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COLLECTIVE BARGAINING AGREEMENT

between the

DEER PARK EDUCATION ASSOCIATION

an affiliate of the

Ohio Education Association

and the

National Education Association

and the

BOARD OF EDUCATION

OF THE

DEER PARK COMMUNITY CITY SCHOOL DISTRICT

EFFECTIVE:

July 1, 2011 – June 30, 2014

Board Adopted 3/29/11

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PREAMBLE

This Collective Bargaining Agreement (hereinafter referred to as "Agreement") is made and entered into by and between the Deer Park Education Association, an affiliate of the Ohio Education Association and the National Education Association (hereinafter all jointly referred to as the "Association") and the Board of Education of the Deer Park Community City School District (hereinafter referred to as the "Board")

ARTICLE I - RECOGNITION

1 01 GENERAL PROVISION

The Board recognizes the Association as the sole and exclusive bargaining agent for all employees employed by the Board within the collective bargaining unit as defined in Section 1 02 below

1 02 BARGAINING UNIT

The term "employee" as used in this Agreement shall mean and include only those persons included within the collective bargaining unit, as defined in this Section 1.02. The collective bargaining unit shall include all full-time and part-time classroom teachers (K-12, Special, Vocational) who are duly certified to teach in accordance with Ohio law and who are employed under individual contracts as teachers by the Board, including department heads, tutors, speech and hearing therapists, guidance counselors and librarians, but excluding the Superintendent of Schools, assistant superintendents, principals, school psychologist and all other personnel excepted from the definition of "public employee" in Section 4117 01 of the *Ohio Revised Code*, including all supervisors, management level employees and temporary, casual, substitute and summer employees, student employees, employees employed only in the non-public schools in the District, student teachers, all certified or non-certified education aides or para-professional employees, summer school, adult education and after hours and community school teachers or instructors, and excluding all non-certified employees and all other employees not specifically included in the bargaining unit described above.

ARTICLE II - RIGHTS OF THE BOARD AND RESPONSIBILITIES OF THE ASSOCIATION AND EMPLOYEES

2 01 The Board is the legally constituted body responsible for the management, direction and control of all of the public schools and employees and other personnel employed in the Deer Park Community City School District and for the determination of all resolutions, policies, practices, procedures, rules and regulations governing any and all aspects of the Deer Park Community City School District, and it is recognized that the Board must operate in accordance with all provisions of Federal and Ohio law and the rules and regulations promulgated by the Department of Education or other authorities in accordance with Federal or Ohio law

2 02 The Association recognizes, without limitation, that all rights, powers, functions, responsibilities and authority of the Board existing before the execution of this Agreement, including those set forth in Section 2 01 above and in Section 4117.08 (C) (1), (2), (3), (4), (5), (6), (7), (8) and (9) of the *Ohio Revised Code*, are retained by the Board, and that those rights, powers, functions, responsibilities and authority, and the use of judgment and discretion therewith, shall belong solely and exclusively to the Board during the term of this Agreement, except as may be expressly and specifically modified by the terms of this Agreement.

ARTICLE III - GRIEVANCE PROCEDURE

3 01 DEFINITIONS

3.0101 Grievance

A "grievance" is defined as any dispute by an employee, group of employees, and/or the interpretation, application, or alleged violation of the express terms of this Agreement.

3 0102 Day

As used in this Article shall mean calendar day

3 0103 Time Limitations

A. Any grievance which has not been presented in the Grievance Procedure within the time limits for presentation of grievances, and any grievance which is not appealed to the next step of the Grievance Procedure within the applicable time limits specified herein, shall be considered as settled and shall not be subject to further discussion or appeal.

B. All steps and time limits specified in this Article are mandatory and the steps may be waived and the time limits extended or reduced only by written mutual agreement of the Association and the Superintendent or designee

3 02 RIGHTS OF THE GRIEVANT AND THE ASSOCIATION

3 0201 Employees and groups of employees have the right to present grievances and have them adjusted without the intervention of the Association, as long as the adjustment is not inconsistent with the terms of this Agreement, and as long as the Association has the opportunity to be present at the adjustment, as provided in ORC Section 4117 03 (A) (5).

3 0202 An employee, group of employees, and/or the Association who has a grievance shall have the right to have a representative present at all grievance hearings at any step of the grievance procedure.

3 0203 If in the judgment of the Association a grievance affects a group of employees, the Association may submit and process such grievance on behalf of said employees

3.0204 No reprisal of any kind shall be taken by or against any participant in the Grievance Procedure by reason of such participation.

3 0205 The party requesting a stenographic record shall pay for the total cost thereof unless the other party agrees to share the cost

3 03 GRIEVANCE PROCEDURE STEPS

Every attempt will be made to solve problems at the lowest possible level. The grievant(s) and/or the Association may approach the administrator immediately concerned and discuss the matter in an informal manner.

3 0301 First Step

- A. Should an employee, group of employees, and/or the Association claim a grievance, the grievance shall be filed within twenty-five (25) calendar days after the event has occurred giving rise to the grievance. The grievance must be submitted in writing on a form as set forth herein, as Appendix "F", signed and dated, and presented to the building principal or designee directly involved who has authority in the matter. The grievance shall state:
- (1) the alleged cause of the grievance, including date, time and place,
 - (2) provision or provisions of this Agreement about which there is a dispute relating to its interpretation, application or alleged violation; and
 - (3) the remedy requested
- B. In the event an action giving rise to a grievance occurs after the end of the school year and prior to the start of the next school year, the time for filing a grievance shall start with the first workday of the next school year. If both parties agree the issue/grievance may be addressed during the school break.
- C. The building principal or designee directly involved shall hold a hearing with the grievant or a representative of a group of grievants and the Association representative to investigate and discuss the grievance within eight (8) calendar days after the grievance is presented to the building principal or designee. The building principal or designee shall give a written answer to the grievant or the representative of a group of grievants and to the Association, within ten (10) calendar days after the hearing.

3 0302 Second Step

- A. If the grievant is not settled in the first step, the written grievance may be presented by the grievant, a representative of a group of grievants and/or the Association to the Superintendent of the Board or designee within ten (10) calendar days after receipt of the first step answer.
- B. Within eight (8) days after receipt of the written grievance the Superintendent or designee shall hold a hearing with the grievant or representative of a group of grievants and the Association representative to investigate and discuss the grievance. Within ten (10) calendar days after the close of the hearing, the Superintendent or designee shall give the grievant or the representative of a group of grievants and the Association, a written answer to the grievance.

3 0303 Third Step

- A. If the grievance is not settled at the second step, the Association may appeal the grievance to an arbitrator by giving written notice to the Superintendent of its desire to do so. The parties agree that the process for arbitration shall be under the rules of the American Arbitration Association Expedited Labor Arbitration rules.
- B. The decision of the arbitrator shall be final and binding on the Board, the grievant(s), and the Association. The arbitrator shall expressly confine him/herself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) not so submitted to him/her. The

arbitrator shall have no power to add to, subtract from, or change, modify or amend any of the terms and provisions of this Agreement, or any other written agreements between the Board and Association, and no arbitrator shall have any authority to hear or determine a dispute involving the exercise of a Board right which is within the exclusive authority of the Board as set forth in any Article of this agreement.

C The costs for arbitration shall be paid by the losing party

3.04 EXHAUSTION OF GRIEVANCE PROCEDURE

No employee covered by this Agreement or the Association may invoke any other legal proceeding or bring any lawsuit against the Board, without first having exhausted the remedies available to him/her or the Association, as set forth in this Article. This provision shall apply only in regard to any matter which is grievable under this Article.

ARTICLE IV - ASSOCIATION RIGHTS

4.01 USE OF SCHOOL BUILDINGS AND TELEPHONES

4.0101 The Association shall have the right to use the Board's school buildings for daytime meetings, Monday through Friday, during employee non-working time, at reasonable times and places, not in conflict with other scheduled functions, with the prior approval of the Board's Superintendent or designee (including Building Principal), provided that use of the school building shall not result in any additional custodial, maintenance or repair cost to the Board, and provided that such use shall be limited to Association meetings not to exceed two (2) hours on any one (1) day

4.0102 A telephone shall be provided by the Board in each school building's teacher lounge for the use of employees during non-working time, lunch time or their preparation period. During the course of the workday, all emergency telephone calls for employees will be immediately referred to the called employee

4.02 DISSEMINATION OF ASSOCIATION INFORMATION

4.0201 The Association may distribute materials to Association members via the school mail.

4.0202 Any materials distributed to employees by means of the employee's school mailboxes must identify the name of the organization producing the materials.

4.0203 The Board shall provide the Association with bulletin board space in the employee workroom or lounge in each school building for the purpose of posting Association information to members or employees.

4.0204 No political announcements will be posted on bulletin boards or distributed to employees via the school mail. The word "political" as used in this Agreement refers to public section candidate or issue endorsements and anything critical of the Board or its employees or personnel, but does not include Association politics.

4.03 PAYROLL DUES DEDUCTIONS

4.0301 Association initiation fees, membership dues (United Teaching Profession dues) and

assessments will be withheld by the Board from the paychecks of all Association members who have voluntarily given the Board a written, signed authorization to deduct Association initiation fees, periodic membership dues and assessments from their paychecks, and to remit such deductions to the Association. It shall be the sole responsibility of the Association and/or its members to provide the Board Treasurer with all written, signed employee authorizations. The deduction and remission of such sums to the Association shall be at no cost to the Association or Association members. It will be the responsibility of the Association to furnish the Board Treasurer, in writing, with the current amount of Association initiation fees, period membership dues and assessments to be withheld from the check of each employee. Association initiation fees, period membership dues and assessments will be deducted beginning with the first paycheck issued in September of each year and beginning with the first paycheck issued each month thereafter through June of the following year. Deduction authorization cards may be submitted to the Board Treasurer at any time during the year, and shall be effective with the first deduction following a two (2) week period for processing each authorization. An employee may revoke a written authorization for deduction of Association initiation fees, period membership dues and assessments at any time and for any reason by giving written revocation notice to the Board Treasurer. If an employee revokes a written authorization, the Board Treasurer shall provide the Association with notice of revocation within one (1) week after receipt of the notice of revocation. The Board Treasurer shall remit deductions to the Association within one (1) week of the actual deductions from the employee's paycheck. The Treasurer shall also submit a list of Association members for whom deductions were made and the amount deducted for each member.

4 0302 The Association agrees to indemnify and hold the Board harmless against any and all claims or liabilities that may arise out of or are in any way related to the deduction of Association initiation fees, period membership dues or assessments.

4 04 BOARD MEETING INFORMATION

Without additional or specific requests of the Association, the Board shall provide the local Association President with a copy of a notice of all Board meetings at the same approximate time as the members of the Board receive such notice. Without additional or specific request of the Association, the Board shall provide the local Association President and the Association Faculty Representative in each school building with the agenda of regular and special Board meetings, the Board minutes of previous regular and special Board meetings and such other documents distributed with the agenda and minutes, as determined by the Board, except those documents identified by the Board or the Superintendent or his/her designee as confidential documents, at the same approximate time said documents are provided to the Board members.

4 05 EMPLOYEE PARTICIPATION IN GRIEVANCE HEARINGS/CONFERENCES

4 0501 Whenever the Board or its designee(s) and the Association mutually schedule employees to participate in grievance hearings or other meetings or conferences during the workday, the scheduled employees shall suffer no loss in pay

4 0502 If a member of the bargaining unit's attendance at a grievance or impasse hearing is necessary in order for the Association to present its case, the employee shall not suffer any loss of pay

4.0503 If the hearing is an impasse hearing, the total number of members of the bargaining unit that shall be released shall not exceed three (3)

4 06 BARGAINING UNIT LISTS

The Board shall provide the Association with a list of all employee names and addresses between September 15 and October 1 of each school year. The Board shall provide the Association with a copy of a seniority list, showing name of employee and most recent date of hire, by area of certification, by April 15 of each school year. The Board shall provide the Association with the names and addresses of newly-hired employees within five (5) days after date of hire.

4 07 ASSOCIATION ACCESS

The Association's representatives, agents and/or officers shall have the right to confer with employees during the non-working time of those employees taking part in the conference, provided that officers, non-employee representatives and/or agents shall give notice of their presence in a school building to the building principal or designee prior to the conference. Non-working time includes employee lunch periods, but does not include employee preparation periods or time.

