992	\$ 53,794	\$ 57,596	\$ 61,397	\$ 65,199	\$ 61,397
19	\$ 50,658	\$ 54,459	\$ 58,261	\$ 62,063	\$ 65,864	\$ 62,063
20	\$ 51,323	\$ 55,125	\$ 58,926	\$ 62,728	\$ 66,530	\$ 62,728
21	\$ 51,988	\$ 55,790	\$ 59,592	\$ 63,393	\$ 67,195	\$ 63,393
22	\$ 52,654	\$ 56,455	\$ 60,257	\$ 64,059	\$ 67,860	\$ 64,059
23	\$ 53,319	\$ 57,121	\$ 60,922	\$ 64,724	\$ 68,526	\$ 64,724
24	\$ 53,984	\$ 57,786	\$ 61,588	\$ 65,389	\$ 69,191	\$ 65,389
25	\$ 54,649	\$ 58,451	\$ 62,253	\$ 66,055	\$ 69,856	\$ 66,055
26	\$ 55,315	\$ 59,116	\$ 62,918	\$ 66,720	\$ 70,522	\$ 66,720
27	\$ 55,980	\$ 59,782	\$ 63,583	\$ 67,385	\$ 71,187	\$ 67,385
28	\$ 56,645	\$ 60,447	\$ 64,249	\$ 68,050	\$ 71,852	\$ 68,050
29	\$ 57,311	\$ 61,112	\$ 64,914	\$ 68,716	\$ 72,517	\$ 68,716
30	\$ 57,976	\$ 61,778	\$ 65,579	\$ 69,381	\$ 73,183	\$ 69,381

**EXHIBIT G**  
**MIAMI TRACE LOCAL SCHOOL DISTRICT**  
**SUPPLEMENTAL SALARY SCHEDULE July 1, 2015 through June 30, 2018**  
**Supplemental Index Factor: \$32,500**

<b>EXPERIENCE</b>	<b>0</b>	<b>1-2</b>	<b>3-4</b>	<b>5+</b>
<b>LEVEL I</b>	<b>\$ 5,168</b>	<b>\$ 6,110</b>	<b>\$ 6,663</b>	<b>\$ 7,410</b>
	<b>0.159</b>	<b>0.188</b>	<b>0.205</b>	<b>0.228</b>
Varsity Basketball Coach (2)				
Varsity Football Coach				
Marching Band Director				
Strength & Conditioning Coordinator				
<b>LEVEL II</b>	<b>\$ 3,900</b>	<b>\$ 4,160</b>	<b>\$ 4,420</b>	<b>\$ 4,680</b>
	<b>0.12</b>	<b>0.128</b>	<b>0.136</b>	<b>0.144</b>
Head Wrestling Coach				
<b>LEVEL III</b>	<b>\$ 3,055</b>	<b>\$ 3,315</b>	<b>\$ 3,575</b>	<b>\$ 3,835</b>
	<b>0.094</b>	<b>0.102</b>	<b>0.11</b>	<b>0.118</b>
Assistant Marching Band Director/including Summer Camp				
Assistant Varsity Basketball Coach (2)				
Reserve Basketball Coach (2)				
Assistant Varsity Football Coach (5)				
Equipment Manager				
Gymnastics Coach				
Head Baseball Coach				
Head Soccer Coach				
Head Soccer Coach - Girls (when recognized by OHSAA)				
Head Softball Coach				
Head Track Coach (2)				
Head Volleyball Coach				
Musical Director				
Assistant Athletic Director				
<b>LEVEL IV</b>	<b>\$ 2,633</b>	<b>\$ 2,893</b>	<b>\$ 3,153</b>	<b>\$ 3,413</b>
	<b>0.081</b>	<b>0.089</b>	<b>0.097</b>	<b>0.105</b>
Assistant Wrestling Coach (2)				
Faculty Manager				
<b>LEVEL V</b>	<b>\$ 1,755</b>	<b>\$ 2,015</b>	<b>\$ 2,275</b>	<b>\$ 2,535</b>
	<b>0.054</b>	<b>0.062</b>	<b>0.07</b>	<b>0.078</b>
Assistant Baseball Coach (2)				
Assistant Soccer Coach (2)				
Assistant Girls Soccer Coach				
Assistant Softball Coach (2)				
Assistant Track Coach (2)				
Assistant Volleyball Coach				
Assistant Gymnastics Coach				
Conditioning Coach (25% Basketball)				
Conditioning Coach (75% Football)				
Cross Country Coach				