4 08 ASSOCIATION LEAVE

The Association shall be provided with a collective total of five (5) release days per school year to conduct Association business and/or for the purpose of attending Association conferences and conventions. Said days may be utilized by the representatives of the Association provided the Association pays to the Board the cost of the substitute teacher's salary for each day utilized.

ARTICLE V - EMPLOYMENT PRACTICES

5 01 CONTRACTS

5.0101 Limited Contracts

- A. Every individual employed by the Board shall be issued a contract. If the contract is a limited contract, it shall be either for one (1) or up to five (5) years in length.
- B. All individual employee limited contracts shall be subject to all the terms and conditions of this Agreement.
- C. All individual employee limited contracts shall be in writing and signed by the individual employee, the Board Treasurer and the Board President.

5.0102 Continuing Contracts

- A. An individual employee's continuing contract is an agreement between an individual employee and the Board for employment on a continuous basis until the employee resigns, elects to retire, or until the continuing contract is terminated or suspended as provided for in this Agreement or as provided for by any applicable law.
- B. Employees who qualify as to professional certification/licensure, who have met educational requirements and who have worked for at least three (3) of the last

five (5) years in the District, or who have obtained continuing contract status elsewhere and have worked two (2) years in the District are eligible for continuing contract consideration.

- C A school year for payment on the salary schedule and in contract status shall consist of a minimum of one hundred twenty (120) days at a minimum of three (3) hours and forty-five (45) minutes of teaching per day.
- D The Board will consider employees who are eligible for continuing contracts at the Board's annual April meeting upon recommendation of the Superintendent or designee. The responsibility for requesting the Superintendent or designee and the Board to consider an employee for a continuing contract shall be the sole responsibility of the requesting employee. Employees who desire to apply for a continuing contract must inform the Superintendent or designee in writing of their intent by October 1 of any year. The employee must furnish appropriate certification/licensure, and educational documentation by March 30 for the Board's annual April meeting. The employee will be formally evaluated by the administrator. The employee may prior the April board meeting withdraw their request for continuing contract. The granting of continuing contracts shall be governed by 3319.11 ORC. The requirements of this section are intended to and shall supersede the continue contract requirements of ORC 3319 11
- E All individual employee continuing contracts shall be subject to all terms and conditions of this Agreement.
- F All individual employee continuing contract shall be in writing and signed by the individual employee, the Board Treasurer and the Board President.

5.0103 Supplemental Contracts

- A. A supplemental limited individual employment contract is a form of limited contract between an employee and the Board whereby the employee agrees to perform a particular duty or duties, which may or may not be in addition to an employee's normal or regular duties, in exchange for a specified amount of compensation. An individual employee supplemental limited contract may or may not supplement either an individual employee limited or an individual employee continuing contract. Supplemental contracts shall be awarded in accordance with ORC 3313.53.
- B. Individual employee supplemental limited contracts are for a specified length of time not to exceed two (2) school years
- C. All individual employee supplemental limited contracts shall be in writing and signed by the individual employee, the Board Treasurer and the Board President.
- D. Individual supplemental limited contracts shall be subject to Sections 5.09 and 7.02 of this Agreement.
- E. Nothing contained in this Agreement shall be construed to prohibit the Board from creating individual employee limited supplemental contract positions which did not exist in the past, provided that the salary or hourly rate for such

positions shall first be subject to collective bargaining with the Association. If agreement on such salary or hourly rates is not reached, the affected employee may be employed under the individual employee limited supplemental contract at a salary or hourly rate established by the Board and such salary or hourly rate shall be open to further collective bargaining with the Association at the termination of this Agreement.

- F Supplemental salaries or hourly rates shall be paid to all employees employed under individual employee supplemental limited contracts, including those contracts covering curriculum development duties, textbook selection duties and extracurricular duties
- G Employees who hold a supplemental contract shall be paid for such duty at the salary or hourly rate set forth on the supplemental salary schedule attached hereto as "Appendix "A" Supplemental contract compensation for all employees will be paid through a separate check to be direct deposited into a previously designated account. This compensation will be paid after completion of supplemental duties and only on the following dates: November 30th, March 31st, and June 30th. When one of the above dates falls on a Saturday or Sunday, payment will be made on the last working day for the Board Treasurer's office preceding that date. Full payment of salary is conditional upon full performance of services.
- H The Association agrees that the Board has the right to create new positions for supplemental duties which have not existed in the past.

5.0104 The district will adhere to the State Teacher licensing system.

5 02 ASSIGNMENTS WITHIN BUILDINGS

- 5 0201 Prior to May 25 of each year, each building principal will meet with each affected employee who is then in his/her building to discuss any proposed changes in grade level and/or subject matter assignments within that building for the following year.
- 5.0202 The term "assignments" as used in this Section 5 02 does not include transfers to other school buildings or new job openings or job vacancies
- 5 0203 A tentative written notice of change in grade level and/or subject matter assignment for the following school year will be given to each affected employee by the Superintendent or designee prior to the last day of the current school year or as soon thereafter as reasonably possible
- 5 0204 Any changes in the tentative written notice of change in grade level and/or subject matter assignment which becomes necessary after the tentative written notice of change is given to the employee, shall be explained to and discussed with the employee as soon as reasonably possible prior to the change in such assignment.
- 5.0205 It is expressly understood that all decisions pertaining to grade level and/or subject matter assignment shall remain within the sole and exclusive final discretion of the Superintendent or designee and shall not be subject to the grievance procedure of this Agreement.
- 5.0206 If a change in grade level and/or subject matter assignment occurs during the school year or within one (1) day of the beginning of the school year, the employee being

changed shall be granted one (1) day off with pay to adjust, plan and/or procure the necessary educational needs for performing the new assignment. One (1) additional day may be given at the Superintendent's discretion.

- 5 0207 Traveling teachers shall be given a minimum of twenty (20) minutes traveling time beginning when the previous class ends in one building up to when the next class begins in the other building. In the event an emergency arises which requires the traveling teacher to have additional time to get to the next duty station, the traveling teacher shall notify the appropriate building principal so that he/she can take steps to provide proper classroom coverage

5 03 JOB VACANCIES AND NEW JOB OPENINGS

- 5 0301 The Superintendent shall prepare a list of all new job openings and/or job vacancies which the Board desires to fill on a permanent basis as soon as such openings and/or vacancies become officially known to the Superintendent. The list shall include only those job openings and/or job vacancies which are within the collective bargaining unit as defined in Section 1.02 of this Agreement. A copy of this list shall be distributed to all employees by the Superintendent or designee and the list shall include a description of the new or vacant positions available, the requirements for each position, the deadline for application to each position and the effective starting date of each position.
- 5 0302 Any qualified employee, properly certified, who wishes to be considered for any job opening or job vacancy must apply in writing at the Superintendent's office before the deadline for application expires. Current employees must submit an updated resume. The Superintendent shall issue a written confirmation to each employee who files a letter of interest acknowledging receipt of that letter. The district will interview any current employee who sends a letter of interest in a position that has been posted
- 5 0303 Qualified persons not employed as employees under this Agreement, who are properly certified, may also apply and be considered for any job opening or vacancies under this Section 5.03 and all employee and non-employee applicants shall be given equal consideration by the Board or its designee.
- 5 0304 If none of the applicants for the new job opening or job vacancy are found to be sufficiently qualified by the Board or its designee, then the Board or its designee may continue to seek applicants in any manner it deems advisable. All new job openings and job vacancies shall be filled only on the basis of who is best qualified (including certification), within the reasonable opinion of the Board or its designee, to meet all of the requirements of the job opening or vacancy.
- 5 0305 Notice of any new job openings and/or job vacancy that occur during a school recess will be announced (email, phone call) to each employee who is certificated for the opening or vacancy and shall specify the information set forth in Section 5 0301 above. Employees may request that the notification be mailed to them
- 5 0306 By December 31, employees may submit a letter of interest and updated resume for a new or changed assignment for the following school year. The Board may interview these employees prior to a position being posted.

5 04 EMPLOYEE TRANSFERS

- 5 0401 A transfer is a change in an employee's building work location. All transfers, whether involuntary or voluntary, not involving the filling of permanent new job openings or permanent job vacancies as provided for in Section 5 03 above, shall be discussed no later than ten (10) calendar days prior to the effective change at a conference to be held between the employee, the building principal or his/her designee. The reason(s) for a transfer shall be discussed at the conference and given to the employee in writing.
- 5 0402 The Board shall provide training, formal or informal mentoring and/or staff development for any teacher in a new assignment.
- 5 0403 The Association recognizes the Superintendent's authority to assign or transfer as provided in accordance with ORC 3319 01

5.05 EMPLOYEE EVALUATIONS

- 5 0501 A. The Deer Park Board agrees that one of the goals of evaluation is to assess areas of strengths and weaknesses of an employee's work performance and to make specific recommendations to assist the employee in correcting weaknesses. In addition, it is recognized that the employee has a responsibility to correct identified weaknesses.
- B "Days" for the purposes of this section shall be "calendar days "
- 5 0502 Observations of an employee shall be conducted by a certificated administrator
- 5 0503 Job deficiencies observed outside of the regular evaluation process shall be brought to the employee's attention by the administrator when he/she considers it to be a problem
- 5 0504 Procedure for Usage of the Evaluation Instrument
- A. The evaluation instrument follows a checklist format. Supportive documentation is required of the evaluator in defense of a check in the needs improvement/ineffective category. This documentation will include diagnosis and a suggested prescription. Evaluators are encouraged to document specific strengths with supportive comments in the effective category.
- B. The instrument will be completed no later than April 30 and reviewed in a conference with the teacher. The teacher and evaluator will both have the opportunity to sign the evaluation at this time. The signature of the teacher verifies only that he/she has received a copy of the evaluation instrument. This signature does not indicate agreement or disagreement on the part of the teacher.
- C. An evaluation will consist of a minimum of two (2) classroom observations of at least thirty (30) minutes per observation. The evaluation process will consist of two evaluations, one to occur by January 15, the second by April 1st. The evaluations shall be shared with the teacher by January 25 and April 10 respectively. Evaluators are encouraged to exceed this minimum number of classroom observations. The teacher has a right to request that an additional observation be made.

- D The teacher and evaluator will both have the opportunity to sign the evaluation at this time. The signature of the teacher verifies only that he/she has received a copy of the evaluation instrument. This signature does not indicate agreement or disagreement on the part of the teacher
- E A teacher with a limited contract in the Deer Park Community School District will be evaluated each semester. After three years of successful evaluations, a limited contract teacher will be evaluated every other year. The evaluator may initiate an evaluation out of this sequence if there is a reason
- F An employee having a continuing contract in the Deer Park Community School District will be evaluated every other year. If it is deemed warranted by the building administrator, a teacher may be evaluated during his/her non-scheduled year to carefully evaluate classroom performance.
- G The evaluation requirements of this section are intended to and shall supercede the evaluation requirements of ORC 3319.11, 111 and any other conflicting provision.

5 0505 Observation Report Form

The results of all formal observations should be indicated on this form. Feedback should be given to the teacher within ten (10) days of the observation, and the teacher should have the right to comment on the observation at that time. All participants should have completed copies of the observation form within the ten (10) days. (Appendix "B").