<b>LEVEL V continued</b>	<b>\$ 1,755</b>	<b>\$ 2,015</b>	<b>\$ 2,275</b>	<b>\$ 2,535</b>
	<b>0.054</b>	<b>0.062</b>	<b>0.07</b>	<b>0.078</b>
Freshman Basketball Coach (2)				
Freshman Football Coach				
Golf Coach (2)				
Tennis Coach (2)				
Head Cheerleader Advisor (Var/Res Football)				
Head Cheerleader Advisor (Var/Res Basketball)				
Class Play Advisor				
Instrumental Music Director (Extra Curricular)*				
Vocal Music Director (Extra Curricular)*				
Yearbook Advisor				
Bowling Coach				
Head Swim Coach				
<b>LEVEL VI</b>	<b>\$ 1,333</b>	<b>\$ 1,593</b>	<b>\$ 1,853</b>	<b>\$ 2,113</b>
	<b>0.041</b>	<b>0.049</b>	<b>0.057</b>	<b>0.065</b>
7th Grade Basketball Coach (2)				
8th Grade Basketball Coach (2)				
Assistant Freshman Football Coach				
Assistant High School Musical Director				
Assistant Yearbook Advisor				
Athletic Trainer (All Sports)				
Freshman Volleyball Coach				
Head Middle School Football Coach				
Head Middle School Track Coach				
High School Student Council Advisor				
North Central (2)				
parenting Class Instructor (one stipend per year)				
Quick Recall Advisor				
<b>LEVEL VII</b>	<b>\$ 975</b>	<b>\$ 1,235</b>	<b>\$ 1,495</b>	<b>\$ 1,690</b>
	<b>0.03</b>	<b>0.038</b>	<b>0.046</b>	<b>0.052</b>
Assistant Cheerleader Advisor (2)				
Assistant Golf Coach (2)				
Drill Team Advisor				
Flag Corps Advisor				
National Honor Society Advisor				
Senior Class Advisor				
Building Technology Specialist (14)				
Head Teacher				
Assistant Swim Coach				
Elementary Team Leaders as follows:				
Specials (1)				
Special Education (1)				
K Math, Language Arts (2)				
1st Math, Language Arts (2)				
2nd Math, Language Arts (2)				
3rd Math, Language Arts (2)				
4th Math, Language Arts, Social Studies (3)				
5th Math, Language Arts, Science (3)				

<b>LEVEL VIII</b>	<b>\$</b>	<b>683</b>	<b>\$</b>	<b>943</b>	<b>\$</b>	<b>1,203</b>	<b>\$</b>	<b>1,463</b>
		<b>0.021</b>		<b>0.029</b>		<b>0.037</b>		<b>0.045</b>

HS Agriculture Department Chairperson  
 American Field Service Advisor  
 HS Business Department Chairperson  
 District Science Fair Coordinator  
 HS English Department Chairperson  
 HS Foreign Language Department Chairperson  
 Guidance Department Chairperson  
 Health/Physical Ed Department Chairperson  
 HS Musical Technology Assistant  
 Family & Consumer Science Department Chairperson  
 Industrial Arts Department Chairperson  
 Instrumental Music Department Chairperson  
 Junior Class Advisor  
 Junior Class Prom Advisor (2)  
 Middle School Cheerleader Advisor (2)  
 Middle School Cross County (minimum 10 runners)  
 Middle School Football Coach (4)  
 Middle School Musical Director  
 Middle School Track Coach (4)  
 Middle School Volleyball Coach (2)  
 Middle School Wrestling Coach (2)  
 HS Math Department Chairperson  
 Newspaper Advisor  
 HS Science Department Chairperson  
 HS Social Studies Department Chairperson  
 HS. Special Education Department Chairperson  
 Middle School Department Heads (Math, Science, Social Studies, Language Arts, Special Ed)

<b>LEVEL IX</b>	<b>\$</b>	<b>325</b>	<b>\$</b>	<b>585</b>	<b>\$</b>	<b>845</b>	<b>\$</b>	<b>1,105</b>
		<b>0.01</b>		<b>0.018</b>		<b>0.026</b>		<b>0.034</b>

Future Teachers Club Advisor  
 Middle School Student Council Advisor  
 Elementary Student Council Advisor (2)

<b>LEVEL X</b>	<b>\$</b>	<b>325</b>	<b>\$</b>	<b>455</b>	<b>\$</b>	<b>618</b>	<b>\$</b>	<b>780</b>
		<b>0.01</b>		<b>0.014</b>		<b>0.019</b>		<b>0.024</b>

Art Club Advisor  
 Dramatic Arts Club Advisor  
 Entry Year Program Committee  
 French Club Advisor  
 Freshman Class Advisor  
 Future Business Leaders Advisor  
 Future Nurses Club Advisor  
 ICP Career passport Coordinators  
 Industrial Arts Club Advisor  
 In-The-Know Advisor (Add \$50 each addl round)

<b>LEVEL X continued</b>	<b>\$ 325</b>	<b>\$ 455</b>	<b>\$ 618</b>	<b>\$ 780</b>
	<b>0.01</b>	<b>0.014</b>	<b>0.019</b>	<b>0.024</b>
Middle School Beta Club Advisor				
Middle School Instrumental Music Director *				
Middle School Newspaper Advisor				
Middle School Power of the Pen (3)				
Middle School Book Club				
Middle School Team Leaders (3)				
Middle School Vocal Music Director*				
Library Club Advisor				
Mock Trial Advisor				
Odyssey of the Mind Coaches				
Office Workers Club Advisor				
Physical Education Club Advisor				
SADD Club Advisor				
Science Club Advisor				
Science Olympiad Advisor				
Sophomore Class Advisor				
Spanish Club Advisor				

**OTHER**

Kindergarten Screening	\$130 (Day)
Overnight Stay at 6th Grade Outdoor Overnight Camp	\$50 (per Night)
Non-Resident Educator Mentor	\$ 518
Resident Educator Mentor (REM)	
REM Year 1	\$ 1,492
REM Year 2	\$ 746 per RE
REM Year 3	\$ 746 per RE
REM Year 4	\$ 746 per RE

\*Instrumental music director shall be paid a supplemental 1/3 of Level 5, at the appropriate experience level for the employee plus \$50.00 per extracurricular performance of a High School Instrumental Music Class up to a maximum of \$2,400.

\*Vocal music director shall be paid a supplemental 1/3 of Level 5, at the appropriate experience level for the employee plus \$50.00 per extracurricular performance of a High School Vocal Music Class up to a maximum of \$2,400.

\*Middle School Instrumental music director shall be paid a supplemental 1/3 of Level 10, at the appropriate experience level for the employee, plus \$50.00 per performance of a Middle School Instrumental Music Class up to a maximum of \$350.00.

\*Middle School Vocal music director shall be paid a supplemental 1/3 of Level 10, at the appropriate experience level for the employee, plus \$50.00 per performance of a Middle School Vocal Music Class up to a maximum of \$350.00.

\*Elementary vocal music teacher(s) shall be paid a supplemental of \$50 per performance of an elementary school vocal music grade level up to a maximum of \$300 per school year.