5 0506 Performance Evaluation Summary Forms

The evaluator must complete this form prior to the evaluation conference. These forms are designed to consider the teacher's effectiveness in all areas of their professional responsibilities. The evaluations should be documented by observation report forms and other appropriate data. (Appendix "B, B-1")

5 06 PERSONNEL FILES

- 5.0601 A personnel file for each employee will be maintained in the Board's District office.
- 5 0602 Personnel files will contain job applications and references, records, and information relative to compensation, certifications, license, evaluations, and such other information as may be considered pertinent by the Board, Superintendent or their designees.
- 5 0603 Access to personnel files will be in accordance with the *Ohio Revised Code* as related to access of public records. A bargaining unit member will be made aware of any individual requesting access to their personnel records. All information contained in personnel files, except confidential pre-employment references, may be used at any step of the grievance procedure of this Agreement or in any court or administrative proceeding to which the Board or its designees are parties.
- 5 0604 Each employee will have the right, upon reasonable advanced request to the Superintendent or designee, to review the contents of his/her own personnel file, in the presence of the Superintendent or designee, with the exception of pre-

employment references provided to the Board on a confidential basis. All employee requests to review personnel files and the review of the files shall be during the employee's non-working time

- 5.0605 Any employee may make written objections to any information contained in his/her personnel file. Any written objection must be signed by the employee and will become part of said employee's personnel file. Information in the personnel file may be removed upon mutual agreement of the employee and the administrator making the entry or the Superintendent.
- 5.0606 Anonymous letters or materials shall not be placed in the employee's personnel file, nor shall they be made a matter of record.
- 5.0607 An employee may give the Superintendent or designee written permission to release designated information in the employee's personnel file and each request must specify the exact information to be released and to whom the information is to be released. The employee will pay the Board for any costs in reproducing any information to be released. Each release shall become a part of the employee's personnel file

5.07 REDUCTION IN FORCE

5.0701 General Procedures

- A. If it becomes necessary for the Board to reduce the number of employees due to declining enrollment, discontinuance or reduction of a program or teaching area, return to duty of employee(s) on leave, consolidation of the school district with one or more other districts, or financial reasons, the procedures set forth in this Section shall govern the reduction in force. The Board shall determine in which types of employee certification the reduction in force shall occur and the number of employees to be reduced in each type of certification.
- B. When there is a reduction in force, every effort will be made to reduce the number of active working employees within the certification types to be reduced through attrition as the result of resignations and retirements. If further reductions in the number of active employees within certification types are required, the Board, on the Superintendent's recommendation, will suspend the limited contracts without pay of those limited contract employees then actively working within the certification types to be reduced.
- C. Seniority shall govern the reduction in force among the actively working employees within the certification type. If further reductions in force are necessary after all limited contract employees actively working within a certification type have been suspended, the Board, on the recommendation of the Superintendent, will suspend continuing contracts without pay of those continuing contract employees then actively working within the certification types to be reduced. Seniority shall govern the reduction in force among the actively working employees within the certification type. Employees on paid or unpaid leave of absence at the time of a reduction in force, who would have been suspended without pay had they been actively employed, shall be considered as suspended without pay and not on a paid or unpaid leave of absence

5.0702 Seniority

- A. Seniority is defined as the length of continuous full-time service of each employee from date of most recent hire by the Board while under certification within the District. All part-time employees under certification shall accrue pro-rated seniority on the basis of their part-time service within the District.
- B. Persons who are certificated and who are employed by the Board outside the bargaining unit shall have seniority from their most recent date of hire by the Board for purposes of this Section 5 07, in the event they are transferred by the Board for purposes of this Section unit and shall be listed on the appropriate certification seniority lists for purposes of this Section 5 07 and shall have all rights provided to employees by this Section 5 07
- C. Employees who resign or otherwise terminate employment with the Board for reasons other than retirement and who are then reemployed by the Board shall begin accumulating seniority only from the time of their most recent date of hire.
- D. In the case of identical seniority, the effective date of employment with the Board as indicated by the official Board hiring date will be used to resolve ties, except when documentation is available to indicate an employment commitment was made and a person was not recommended for hire at the next Board meeting due to scheduling or clerical problems. If official Board hiring dates are identical, the date of receipt of the formal job application from the employee will be used to determine seniority. If the formal job application date is more than three hundred sixty-five (365) days prior to the date the Board hired the employee, no more than three hundred sixty-five (365) days will be counted for purposes of calculating seniority based on the formal job application date. Should all of the foregoing dates be identical, the employee with the most total service in education in the District shall be the employee with the most seniority. For purposes of the preceding sentence only, substitute teaching will be considered as service in education in the District. Should seniority dates still be identical, total service in education inside and outside the District shall be used to determine seniority.
- E. The Board shall compile and distribute a seniority list to all employees for each certification type by April 15 of each school year. The names of employees who are certificated for several certification types will appear on each such seniority list. Each list will show whether or not the employee is actively working in the certification type for that school year. It is each employee's individual responsibility to notify the Board by October 15 of each school year of the types of certifications held and any changes in certification which the employee wants reflected on the current year's seniority list.

5 0703 Notification of Suspension

Employees who are to be suspended without pay under this Article as well as the Association President will be notified of the suspensions by certified mail or hand delivery not later than forty-five (45) calendar days prior to the effective date of the suspension.

5 0704 Displacement Rights

An employee notified of the suspension of his/her contract without pay under this

Section 5.07 while actively working within a particular certification type, may immediately displace another employee actively working in another certification type, on the basis of seniority as defined in paragraph (D) of this Section 5.0702, provided the displacing employee is properly certified to replace this displaced employee.

5.0705 Recall Rights

- A. A recall list of suspended employees will be maintained by seniority according to certification types on file in the Board's office. When there is a job vacancy or new job opening to be filled, as determined by the Board within its sole and exclusive discretion, suspended employees who are certified to perform the work in that position will be recalled on the basis of seniority as defined in Section 5.0701, paragraphs (B) and (C). Job vacancies and new job openings shall not be filled under Section 5.03 (Job Vacancies and New Job Openings) of this Agreement until after the procedures of this Section 5.0705(A) have first been exhausted. Recall rights will be only in those types of certifications for which the employee is duly certified as shown by the seniority lists established under the procedures set forth in this Section 5.07. Notification of recall will be given by certified mail to the employee at the last address furnished to the Board or in person by hand delivery, except in those cases of emergency when a telephone call will be necessary, for example, in late August, after the opening of school, or in the event of an unexpected sudden vacancy.
- B. An employee who fails to respond to a written recall notice within ten (10) calendar days after sending the notice of recall or within twenty-four (24) hours after sending a telephone notice of recall will be deemed to have refused the position offered in the recall notice.
- C. An employee's name will remain on a recall list(s) for twenty-four (24) months after the effective date of a suspension unless the employee (1) waives seniority recall rights in writing; (2) retires, resigns or otherwise terminates employment; (3) fails to accept recall to a position in the certification type for which the employee is certified; (4) after acceptance of recall, fails to report to work on the date specified in the recall notice, unless the employee is disabled and promptly notifies the Superintendent or designee of the disability. An employee who has secured employment elsewhere will be allowed a reasonable amount of time before being required to report to work provided the employee secures written agreement to that amount of time from the Superintendent or designee.
- D. After an employee has been suspended for twenty-four (24) months, the employee's name will be removed from all recall lists and the employee shall not be eligible for recall lists and the employee shall not be eligible for recall and shall be terminated from employment and the employee's employment contracts shall be terminated and the employee shall have no rights under this Agreement.
- E. Retirees will have no recall rights.

5.0708 An employee who is suspended will not be eligible for any paid or unpaid leaves of absence. The effective date of a suspension is the last day of work. A suspended employee may continue Board sponsored insurance benefits, excluding retirement benefits, by paying the entire amount of all premium costs necessary to pay for such insurance benefits and this option may be exercised only so long as payments are

received by the date specified and in the manner specified by the Board Treasurer, not to exceed a period of twenty-four (24) consecutive months, provided the employee is still on the recall list.

5 0709 After recall from suspension, an employee will receive only accumulated sick leave accrued up to the date of suspension. Upon recall from suspension, an employee will be placed on the salary schedule in accordance with experience and training, but a recalled employee will not receive salary increment credit for any time while on suspension. Suspension time will not count toward the requirements for continuing contract tenure or years of continuous service for any seniority or service purposes under this Agreement, but, suspension time will be considered a termination of employment except as otherwise provided herein.

5 08 RIGHT TO PRIVACY

The Board and its representatives will not intentionally divulge employees' home addresses and telephone numbers to persons other than employees and representatives of the Board. However, this information is public record and, if it is specifically requested, access will be in accordance with the *Ohio Revised Code* as related to access of public records.

5 09 DISCIPLINARY ACTION

All Board disciplinary action against employees shall be for just cause and the reasons set forth in ORC 3319.16 except as otherwise provided for in this Agreement. Employees may also be subject to discipline for violation of the Educator Code of Conduct enacted by the Ohio Department of Education.

5 10 CONTRACT NONRENEWAL

An employee whose contract has been non-renewed may utilize the provisions of *Ohio Revised Code* 3319.11 when appealing the non-renewal of his/her contracts. It is understood that this provision does not apply to supplemental contracts.

5 11 TERMINATION

The contract of an employee shall be terminated in accordance with 3319 16 ORC and 3319 161 ORC.

5 12 COMPLAINT PROCEDURE

5 1201 The principal shall meet with an employee about any complaint the administrator intends to investigate and/or which could lead to some disciplinary action being taken. No complaint shall lead to disciplinary action until the teacher has had the opportunity to meet with the principal or Superintendent to present his/her response to the complaint.

5 1202 The administration shall not withhold the identity of any complainant in the event the employee requests the complainant's name.

5 1203 Any individual wishing to make a complaint will be advised to initiate the complaint with the appropriate building administrator. If either the teacher or complainant are not satisfied with the result, either may meet with the Superintendent to seek a resolution of the problem. The matter may be heard by the Board only if the meeting with the Superintendent does not resolve the matter.

- 5 1204 Anonymous complaints shall not be placed in a personnel file or made a matter of record or used as part of any evaluation unless disciplinary action is taken as a result of the allegations contained in the letter
- 5 1205 This provision shall not apply to allegations of suspected child abuse, child neglect or criminal activity which shall be reported as required by law

ARTICLE VI - LEAVES

6 01 PAID PERSONAL BUSINESS LEAVE

- 6 0101 Each employee may receive up to three (3) paid personal business leave days during each school year. Paid personal business leave may be used only for the observance of religious holidays, which require total abstinence from work by the employee, or for personal business that cannot be conducted in a time other than on a workday and during work hours. Fractional days must be used when the necessary business does not require a full day's absence. An application for paid personal business leave shall be made, through the employee's building principal or designee, to the Superintendent or designee at least three (3) workdays in advance of the leave day(s) on the form attached hereto and made a part thereof as Appendix "C". The requirement of advance application shall be waived by the Superintendent or designee because of emergency conditions which prevent the making of advance application. The granting of all paid personal business leave shall be after recommendation or non-recommendation of the employee's building principal or designee and final approval or disapproval shall be within the reasonable opinion of the Superintendent or designee and all recommendations and approvals must be made in writing. Under only extreme extenuating circumstances, approved within the sole and exclusive discretion of the Superintendent or designee, paid personal business leave may be approved beyond the three (3) day per school year limitation. A letter from the employee outlining the extreme extenuating circumstances must be presented to the Superintendent or designee for advance written approval of paid personal business leave beyond the three (3) day per school year limitation and approval of such leave by the Superintendent or designee must be in writing. When seeking approval for a personal day before or after a holiday/break the employee must provide written explanation of the need for the personal day in conjunction with the application.
- 6 0102 An employee's use of paid personal business leave for reasons other than those specified in this Section 6 0101 shall constitute just cause for disciplinary action by the Board.
- 6 0103 If an employee uses paid personal business leave for a court appearance, for which the employee receives fees from the court and/or travel expenses, the employee shall be entitled to retain the fees and/or travel expenses received from the court, in addition to pay from the Board for their personal business leave.
- 6 0104 Any personal leave days that are not used in a school year shall be converted to sick leave days or paid at a rate of \$100 per full day to be declared in writing by June 15 with payment to be made no later than August 15.

6 02 PAID SICK LEAVE

- 6 0201 Paid sick leave of one and one-four (1¼) days per full month of employment with the Board, effective on the last day of each month, shall accumulate, up to fifteen (15) days a year from September 1 through August 31, for all employees. A day of paid sick leave shall equal the number of hours worked per day at the time of accumulation. All unused days of accumulated paid sick leave shall be added monthly to an employee's sick leave reserve.
- 6 0202 Accumulated sick leave may be used when approved by the Superintendent or designee, for paid absence from work due to the employee's illness, injury, pregnancy, exposure to contagious disease which could be communicated to others, or for illness, injury or death of a near relative of the employee. Near relatives shall include only the employee's father, mother, brother, sister, daughter, son, step-children, grandparents, grandchildren, wife/husband/spouse-partner, father-in-law or mother-in-law.
- 6.0203 In order to receive paid sick leave, an employee must submit an application for paid sick leave which is attached hereto and made a part hereof as Appendix "E". All applications must be approved in writing by the Superintendent or designee. Fractional sick leave days must be used when the absence does not require a full day's absence.
- 6 0204 An employee's use of paid sick leave for reasons other than those specified in this Section 6 02 shall constitute just cause for disciplinary action by the Board.
- 6 0205 An employee who is hired by the Board and who has previously been employed by a public agency of the State of Ohio shall be credited with the unused balance of his/her accumulated paid sick leave not to exceed two hundred seventy (270) days upon receipt of proper verification of such unused balance by the Board.
- 6 0206 Each new employee who is hired by the Board and who does not qualify for any accumulated paid sick leave under Section 6.0205 of this Agreement, shall be advanced five (5) days of paid sick leave at date of hire, but each such employee shall not accumulate any additional paid sick leave during the first four (4) months of employment with the Board.
- 6 0207 A. A "Sick Leave Bank" shall be established for use by bargaining unit members who wish to participate. Each participant shall contribute one (1) day of sick leave in the first month of eligibility.
- B. A new member of the bank cannot be assessed a second day within a twelve-month period.
- C. Each participant shall contribute one (1) day each time the "Bank" reaches twenty-five percent (25%) of the number in membership. Said contribution shall be made on the first day of employment of the fiscal year following the depletion occurrence.
- D. New employees may join during the first three months of their employment. Any employee who does not join during their first period of eligibility must wait until the Bank is required to assess additional days.
- E. Sick days donated to the "Bank" will not be returned.
- F. After an employee's accumulated sick leave has been exhausted, and any

other special leave has also been exhausted, the employee shall be eligible to draw from the bank only for approved absences of ten (10) continuous days or more.

- G Any employee withdrawing sick leave days from the "Bank" shall not be required to replace those days except as a regular contributing member of the "Bank "
- H The Sick Leave Bank Committee shall consist of three (3) persons selected by D.P.E.A.
- I Guidelines are approved by the Board and Association and available upon request from the Association.

6 0208 Paid Adoption Leave – An employee would be eligible to use personal accumulated sick leave for up to 2 consecutive weeks for the initial adoption of a child.

6.03 PAID JURY DUTY LEAVE

6.0301 When an employee is called for jury duty service, the employee shall give the Superintendent or designee as much advance written notice of the call to jury service as possible and the employee will be released from duty for each day of required jury duty service. An employee must return to work while on jury service if the employee is released from any day(s) of jury service by the court.

6 0302 The Board will pay an employee absent from work due to jury service the employee's normal pay for each day of required jury duty service and the employee may retain all jury duty fees paid by the court to the employee, including paid travel expenses, in addition to the pay received from the Board for jury duty service.

6 04 PAID ASSAULT LEAVE

6 0401 An employee who is physically disabled as a result of a physical assault on him/her while in the performance of his/her duties shall be entitled to assault leave.

6 0402 When such assault results in the absence from duty, such absence shall not result in a loss of pay and shall not be chargeable to sick leave, up to a maximum of fifteen (15) workdays per employee per year.

6 0403 Medical verification will be furnished if a doctor was consulted and/or the leave is for more than ten (10) days.

6 05 PAID PROFESSIONAL LEAVE

6 0501 Paid professional leave may be approved by the Superintendent or designee and the requesting employee's building principal, for purposes of attending professional meetings or workshops, visits to other schools, or other educational experiences approved by the Superintendent or designee. Employees desiring paid professional leave must submit a written request at least one (1) full week in advance of the leave, and all paid professional leave must be approved in advance by the Superintendent or designee.

6 0502 Paid professional leave will not exceed more than the number of days approved by

the Superintendent or designee. Paid professional leave will not be approved for any time during the first three (3) weeks of any school year. The Superintendent or designee will attempt to equally distribute paid professional leave among all employees taking into consideration the need of the District's schools

6 0503 The Board will pay each employee on paid professional leave for all reasonable expenses incurred during the leave. Every effort will be made by the employee to provide an estimate of the reasonable expenses to the Board prior to commencement of the leave.

6 06 CREDIT FOR TIME SPENT ON PAID LEAVE(S)

Employees will be credited with time spent on paid leave(s) of absence for purposes of salary step increases on the salary schedule and for seniority, paid personal business leave and paid sick leave accumulation and Board paid insurance premium cost purposes only.

6 07 UNPAID CHILD CARE LEAVE

6.0701 Unpaid child care leave is defined as a leave of absence from work commencing at a time immediately following childbirth, that the employee is physically able to work, but voluntarily wishes to attend to the rearing of his/her newborn child. Employees desiring unpaid child care leave must submit a request in writing within at least (30) calendar days prior to the effective date of the leave, and all unpaid child care leave must be approved in writing in advance by the Board after the recommendation of approval by the Superintendent or designee.

6 0702 Unpaid child care leave may be for the remainder of the semester or school year for which it is requested and the request shall specify which of these options the employee has selected.

6.0703 The leave will run concurrently with FMLA.

6.0704 The employee shall notify the Board no later than seven (7) days prior to the expiration of the leave if the employee intends to return to work at the conclusion of the leave. Failure to do so shall be deemed an irrevocable resignation and the Board may accept that resignation.

6 08 UNPAID ADOPTION LEAVE

6 0801 Unpaid adoption leave is defined as a leave of absence from work commencing at a time, immediately following adoption of a child, that the employee is physically able to work, but voluntarily wishes to attend to the rearing of his/her newly adopted child. Employees desiring adoption leave must submit a request in writing as soon as their date of custody has been determined and all unpaid adoption leave must be approved in writing in advance by the Board after the recommendation of approval by the Superintendent or designee.

6 0802 Unpaid adoption leave may be for the remainder of the semester or school year for which it is requested and the request shall specify which of these options the employee has selected.

6 09 UNPAID MILITARY DUTY LEAVE

Military duty leave of absence shall be governed by applicable state and federal law. An

employee desiring a leave of absence for unpaid military duty shall apply for a leave in writing as far in advance of the military duty as feasible.

6 10 UNPAID SABBATICAL LEAVE

Any employee who has completed at least five (5) full calendar years of service as an employee of the Board may be granted a one (1) school year unpaid sabbatical leave of absence for educational advancement (such as, exchange program, travel, study, employment outside education, American schools abroad or research) Employees desiring unpaid sabbatical leave must submit a written request within at least sixty (60) calendar days prior to the effective date of the leave, and all unpaid sabbatical leave must be approved in writing in advance by the Board after recommendation of approval by the Superintendent or designee.

6 11 UNPAID MEDICAL LEAVE

6 1101 Employees who have exhausted all accumulated paid sick leave as provided for in Section 6 0201 herein and who desire to be absent from work due to the employee's illness, injury, pregnancy or exposure to contagious disease, must submit a written request for unpaid medical leave as soon as possible, and all unpaid medical leave must be approved in writing by the Board after the recommendation of approval by the Superintendent or designee

6 1102 Unpaid medical leave will not exceed more than one hundred eighty (180) calendar days at any one time

6 1103 The leave will run concurrently with FMLA.

6 1104 The employee shall notify the Board no later than seven (7) days prior to the expiration of the leave if the employee intends to return to work at the conclusion of the leave Failure to do so shall be deemed an irrevocable resignation and the Board may accept that resignation.

6 12 CREDIT FOR TIME SPENT ON UNPAID LEAVE(S)

6 1201 With the exception of unpaid medical leave days, employees will be credited with time spent on unpaid leave(s) of absence for purposes of salary step increases on the salary schedule and for seniority, paid personal business leave and paid sick leave accumulation purposes only.

6 1202 The Board shall not be obligated to pay any insurance premium costs on behalf of the employees on unpaid leave(s) except to the extent that the Family Medical Leave Act is applicable An employee granted an unpaid leave may elect to continue Board sponsored insurance benefits during the leave by employee payment of the entire premium costs of such insurance for the period of the leave

6 13 RIGHTS UPON RETURNING FROM LEAVE

Employees shall be entitled to reinstatement to active employment by the Board at the conclusion of any approved paid or unpaid leave of absence, specified in Article VI of this Agreement, except that employees may not be reinstated to any supplemental duty contract employment in effect at the time any unpaid leave was granted. Employees may be denied reinstatement to active employment by the Board in the event of a reduction in force, in accordance with this Agreement, during the period of any approved leave of absence Reinstatement to active employment by the Board at the conclusion of any approved unpaid

leave shall be to any available job position for which the employee is properly certified, and reinstatement to active employment by the Board at the conclusion of any approved paid leave shall be to the same building and teaching job held immediately prior to the commencement of the leave

ARTICLE VII - COMPENSATION AND FRINGE BENEFITS

7.01 ANNUAL SALARY NOTICES

Notwithstanding any provision of the *Ohio Revised Code* to the contrary, it is agreed that the Board need not issue annual salary notices to any employees covered by this Agreement at any time.

7.02 REGULAR AND SUPPLEMENTAL LIMITED CONTRACT PAY

7 0201 Effective with each employee's first workday of the 2011-12 school year, the Board shall implement the salary schedule attached hereto and designated Appendix "E" (no increase on the base and no movement on the steps)

7 0202 Effective 2012-13 and 2013-14 the DPEA and The Board of Education will reopen negotiations confined to financial compensation and insurance only.

7.03 PLACEMENT ON SALARY SCHEDULE

7 0301 Each newly-hired employee shall be given experience credit for purposes of placement on the base salary schedule for:

- A. Up to eight (8) years teaching experience in public or chartered non-public elementary and secondary schools in Ohio or other states of the United States, or
- B. Up to five (5) years active military service experience with the Armed Forces of the United States, or
- C. A combination of both (A) and (B), but not to exceed ten (10) years of experience credit for placement on the salary schedule (Appendix "E")
- D. In order for teaching experience to be approved for salary schedule purposes, the employee must give proof of having been under contract for a regular school year and of having taught for a minimum of one hundred twenty (120) days per year, at a minimum of three (3) hours and forty-five (45) minutes per day, while under contract. A year of military service experience is defined as twelve (12) months of such service or a major fraction thereof

7 0302 For proper placement on the base salary schedule, any employee having been employed shall furnish an official transcript of credits, a valid teaching certificate, and if teaching experience is to be granted, documents providing such experience, and if Armed Forces experience credit is to be granted, a copy of the proper discharge or separation documents, to the Board Treasurer no later than September 15 of any school year. Upon submission of such information to the Board Treasurer, the employee shall immediately be moved to the proper placement on the salary schedule, retroactive to the beginning of the current school year, provided the

documentation meets with the approval of the Board Treasurer. Failure of an employee to provide proper certification in a timely manner will result in the withholding of pay and may result in immediate discharge of the employee which shall be a discharge for just cause, as provided for in this Agreement.

- 7 0303 Employees who claim educational credits toward lateral movement on their respective salary schedule must first have the educational credits approved in advance by the Superintendent or designee

7 04 EXTENDED SERVICE PAY

- 7 0401 Employees selected by the Board for extended service work in excess of one hundred eighty-four (184) days during an individual employee's limited or continuous contract year, shall be paid as part of their individual limited or continuous contract, in the amount of two and one-half percent (2.5%) of the individual employee's base salary as set forth in this Agreement, for each full work week of employment as defined in this Agreement, in excess of said one hundred eighty-four (184) days. Work of less than a full work week shall be paid on a proportional basis.

- 7 0402 Extended service pay shall be based on the base salary schedule in effect when the work is performed.

7 05 INTERNAL SUBSTITUTION

- 7 0501 In the event substitutes are not available, employees may be assigned to serve as period substitutes during their scheduled preparation periods or during other times that the building principal or designee desires to make such a substitute assignment.

- 7 0502 If a teacher is required to give up a planning period as the result of such an agreement or is required to accept into his/her classroom students of an absent teacher, then, in that event, the teacher so assigned shall be paid whereby 1-30 minutes equals $\frac{1}{2}$ of the hourly sub rate and 31-60 equals the full hourly rate of twelve dollars (\$12 00) per hour

7 06 PAY PERIODS

Employees will be paid two (2) times a month, twenty-four (24) installments The following conditions and restrictions will apply

- 7.0601 Pay dates will be on the fifteenth (15th) and last day of the month, except:
- 7 0602 When one of these days falls on Saturday or Sunday, payment will be made on the last working day for the Treasurer's office preceding that day
- 7 0603 When one of these days falls on a holiday, payment will be made on the last preceding workday for the Treasurer's office

7.07 SEVERANCE PAY

- 7 0701 The Board will issue a severance payment for accrued unused sick leave to eligible employees upon their retirement in accordance with this Section 7.07. To be eligible for this severance payment, an employee must have five (5) or more years of active employment with the Board, must terminate his/her active employment with the Board and must qualify for retirement under the State Teachers Retirement System

7 0702 Severance pay will be paid at the daily rate of pay for one-fourth (1/4) of the employee's accrued unused sick leave days. For purposes of this severance pay, the daily rate of pay shall be the annual contract base salary amount of the employee's limited or continuous individual employee contract in effect on the last day of active employment prior to retirement divided by one hundred eighty-four (184) days. Payment will be made only once to any employee and shall eliminate all accrued unused sick leave, except for those employees who are eligible for and elect to participate in any Board approved retirement pay or policy. Payment of severance pay shall be made within thirty (30) calendar days after the last day of active employment.

7 08 BOARD PICK-UP OF EMPLOYEE CONTRIBUTIONS TO STATE TEACHERS RETIREMENT SYSTEM

7 0801 For tax sheltering purposes only, the Board shall, effective with the signing of this Agreement by both parties, designate and consider (i.e. "pick-up"), each employee's mandatory contribution to the State Teachers Retirement System (STRS), as deferred salary paid by the Board. The amount of an employee's income reported by the Board as subject to Federal and Ohio income tax, shall be the employee's total gross income reduced by the amount of the employee's mandatory contribution to the STRS. No employee's total earnings paid by the Board shall be increased by application of this Section 7.08, nor shall the Board's contribution to the STRS or the Internal Revenue Service and Ohio taxing authorities.

7 0802 The Board shall have the right to immediately and unilaterally discontinue all of its obligations under this Section 7 10, if so ordered by the STRS and/or the Internal Revenue Service or Ohio taxing authorities, notwithstanding any provision contained in this Agreement to the contrary Rule 77-464 and 81-36 of the Internal Revenue Service and Opinion 82-097 of the Ohio Attorney General and rules of the STRS, and such rules as the aforementioned agencies, including Ohio taxing authorities, may subsequently issue are applicable to the Board notwithstanding any provisions set forth in this Section 7.10.

7 0803 The "pick-up" amount shall be included in the employee's annual base salary for the purposes of computing weekly rates of pay, daily rates of pay, hourly rates of pay and for determining pay or salary due to absence or for any other purpose under this Agreement.

7 09 TRAVEL EXPENSE REIMBURSEMENT

7 0901 In arranging schedules for employees who are assigned to more than one (1) school, an effort will be made to limit the amount of interschool travel. Such employees will be notified of any changes in their schedule as soon as practicable.

7 0902 Any employee who does travel and is assigned to two (2) or more buildings per day shall be reimbursed for travel expenses between those buildings at the current Internal Revenue Service mileage rate.

7 0903 Travel expenses shall be paid upon submission of mileage to the Board Treasurer. Requests must be submitted within 30 calendar days of the date of the expense.

7 10 INTERNAL REVENUE SERVICE 125 PLAN

- 7 1001 Employees will be eligible to participate in the 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 and dental insurance shall be part of the Plan. Additionally, the plan shall include a Flexible Spending Account (FSA) that shall allow eligible employees to use pre-tax dollars to pay child and elder dependent care expenses and un-reimbursed medical, dental, and/or prescription drug bills. 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.
- 7 1002 All employees shall be given the opportunity to participate in the Plan according to dates established in the plan documents
- 7 1003 The Board will be responsible for the payment of any membership fee assessed for the administration of the plan, if one is assessed

7 11 ELECTRONIC FUNDS TRANSFER

All employees' salaries shall be paid by electronic funds transfer (direct deposit) to a bank or savings and loan institution of the employee's choosing each pay date. If the pay date is not a regularly scheduled workday, direct deposit shall be made in accordance with Section 7 06

7 12 PROFESSIONAL GROWTH FUND

- 7 1201 In order to qualify for this educational growth payment, an employee must teach in the Deer Park Community Schools the year following the expenditure for professional growth. To clarify, if the employee makes expenditures during the previous school year, he/she will be paid the educational growth payment during the following school year, no later than October 1, if he/she is still teaching in the Deer Park Community Schools
- 7.1202 An employee may apply for reimbursement for approved courses for graduate college credit if they have an Individual Professional Development Plan that has been approved by the LPDB. Course of study selected is subject to prior approval of the Superintendent or designee. Prior to beginning coursework the employee shall submit the form attached hereto as Appendix "H" and a copy of the registration form to the Superintendent or designee to obtain approval.
- 7 1203 The year for disbursement purposes is defined as July 1 through June 30. The classes for any coursework must have started on or before June 30 in order for the employee to receive reimbursement by October 1
- 7 1204 The reimbursement will never exceed the actual cost of the course to the employee. The reimbursement rate will be one-hundred dollars [\$100.00] per graduate semester hour, up to six graduate semester hours or equivalent quarter hours per fiscal year
- 7 1205 At the end of each school year a one time payment of \$300 will be granted to staff who have obtained the initial approved Master Teacher status. (National Board Certified teachers will be granted the 1 time payment of \$300 at the end of the year.) (Within the year an employee is applying for Master Teacher, the employee may be granted 1 professional day to finalize the Master Teacher portfolio application and upon the initial approval of Master Teacher status will then be granted \$200 in lieu of the \$300.)

ARTICLE VIII - INSURANCES

8.01 HOSPITAL-SURGICAL-PRESCRIPTION INSURANCE

- 8.0101 For the life of this Agreement, the Board shall purchase hospital/surgical/major medical / prescription insurance from a carrier licensed by the State of Ohio for members of the bargaining unit. If the current provider, the Greater Cincinnati Insurance Consortium fails or becomes unable to provide current coverages, then the parties will renegotiate health, hospitalization and major medical coverages within ten (10) calendar days of the request to do so
- 8.0102 The Board shall contribute an amount equal to ninety percent (90%) of the single premium if a single plan is selected or ninety percent (90%) of the family premium if a family plan is selected.
- 8.0103 The Board shall pay a proportional share of the premium cost set forth above for part-time employees and part-time employees shall pay a proportional share of the premium cost, through authorized payroll deductions. The proportional share shall be based on the fractional amount of the normal work week a part time employee works as defined in this Agreement.

8.02 DENTAL INSURANCE

- 8.0201 The Board shall implement a dental plan with the maximum benefit each calendar year for Class I, II and III services of two thousand five hundred dollars (\$2,500.00)
- 8.0202 The Board shall pay eighty-five percent (85%) of the premium costs under the dental insurance plan for each full time employee who desires that insurance and such full-time employees shall pay fifteen percent (15%) of such premium costs, through authorized payroll deductions.
- 8.0203 The Board shall pay a proportional share of such premium costs for part -time employees and part-time employees shall pay a proportional share of the premium costs through authorized payroll deductions. The proportional share shall be based on the fractional amount of the normal work week a part-time employee works as defined in this Agreement.

8.03 TERM LIFE INSURANCE

- 8.0301 The Board shall provide a group term life insurance policy covering each full-time employee covered by this Agreement in an amount equal to his/her annual base gross salary, excluding salaries paid under supplemental limited contracts and/or salaries paid for extended service. Part-time employees shall be provided with a group term life insurance policy providing a minimum benefit of fifteen thousand dollars (\$15,000.00), but part-time employees whose gross salary, as defined herein, is less than fifteen thousand dollars (\$15,000.00) shall pay a proportional share of the total premium costs for such insurance coverage, through authorized payroll deductions. The proportional share shall be based on the fractional amount of the normal work week a part-time employee works as defined in this Agreement.
- 8.0302 Members of the bargaining unit may purchase additional term life insurance coverage on themselves at the rate which it is offered by a vendor approved by the

district for additional protection.

8.04 CONDITIONS OF INSURANCE PLAN COVERAGE

- 8 0401 At any time during the term of this Agreement the Board has the right to change the insurance carriers providing any of the insurance plan coverage set forth in this Article VIII, provided there is no reduction in the level of benefits under any insurance plan
- 8 0402 The Board's obligation under this Article shall cease on the effective date an employee resigns or retires, or the effective date an employee's contract and employment are suspended or terminated, or the effective date an employee goes on a leave of absence without pay, except such employees may continue insurance plan coverage under those conditions set forth in Section 3319.202 of the *Ohio Revised Code* by paying all premium costs to the Board for such plan coverage in a timely manner as determined by the Board Treasurer
- 8.0403 An employee's eligibility and his/her dependent's eligibility for insurance coverage and benefits under this Article VIII shall be governed by the terms, conditions, and exclusions contained in the respective insurance plan policies, and if benefits are denied to any employee, his/her dependents, or their heirs, executors or assigns by any insurance carrier, the Board shall not be liable in any way

ARTICLE IX - WORKING CONDITIONS

9.01 WORKDAYS IN CONTRACT YEAR

- 9 0101 The number of workdays in an employee's individual contract year, for those employees scheduled to work on every workday, excluding extended service workdays, shall be one hundred eighty-four (184) workdays, of which one hundred eighty (180) workdays shall be pupil contact or teaching days and/or parent-teacher conference days, as designated by the Superintendent or designee. There shall be ½ day for teachers to do records, without students, at the end of each semester
- 9 0102 All scheduled workdays shall be during the work week of Monday through Friday, exclusive of scheduled holidays, except that workdays may be scheduled by the Superintendent or designee, with Association agreement, on Saturday and non-Sunday holidays in the event of unanticipated extenuating circumstances.
- 9 0103 The official closing of schools by the Superintendent or designee due to severe weather or other emergency conditions on a scheduled workday shall not result in the loss of any pay for employees.
- 9 0104 The Board shall continue to use the first five (5) days issued by the State as calamity days, and the staff will not be required to make up those days. In anticipation of the need of additional calamity days, the Board will set aside three (3) additional potential calamity days at the end of the school year calendar to be used if required.
- 9 0105 An employee who is on paid leave when schools are officially closed by the Superintendent or designee due to severe weather or other emergency conditions shall receive the same pay as the employee would have received if the schools had not been closed on such days and no deduction from days of accumulated sick leave or paid personal business leave days shall be made for such closed days.

9 0106 The Superintendent or designee shall furnish the Association with a proposed school calendar at least four (4) weeks in advance of adoption of the calendar by the Board. At least two (2) weeks in advance of adoption of the school calendar, representatives of the Association shall meet with the Superintendent or designee to discuss Association recommendations for the school calendar. Final decisions in regard to the school calendar shall be within the sole and exclusive discretion of the Board

9 02 WORKDAY AND WORK WEEK

9 0201 The start of and end of the workday for employees may vary from building to building and within buildings. The length of each full-time employee's normal workday shall not exceed seven (7) hours and thirty-five (35) minutes, which shall include a one-half (1/2) hour uninterrupted lunch period. The length of each full-time employee's normal work week shall not exceed thirty-seven (37) hours and fifty-five (55) minutes, which shall include a daily one-half (1/2) hour uninterrupted lunch period.

9 0202 Elementary school (grades K-6) employees shall report to their respective school buildings fifteen (15) minutes before students are to start school, and secondary school (grades 7-12) employees shall report to their respective school buildings ten (10) minutes before students are to start school, except as otherwise scheduled by the employee's building principal or designee. After an employee reports to work at the start of the workday, an employee shall not leave that employee's school building before the end of the workday without the specific authorization of the employee's building principal or designee, except employees may leave the school building during their lunch periods after giving notice of leaving to their building principal or designee. Employees may leave their respective school building no earlier than fifteen (15) minutes after student classes are dismissed, except as otherwise scheduled by the building's principal or designee

9 0203 The starting and dismissal times for students and the normal length of the workday for employees may be changed by the Superintendent or designee in the event of unanticipated extenuating circumstances, such as natural disasters.

9 0204 A reasonable number of in-service and/or faculty meetings may be scheduled with the Superintendent, principal or designee before or after the normal workday, but such meetings shall not exceed sixteen (16) hours per school year. A reasonable number of conferences with parents of students and school open houses for parents sponsored by the Board or the PTA, of reasonable length, may be scheduled and employees may be compelled to attend such conferences and open houses before or after the normal workday

9 0205 All full-time employees at the secondary level (grades 7-12) except guidance counselors and librarians shall be provided with at least one (1) preparation period per workday equal in length to one (1) regular class period as scheduled that day, except when unusual circumstances necessitate not scheduling a preparation period for a particular day. All employees must use the preparation period to prepare for their classroom teaching time, record keeping time, or for telephone conferences or meetings with parents of students, grading students' performance, completing the employee's self-evaluation form, or other such school-related work as may be approved by the employee's principal or designee

9 0206 All employees who work full-time at the elementary level (grades K-6), except

guidance counselors and librarians, shall be provided with at least two hundred (200) minutes of preparation time each work week, which shall not include the minutes the employees must be in their respective school buildings before students are to start school and after students are dismissed for the day, except when unusual circumstances necessitate not scheduling that day's preparation time

9.0207 Employee conferences with parents and students shall be scheduled at reasonable times and places

9.0208 If the Superintendent or designee delays the start of the workday due to severe weather, employees shall report to work fifteen (15) minutes prior to the time students are to report to school that day. If the Superintendent or designee cancels the workday due to severe weather, employees shall not be required to report to work.

9.0209 Students will be supervised at assemblies by those teachers who are scheduled to instruct or supervise the students during the time of the day in which the assembly takes place

9.03 CONDITIONS OF WORK

9.0301 Employees will be provided access to their respective students' emergency medical forms on file in each building principal's office.

9.0302 If possible, each employee shall be given advance notification of the use of the employee's school room or materials by any outside sources.

9.0303 Employee lounges shall only be for the use of employees and other personnel employed by the board. Every effort will be made to lock employee lounges during employee non-work hours

9.0304 Whenever employees are used in monitoring situations, the building principal or designee will attempt to do so on a fair and equitable basis among those employees available for monitoring.

9.0305 Students shall be placed appropriately and in accordance with the IEP and Federal Law and guidelines. A regular academic classroom teacher who instructs the student shall be part of the IEP meeting.

9.0306 The Board shall provide employees with a safe and healthy place to work in accordance with applicable laws

9.0307 Prior to the inclusion of a special needs student into any classroom of an affected teacher, the teacher shall be provided the necessary resources as determined by the student's IEP.

9.0308 Employees of the bargaining unit shall not be required to perform invasive medical procedures.

9.0309 Employees may within the scope of their employment, use and apply reasonable force and restraint to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon or within the control of the student, in self defense, or for the protection of persons or property

9 0310 All buildings, facilities and vehicles of the Board shall be smoke-free

9 04 JOB DESCRIPTIONS

The Superintendent or designees shall write job descriptions for each position held by an employee in the bargaining unit as soon as reasonably possible. The Superintendent and designee shall have the sole and exclusive discretion to determine the contents of each job description, but only after consultation with representatives of the Association. Employees shall be given copies of job descriptions which apply to their job performance.

9 05 STUDENT TEACHERS

No employee shall be assigned a student teacher without his/her prior consent. No employee shall receive a negative job performance evaluation because of his/her refusal to accept a student teacher.

9.06 CURRICULUM DEVELOPMENT AND TEXTBOOK SELECTION

9 0701 Except for curriculum leaders who are required to attend District Curriculum Committee meetings, no employees shall be required to serve on any curriculum development or textbook selection committees.

9 0702 New textbooks and/or curriculum shall become effective only after employees who will be working with the new textbooks and/or curriculum have received in-service training in the use of the new textbooks and/or curriculum.

9 07 LOCAL PROFESSIONAL DEVELOPMENT BOARD

The guidelines of the Local Professional Development and Master Teacher Board shall be followed in accordance with the State guidelines including the State's Teacher licensing system.

9 08 IN-SERVICE

The District commits to carefully selecting relevant in-service programs to make best use of District resources and best meet the individual needs of staff, further their professional growth, and accomplish District goals. The Association encourages employees to participate in an appropriate and professional manner. The effectiveness of in-service programming will be measured by the participants' written, relevant feedback after each in-service with secondary feedback two months later to gauge whether the learning has been implemented. At the conclusion of each academic year, employees will submit in writing their suggestions for desirable in-service programs for the following year.

9.09 EMPLOYMENT OF RETIRED TEACHERS

A. The Board is authorized to fill any bargaining unit vacancy with a retired teacher subject to the provisions of Section 5 03 and this section.

B. A rehired retired teacher shall be negotiated with the Board/designee but not to exceed eight (8) years of experience credit on the salary schedule if he/she has eight (8) or more years of experience with credit for his/her training on the salary schedule. For each year of additional year of employment as a rehired retired teacher, the rehired retired teacher shall advance an additional year of service on the salary schedule.

C. A rehired retired teacher will be awarded a one-year limited teaching contract which shall

automatically expire at the end of its term, and will not become eligible for a continuing contract during his/her period of reemployment.

- D. A rehired retired teacher will not retain or accumulate seniority during his/her period of reemployment.
- E. These provisions will apply to all rehired retired teachers and expressly supersede all relevant provisions of Sections 3317.13, 3319.08, 3319.11 and 3319.111 of the Ohio Revised Code.

ARTICLE X - CONCLUSION

10 01 DURATION

This Agreement entered into on March 29, 2011 shall be in effect from July 1, 2011 through June 30, 2014

10 02 COMPLETE AGREEMENT

10 0201 The Board and the Association agree that this instrument represents the entire complete Agreement between the parties and supersedes any and all prior oral or written agreements or understandings between the Board and the Association.

10 0202 All Board resolutions, policies, practices, procedures, rules or regulations and employee wages, benefits or terms and conditions of employment which are contrary to or inconsistent with the terms of this Agreement are superseded by this Agreement. All Board resolutions, policies, practices, procedures, rules or regulations and employee wages, benefits or terms and conditions of employment, which are not contrary to or inconsistent with the terms of this Agreement, but which are not expressly incorporated into this Agreement, shall continue in effect until changed or discontinued by the Board within its sole and exclusive discretion.

10 0203 The Board will not, during the term of this Agreement, adopt or implement any wage, salary or compensation related to benefits that is not contained within this Agreement without first engaging in collective bargaining with the Association.

10 03 SEVERABILITY

If, during the life of this Agreement, there exists an applicable law or any applicable rule, regulation or order issued by any governmental authority other than the Board, which shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provision shall be immediately suspended, and be of no effect thereafter, so long as such law, rule, regulation, or order shall remain in effect, and the parties shall meet within ten (10) calendar days to discuss and re-negotiate only that provision rendered invalid or which cannot be complied with or enforced. Such invalidation of a part or portion of this Agreement shall not invalidate any other remaining portions of this Agreement, which shall continue in full force and effect.

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives, after adoption and approval of this entire Agreement by the Board by resolution, pursuant to Section 4117 10(B) of the Ohio Revised Code, have set their hands and seals this _____ day of _____, _____.

BOARD OF EDUCATION OF THE
DEER PARK COMMUNITY CITY
SCHOOL DISTRICT

DEER PARK EDUCATION ASSOCIATION
AFFILIATED WITH THE OHIO
EDUCATION ASSOCIATION AND THE
NATIONAL EDUCATION ASSOCIATION

By Donna R. Farrell
Donna Farrell, Board President

By Kevin Casey
Kevin Casey, President

By Kim Gray
Kim Gray, Superintendent

By Karen D. Cox
Karen Cox, Vice President

By Dan A. Mpagi
Dan A. Mpagi, Board Treasurer

By Celeste A. Simonson
Celeste Simonson, Member

By Lisa Parker
Lisa Parker, Member

By Kim Shafer
Kim Shafer, Member

APPENDIX "A" 2011-12 SUPPLEMENTAL CONTRACTS SALARY SCHEDULE						
DEER PARK CITY SCHOOL DISTRICT						
					Base:	\$37,714.00
Category	Position	No. Of Positions	2011-12 % of Base	2011-12 Rate	Total Cost	
A	Football Varsity Coach	1	19.20%	\$7,241	\$7,241	
A	Instrumental Music Director- H.S.	1	19.20%	\$7,241	\$7,241	
B	Basketball Boys' Varsity Coach	1	14.86%	\$5,604	\$5,604	
B	Basketball Girls' Varsity Coach	1	14.86%	\$5,604	\$5,604	
B	Drama/Technical Director-H.S.	1	14.86%	\$5,604	\$5,604	
B	Vocal Music Director-H.S.	1	14.86%	\$5,604	\$5,604	
C1	Baseball Varsity Coach	1	12.37%	\$4,665	\$4,665	
C1	Football Varsity Asst Coach	4	12.37%	\$4,665	\$18,661	
C1	Softball Varsity Coach	1	12.37%	\$4,665	\$4,665	
C1	Soccer Boys' Varsity Coach	1	12.37%	\$4,665	\$4,665	
C1	Soccer Girls' Varsity Coach	1	12.37%	\$4,665	\$4,665	
C1	Volleyball Varsity Coach	1	12.37%	\$4,665	\$4,665	
C1	Wrestling Varsity Coach	1	12.37%	\$4,665	\$4,665	
C2	Basketball Boys' Reserve Coach	1	9.41%	\$3,549	\$3,549	
C2	Basketball Girls' Reserve Coach	1	9.41%	\$3,549	\$3,549	
C2	Track Boys' Varsity Coach	1	9.41%	\$3,549	\$3,549	
C2	Track Girls' Varsity Coach	1	9.41%	\$3,549	\$3,549	
C2	Yearbook Advisor-H.S.	1	9.41%	\$3,549	\$3,549	
C3	Basketball Boys' Varsity Asst. Coach	1	6.79%	\$2,561	\$2,561	
C3	Basketball Girls' Varsity Asst. Coach	1	6.79%	\$2,561	\$2,561	
C3	Cross Country Coach	1	6.79%	\$2,561	\$2,561	
C3	Cheerleader Varsity Coach/ Basketball	1	6.79%	\$2,561	\$2,561	
C3	Cheerleader Varsity Coach/ Football	1	6.79%	\$2,561	\$2,561	
C3	Communserv Advisor H.S.	1	6.79%	\$2,561	\$2,561	
C3	Color Guard/Dance Team Coach	1	6.79%	\$2,561	\$2,561	
C3	Golf Varsity Coach	1	6.79%	\$2,561	\$2,561	
C3	Instrumental Music Asst Director-H.S.	1	6.79%	\$2,561	\$2,561	
C3	Tennis Boys' Coach	1	6.79%	\$2,561	\$2,561	
C3	Tennis Girls' Coach	1	6.79%	\$2,561	\$2,561	
D1	Baseball Reserve Coach	1	6.79%	\$2,561	\$2,561	
D1	Bowling Coach	1	6.79%	\$2,561	\$2,561	
D1	Drama Asst Coach	1	6.79%	\$2,561	\$2,561	
D1	Football Asst. Coach(JV Freshman)	3	6.79%	\$2,561	\$7,682	
D1	Instrumental Music Extracurricular/Elem/JH	1	6.79%	\$2,561	\$2,561	
D1	Newspaper Advisor-H.S.	1	6.79%	\$2,561	\$2,561	

D1	Softball Reserve Coach	1	6.79%	\$2,561	\$2,561
D1	Soccer Boys' Asst. Coach	1	6.79%	\$2,561	\$2,561
D1	Soccer Girls' Asst. Coach	1	6.79%	\$2,561	\$2,561
D1	Wrestling Reserve Coach	1	6.79%	\$2,561	\$2,561
D2	Baseball Varsity Asst Coach	1	6.14%	\$2,316	\$2,316
D2	Basketball Boys' 7th Grade Coach	1	6.14%	\$2,316	\$2,316
D2	Basketball Girls' 7th Grade Coach	1	6.14%	\$2,316	\$2,316
D2	Basketball Boys' 8th Grade Coach	1	6.14%	\$2,316	\$2,316
D2	Basketball Girls' 8th Grade Coach	1	6.14%	\$2,316	\$2,316
D2	Basketball Boys' Freshman Coach	1	6.14%	\$2,316	\$2,316
D2	Basketball Girls' Freshman Coach	1	6.14%	\$2,316	\$2,316
D2	Class Advisor/Juniors (including prom)	1	6.14%	\$2,316	\$2,316
D2	Class Advisor/Seniors	1	6.14%	\$2,316	\$2,316
D2	Football Boys Asst Coach (JH)	3	6.14%	\$2,316	\$6,947
D2	Soccer Boys' Reserve Coach	1	6.14%	\$2,316	\$2,316
D2	Soccer Girls' Reserve Coach	1	6.14%	\$2,316	\$2,316
D2	Softball Varsity Asst. Coach	1	6.14%	\$2,316	\$2,316
D2	Track Boys' Asst. Coach	1	6.14%	\$2,316	\$2,316
D2	Track Girls' Asst. Coach	1	6.14%	\$2,316	\$2,316
D2	Track Boys' Junior High Coach	1	6.14%	\$2,316	\$2,316
D2	Track Girls' Junior High Coach	1	6.14%	\$2,316	\$2,316
D2	Volleyball Junior High Coach	2	6.14%	\$2,316	\$4,631
D2	Volleyball Reserve Coach	1	6.14%	\$2,316	\$2,316
D2	Wrestling Junior High Coach	1	6.14%	\$2,316	\$2,316
D3	Athletic Field Coordinator – Soccer & Football	1	4.00%	\$1,509	\$1,509
D3	Basketball Site Manager-Boys/Girls	2	4.00%	\$1,509	\$3,017
D3	Color Guard H.S. Asst. Coach	1	4.00%	\$1,509	\$1,509
D3	Cheerleader Reserve Coach/ Basketball	1	4.00%	\$1,509	\$1,509
D3	Cheerleader Reserve Coach/ Football	1	4.00%	\$1,509	\$1,509
D3	Golf Reserve Coach	1	4.00%	\$1,509	\$1,509
D3	Cheerleader Freshmen Coach/ Basketball	1	4.00%	\$1,509	\$1,509
D3	Cheerleader Freshman Coach/ Football	1	4.00%	\$1,509	\$1,509
D3	Cheerleader Jr. H.S. Coach/ Basketball	1	4.00%	\$1,509	\$1,509
D3	Cheerleader Jr. H.S. Coach/ Football	1	4.00%	\$1,509	\$1,509
D3	Chess Club – Jr./Sr. H.S.	1	4.00%	\$1,509	\$1,509
D3	Dance Team H.S. Asst. Coach	1	4.00%	\$1,509	\$1,509
D3	Local Prof. Development Board (LPDB)	5	4.00%	\$1,509	\$7,543
D3	Soccer Site Manager-Boys/Girls	1	4.00%	\$1,509	\$1,509
D3	Volleyball Site Manager	1	4.00%	\$1,509	\$1,509
D3	Golf Jr. H.S. Coach	1	4.00%	\$1,509	\$1,509
D3	Band Percussion Instructor(Drum guard)	1	4.00%	\$1,509	\$1,509

D3	School Improvement /Accountability Coordinator H.S.	1	4.00%	\$1,509	\$1,509
E	ABC Readers	1	2.80%	\$1,056	\$1,056
E	Band Winter Percussion Guard	2	2.80%	\$1,056	\$2,112
E	Builders Club/Junior High Key Club	1	2.80%	\$1,056	\$1,056
E	Chess Club – Amity	1	2.80%	\$1,056	\$1,056
E	Class Advisor/Freshman	1	2.80%	\$1,056	\$1,056
E	Class Advisor/Sophomore	1	2.80%	\$1,056	\$1,056
E	Club Sports Amity	1	2.80%	\$1,056	\$1,056
E	Destination Imagination Coach	4	2.80%	\$1,056	\$4,224
E	Dance Team J.H. Asst. Coach	1	2.80%	\$1,056	\$1,056
E	Football Site Manager-Grades 7-9	1	2.80%	\$1,056	\$1,056
E	Football Site Manager-Grades 10-12	1	2.80%	\$1,056	\$1,056
E	Miami Writing Project	3	2.80%	\$1,056	\$3,168
E	National Honor Society	1	2.80%	\$1,056	\$1,056
E	Student Council H.S.	1	2.80%	\$1,056	\$1,056
E	Student Activity Coordinator	1	2.80%	\$1,056	\$1,056
E	Vocal Music Elementary	1	2.80%	\$1,056	\$1,056
E	Yearbook Advisor - Jr. H.S.	1	2.80%	\$1,056	\$1,056
F1	Art Club	1	2.60%	\$981	\$981
F1	Computer Club	1	2.60%	\$981	\$981
F1	Computer Coordinator	4	2.60%	\$981	\$3,922
F1	International Club	1	2.60%	\$981	\$981
F1	Mentor Specialist	1	2.60%	\$981	\$981
F1	Mentor Teacher (Entry Year)	5	2.60%	\$981	\$4,903
F1	Mock Trial	1	2.60%	\$981	\$981
F1	North Central Elem. (during evaluation visit year)	3	2.60%	\$981	\$2,942
F1	Photography Club	1	2.60%	\$981	\$981
F1	Student Council Jr H.S.	1	2.60%	\$981	\$981
F1	Student Council Elem. Amity	1	2.60%	\$981	\$981
F1	SADD (Students Against Drunk Driving)	1	2.60%	\$981	\$981
F1	Work-Study Club	1	2.60%	\$981	\$981
F1	Youth Service Club Amity	2	2.60%	\$981	\$1,961
F2	Basketball Boys' Summer Director	1	1.40%	\$528	\$528
F2	Basketball Girls' Summer Director	1	1.40%	\$528	\$528
F2	Chess Club – Primary	1	1.40%	\$528	\$528
F2	Conditioning Coach–Boys' Summer	1	1.40%	\$528	\$528
F2	Conditioning Coach–Boys' Fall	1	1.40%	\$528	\$528
F2	Conditioning Coach–Boys' Winter	1	1.40%	\$528	\$528
F2	Conditioning Coach–Boys' Spring	1	1.40%	\$528	\$528
F2	Conditioning Coach–Girls' Summer	1	1.40%	\$528	\$528
F2	Conditioning Coach–Girls' Fall	1	1.40%	\$528	\$528

F2	Conditioning Coach-Girls' Winter	1	1.40%	\$528	\$528
F2	Conditioning Coach-Girls' Spring	1	1.40%	\$528	\$528
F2	Destination Imagination Coordinator	1	1.40%	\$528	\$528
F2	Elementary Art Supplies	1	1.40%	\$528	\$528
F2	Flights of Mind	1	1.40%	\$528	\$528
F3	Band Auxiliary Units Instructor	7	1.00%	\$377	\$2,640
F3	Parkers Choreographer	5	1.00%	\$377	\$1,886
F3	Parkers Sound Technician	1	1.00%	\$377	\$377
F3	Swimming Faculty Advisor (based on 15 hours).	1	1.00%	\$377	\$377
Part II - Academic Supplemental Contracts-Curriculum Leaders					
	English/Language Arts-K-4, 5-8; 9-12	3	4.62%	\$1,741.40	\$5,224.20
	Mathematics-K-4, 5-8; 9-12	3	4.62%	\$1,741.40	\$5,224.20
	Science-K-4, 5-8; 9-12	3	4.62%	\$1,741.40	\$5,224.20
	Social Studies-K-4, 5-8; 9-12	3	4.62%	\$1,741.40	\$5,224.20
	Noncore-K-12 (Business, Foreign Language, Guidance, Industrial Tech, Technology, Work and Family Life)	1	4.62%	\$1,741.40	\$1,741.40
	Unified Arts-K-12 (Art, Music, PE, Health)	1	4.62%	\$1,741.40	\$1,741.40
	Special Education-K-12	1	4.62%	\$1,741.40	\$1,741.40
Part III - Hourly Supplementals					
	After-school detention Amity		0.05612%	\$21.17	
	After-school Detention - Jr.-Sr. High		0.05612%	\$21.17	
	After-school Tutors		0.05612%	\$21.17	
	Course of Study		0.05612%	\$21.17	
	Home Instruction		0.05612%	\$21.17	
	Homework Club		0.05612%	\$21.17	
	Saturday School		0.05612%	\$21.17	
	Summer School		0.05612%	\$21.17	
	Industrial Arts Machine Repair		0.05942%	\$22.41	

APPENDIX "B" - OBSERVATION COMMUNIQUE
DEER PARK CITY SCHOOLS

I ACTIVITY

II STRENGTHS NOTED

III. SUGGESTIONS/RECOMMENDATIONS/CONCERNS:

Subject Observed _____

Date Observed _____

Time Observed _____

Signature Teacher _____

Date _____

**APPENDIX "B-1" CERTIFICATED PERSONNEL/EVALUATION
 DEER PARK CITY SCHOOLS**

Appraiser: _____ Appraiser: _____ School Year: _____ Teaching Assignment: _____ Dates Observations Occurred: _____ _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; border: none;">Ineffective/Unsatisfactory</td> <td style="width: 16.6%; border: none;"></td> <td style="width: 16.6%; border: none;">Proficient</td> <td style="width: 16.6%; border: none;">Distinguished</td> <td style="width: 16.6%; border: none;">Not Observed</td> <td style="width: 16.6%; border: none;">Not Applicable</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none; text-align: center;">Basic</td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> </tr> </table>	Ineffective/Unsatisfactory		Proficient	Distinguished	Not Observed	Not Applicable		Basic																																								
Ineffective/Unsatisfactory		Proficient	Distinguished	Not Observed	Not Applicable																																												
	Basic																																																
I. PLANNING AND PREPARATION A. Demonstrating Knowledge of Content and Pedagogy <ul style="list-style-type: none"> • Knowledge of Content • Knowledge of Pre-requisite Relationships • Knowledge of Content-Related Pedagogy B. Demonstrating Knowledge of Students <ul style="list-style-type: none"> • Knowledge of Characteristics of Age Group • Knowledge of Students' Varied Approaches to Learning • Knowledge of Students' Skills and Knowledge • Knowledge of Students' Interests and Cultural Heritage C. Selecting Instructional Goals <ul style="list-style-type: none"> • Value • Clarity • Suitability for Diverse Students • Balance D. Designing Coherent Instruction <ul style="list-style-type: none"> • Learning Activities • Instructional Materials and Resources • Instructional Groups • Lesson and Unit Structure E. Assessing Student Learning <ul style="list-style-type: none"> • Congruence with Instructional Goals • Criteria and Standards • Use for Planning 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; border: 1px solid black;"></td> </tr> <tr> <td colspan="6" style="border: none; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black;"></td> </tr> <tr> <td colspan="6" style="border: none; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black;"></td> </tr> <tr> <td colspan="6" style="border: none; height: 20px;"></td> </tr> <tr> <td style="border: 1px solid black;"></td> </tr> <tr> <td colspan="6" style="border: none; height: 20px;"></td> </tr> </table>																																																
COMMENTS: _____ _____ _____																																																	

Appraisee: _____ Appraiser: _____ School Year: _____ Teaching Assignment: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: none;">Ineffective/Unsatisfactory</td> <td style="border: none;">Basic</td> <td style="border: none;">Proficient</td> <td style="border: none;">Distinguished</td> <td style="border: none;">Not Observed</td> <td style="border: none;">Not Applicable</td> </tr> </table>	Ineffective/Unsatisfactory	Basic	Proficient	Distinguished	Not Observed	Not Applicable																														
Ineffective/Unsatisfactory	Basic	Proficient	Distinguished	Not Observed	Not Applicable																																
II. CLASSROOM ENVIRONMENT A. Creating an Environment of Respect and Rapport <ul style="list-style-type: none"> • Teacher Interaction with Students • Student Interaction B. Establishing a Culture for Learning <ul style="list-style-type: none"> • Importance of the Content • Student Pride in Work • Expectations for Learning and Achievement C. Managing Classroom Procedures <ul style="list-style-type: none"> • Management of Instructional Groups • Management of Transitions • Management of Materials and Supplies • Performance of Non-Instructional Duties D. Managing Student Behavior <ul style="list-style-type: none"> • Expectations • Monitoring of Student Behavior • Response to Student Misbehavior E. Organizing Physical Space <ul style="list-style-type: none"> • Safety and Arrangement of Furniture • Accessibility to Learning and Use of Physical Resources 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; height: 20px;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>																																				
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Ineffective/Unsatisfactory	Basic	Proficient	Distinguished	Not Observed	Not Applicable		
III. INSTRUCTION A. Communicating Clearly and Accurately <ul style="list-style-type: none"> • Directions and Procedures • Oral and Written Language 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; height: 20px;"></td> <td style="width: 16.6%;"></td> </tr> </table>						
B. Using Questioning and Discussion Techniques <ul style="list-style-type: none"> • Quality of Questions • Discussion Techniques • Student Participation 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; height: 20px;"></td> <td style="width: 16.6%;"></td> </tr> </table>						
C. Engaging Students in Learning <ul style="list-style-type: none"> • Representation of Content • Activities and Assignments • Grouping of Students • Instructional Materials and Resources • Structure and Pacing 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; height: 20px;"></td> <td style="width: 16.6%;"></td> </tr> </table>						
D. Providing Feedback to Students <ul style="list-style-type: none"> • Quality: Accurate, Substantive, Constructive, and Specific • Timeliness 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; height: 20px;"></td> <td style="width: 16.6%;"></td> </tr> </table>						
E. Demonstrating Flexibility and Responsiveness <ul style="list-style-type: none"> • Lesson Adjustment • Response to Students • Persistence 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; height: 20px;"></td> <td style="width: 16.6%;"></td> </tr> </table>						
COMMENTS: _____ _____ _____							

Appraiser: _____ Appraiser: _____ School Year: _____ Teaching Assignment: _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; border: none;">Ineffective/Unsatisfactory</td> <td style="width: 16.6%; border: none;"></td> </tr> <tr> <td style="border: none;"></td> <td style="border: none; text-align: center;">Basic</td> <td style="border: none; text-align: center;">Proficient</td> <td style="border: none; text-align: center;">Distinguished</td> <td style="border: none; text-align: center;">Not Observed</td> <td style="border: none; text-align: center;">Not Applicable</td> </tr> </table>	Ineffective/Unsatisfactory							Basic	Proficient	Distinguished	Not Observed	Not Applicable
Ineffective/Unsatisfactory													
	Basic	Proficient	Distinguished	Not Observed	Not Applicable								
IV. PROFESSIONAL RESPONSIBILITIES													
A. Reflecting on Teaching <ul style="list-style-type: none"> • Accuracy • Use in Future Teaching 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; height: 20px;"></td> <td style="width: 16.6%;"></td> </tr> </table>												
B. Maintaining accurate records <ul style="list-style-type: none"> • Student Completion of Assignments • Student Progress in Learning • Non-Instructional Records 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; height: 20px;"></td> <td style="width: 16.6%;"></td> </tr> </table>												
C. Communicating with Families <ul style="list-style-type: none"> • Information About the Instructional Program • Information About Individual Students • Engagement of Families in the Instructional Program 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; height: 20px;"></td> <td style="width: 16.6%;"></td> </tr> </table>												
D. Contributing to the School and District <ul style="list-style-type: none"> • Relationships with Colleagues • Service to the School • Participation in School and District Projects 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; height: 20px;"></td> <td style="width: 16.6%;"></td> </tr> </table>												
E. Growing and Developing Professionally <ul style="list-style-type: none"> • Enhancement of Content Knowledge and Pedagogical Skill • Service to the Profession 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; height: 20px;"></td> <td style="width: 16.6%;"></td> </tr> </table>												
F. Showing Professionalism <ul style="list-style-type: none"> • Service to Students • Advocacy • Decision Making 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%; height: 20px;"></td> <td style="width: 16.6%;"></td> </tr> </table>												
COMMENTS: _____ _____ _____													

**APPRAISER'S STATEMENT OF APPRAISEE'S OVERALL PERFORMANCE AND SPECIFIC
RECOMMENDATIONS FOR IMPROVEMENT**

**APPRAISEE'S STATEMENT OF OVERALL PERFORMANCE AND RESPONSE TO
RECOMMENDATIONS FOR IMPROVEMENT**

TARGETS

ACTION PLAN

Signature: _____
(Appraisee)

Date: _____

Signature: _____
(Appraiser)

Date: _____

**The signature of the teacher verifies only that he/she has received a copy of this evaluation instrument.
This signature does not indicate agreement or disagreement on the part of the teacher.**

APPENDIX "B-2" SCHOOL COUNSELOR EVALUATION
DEER PARK COMMUNITY SCHOOLS

Name _____ School Year _____

A. PROFESSIONAL SKILLS	EFFECTIVE	IMPROVEMENT NEEDED
1. Establishes an open, caring environment which encourages students, staff and parents to utilize counseling services.		
2. Performs testing when appropriate; follows test standardization.		
3. Maintains active files of community resources, makes appropriate referrals and provides follow-up as needed.		
4. Makes referrals to other school staff and provides follow-up as needed.		
5. Interprets test results clearly to students, teachers and parents.		
6. Establishes criteria and goals for student counseling sessions and records appropriate data.		
7. Services as a consultant to school personnel, parents and other professionals.		
8. Initiates guidance and counseling activities to meet the specific needs of the schools students.		
9. Offers orientation for new students.		
10. Endeavors to enlist parental and teacher involvement and cooperation.		
11. Initiates guidance and counseling activities which focus on preventing, as well as correcting personal, social and educational problems.		
COMMENTS		
B. PROFESSIONAL RESPONSIBILITIES	EFFECTIVE	IMPROVEMENT NEEDED
1. Maintains regular communication with staff and community agencies.		
2. Establishes and maintains rapport with students, parents, staff and team members.		
3. Works collaboratively with other professionals including supervisor		
4. Protects confidentiality of students and families.		
5. Maintains awareness of professional trends through readings and/or involvement in professional development opportunities.		
6. Assumes appropriate counseling caseload.		
7. Follows state and federal regulations and department guidelines.		
COMMENTS		

C. FACTORS RELATING TO PERFORMANCE

	EFFECTIVE	IMPROVEMENT NEEDED
1. Demonstrates flexibility to challenges and changing conditions.		
2. Reflects positive, enthusiastic and professional attitude.		
3. Accepts, criticism, advice and recognition		
4. Provides services equally to all segments of the school population regardless of their socio-economic level or achievement level.		
5. Provides guidance and counseling service in a variety of settings, including individual, small group, and in the classroom.		
6. Is punctual for meetings, appointments, deadlines and work.		
7. Is punctual in attendance.		
8. Is cognizant of and adheres to building procedures and Board policies.		
9. Makes whereabouts known to guidance or school secretaries at all times. Provides a means for students requesting an appointment. Contacts students or staffs who have made these requests.		
10. Demonstrates fairness in allocation of services and placement of students.		
COMMENTS		

This signature of the teacher verifies only that he/she has received a copy of this evaluation instrument. This signature does not indicate agreement or disagreement on the part of the teacher

Date Evaluated _____

Dates Observed _____

Teacher's Signature _____

Evaluator's Signature _____

APPENDIX "E" - TEACHERS SALARY SCHEDULE 2011-12
 DEER PARK CITY SCHOOLS

=====	COLUMN A	COLUMN B	COLUMN C	COLUMN D1	COLUMN D2	COLUMN D3
=====	BACHELOR	BA DEGREE	MASTERS	MA DEGREE	MA DEGREE	MA DEGREE
=====	DEGREE	+15 HRS*	DEGREE	+15 HRS	+30 HRS	+45 HRS
=====	=====	=====	=====	=====	=====	=====
0	\$37,714.00	38,845.42	42,239.68	42,993.96	43,748.24	44,502.52
1	39,222.56	40,353.98	44,125.38	44,879.66	45,633.94	46,388.22
2	40,731.12	41,862.54	46,011.08	46,765.36	47,519.64	48,273.92
3	42,616.82	43,748.24	47,896.78	48,651.06	49,405.34	50,159.62
4	44,502.52	45,633.94	49,782.48	50,536.76	51,291.04	52,045.32
5	46,388.22	47,519.64	52,045.32	52,799.60	53,553.88	54,308.16
6	48,273.92	49,405.34	54,308.16	55,062.44	55,816.72	56,571.00
7	50,159.62	51,291.04	56,571.00	57,325.28	58,079.56	58,833.84
8	52,422.46	53,553.88	58,833.84	59,588.12	60,342.40	61,096.68
9	54,685.30	55,816.72	61,473.82	62,228.10	62,982.38	63,736.66
10	56,948.14	58,079.56	64,113.80	64,868.08	65,622.36	66,376.64
11	59,210.98	60,342.40	66,753.78	67,508.06	68,262.34	69,016.62
12	61,850.96	62,982.38	69,770.90	70,525.18	71,279.46	72,033.74
15	63,170.95	64,302.37	71,656.60	72,410.88	73,165.16	73,919.44
20	64,490.94	65,622.36	73,165.16	73,919.44	74,673.72	75,428.00
23	65,245.22	66,376.64	73,919.44	75,050.86	75,805.14	76,559.42
25	65,999.50	67,130.92	74,673.72	76,182.28	77,313.70	78,067.98
27	66,753.78	67,885.20	76,182.28	77,690.84	79,199.40	79,953.68
=====	=====	=====	=====	=====	=====	=====
YEARS	INDEX	INDEX	INDEX	INDEX	INDEX	INDEX
0	1.000	1.030	1.120	1.140	1.160	1.180
1	1.040	1.070	1.170	1.190	1.210	1.230
2	1.080	1.110	1.220	1.240	1.260	1.280
3	1.130	1.160	1.270	1.290	1.310	1.330
4	1.180	1.210	1.320	1.340	1.360	1.380
5	1.230	1.260	1.380	1.400	1.420	1.440
6	1.280	1.310	1.440	1.460	1.480	1.500
7	1.330	1.360	1.500	1.520	1.540	1.560
8	1.390	1.420	1.560	1.580	1.600	1.620
9	1.450	1.480	1.630	1.650	1.670	1.690
10	1.510	1.540	1.700	1.720	1.740	1.760
11	1.570	1.600	1.770	1.790	1.810	1.830
12	1.640	1.670	1.850	1.870	1.890	1.910
15	1.675	1.705	1.900	1.920	1.940	1.960
20	1.710	1.740	1.940	1.960	1.980	2.000
23	1.730	1.760	1.960	1.990	2.010	2.030
25	1.750	1.780	1.980	2.020	2.050	2.070
27	1.770	1.800	2.020	2.060	2.100	2.120
=====	=====	=====	=====	=====	=====	=====

*Hours here refer to semester hours and/or professional credit for work subsequent to the date of the bachelor degree.

**APPENDIX "F" - GRIEVANCE FORM
DEER PARK EDUCATION ASSOCIATION**

Name of Grievant(s) _____

Date _____

Job Classification(s) _____

Job Location: _____

Name of Administrator/Supervisor: _____

Date Event Occurred Giving Rise to Grievance _____

Statement of Cause of Grievance (including date, time, place and all specific factual circumstances)

Provisions of Agreement Subject to Interpretation, Application or Alleged Violation _____

Remedy Requested: _____

Date Received and Signature of Person
Receiving Grievance Form

Signature of Grievant(s)

**APPENDIX "G" - APPLICATION FOR PROFESSIONAL LEAVE
DEER PARK CITY COMMUNITY SCHOOLS**

A. EMPLOYEE'S NAME _____

B. DATE(S) OF LEAVE _____

C. LOCATION OF ACTIVITY _____

D. LPDB GOAL (if applicable) _____

E. PURPOSE OF ATTENDING (give a brief description of the activity and its relationship to your professional development.)

F. ESTIMATED COST:

Registration	_____
Transportation	_____
Meals	_____
Lodging	_____
Substitute	_____
Other	_____
TOTAL	_____

APPROVED DISAPPROVED _____
Principal's or Supervisor's Signature & Date

APPROVED DISAPPROVED _____
Superintendent's Signature & Date

REIMBURSEMENT FOR ACTUAL EXPENSES INCURRED

PLEASE COMPLETE THIS SECTION AFTER YOUR RETURN FROM THE PROFESSIONAL MEETING. ATTACH RECEIPTS FOR ALL EXPENSES. SUBMIT COMPLETED FORM WITH RECEIPTS TO YOUR BUILDING PRINCIPAL OR SUPERVISOR, SO THAT A PURCHASE ORDER MAY BE PROCESSED. **REIMBURSEMENT WILL NOT BE MADE WITHOUT A PURCHASE ORDER.**

1. ACTUAL EXPENSES

- A. Mileage _____ @ _____ per mile _____
- B. Meals (receipts required) _____
- C. Lodging (receipts required) _____
- D. Registration (if not already prepaid) _____
- E. Other Expenses (itemize) _____

2. TOTAL EXPENSES

I certify that the expenses listed above were incurred by me in connection with the professional meeting I attended at the location and one the date(s) indicated.

Employee's Signature & Date

White: Treasurer's Office, Yellow: Employee's Copy;

Pink: Administrator's Copy

**APPENDIX "H" - PROFESSIONAL GROWTH FUND APPLICATION FOR COLLEGE CREDIT
DEER PARK COMMUNITY CITY SCHOOLS**

Name _____ Date _____

Building _____

As provided in the teacher salary schedule, the Superintendent must approve all training taken beyond the bachelor degree

Please fill in form below and forward it to the Superintendent's Office before the course is started.

I am applying for:

A. _____ Tuition reimbursement for approved college credit.

Title of course(s).

_____ Course No. _____

_____ Course No. _____

University _____

Date of first class _____ Number of credits _____

Semester or quarter _____ Cost per credit _____

Total _____

Prior to beginning coursework/workshop the employee shall submit this application and a copy of the registration form to the Superintendent for approval. Signature acknowledges approval of coursework, not amount to be reimbursed. Amount of reimbursement will be determined after the deadline (June 30th) and the eligible amount will be reimbursed to you by October 1st. This form must be submitted prior to the class but no later than June 30th. Any class starting after June 30th will be reimbursed after June 30th of the following year

Teacher's Signature Date

Superintendent's Signature Date