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NEGOTIATIONS AGREEMENT

between

THE VERMILION LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION

and

THE VERMILION TEACHERS ASSOCIATION

CAPTAIN STARBUCK AND THE PILOT

August 31, 2011 to August 31, 2013

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**AGREEMENT BETWEEN
THE VERMILION LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
AND
THE VERMILION TEACHERS ASSOCIATION**

ARTICLE I – TERM OF AGREEMENT

- 1.01 This Agreement between the Vermilion Local School District Board of Education (“Board”) and the Vermilion Teachers Association (“Association”) sets forth all the terms and provisions relative to salaries, fringe benefits, and other terms and conditions of employment within the scope of collective bargaining on or concerning which the parties intend to bargain or contract during the life of this Agreement. Neither party shall have a duty to bargain on any subject during the life of this Agreement unless required by law. This Agreement sets forth all agreements between the parties and supersedes and renders null and void any and all prior agreements between the parties.
- 1.02 This Agreement shall become effective upon ratification by the Association and adoption by the Board and shall remain effective until midnight on August 31, 2013.

ARTICLE II – RECOGNITION

- 2.01 The Board shall continue to recognize the Association as the exclusive bargaining representative of all full-time and regularly employed part-time certificated/licensed employees, including long-term substitutes, but excluding all administrative, supervisory employees, psychologists, substitutes, and personnel employed under the Auxiliary Services Fund, but including Department Chairpersons and in-school tutors who are certified teachers (hereinafter “members of the bargaining unit”).
- 2.02 As used in this Agreement, “his” includes “her” and “her” includes “his”.

ARTICLE III – NEGOTIATIONS PROCEDURE

- 3.01 Either party may request opening of negotiations by notifying the other party in writing of its desire to do so. Such notification shall occur no earlier than the 1st day of March and no later than the 15th day of March of the year in which this Agreement expires. Notification from the Association shall be served on the superintendent and notification from the Board shall be addressed to the president of the Association. A party receiving notification shall acknowledge receipt in writing.
- 3.02 Within fifteen (15) business days after receipt of such notice, an initial meeting shall be held for the purpose of permitting each party to submit in writing all of its proposals. Thereafter neither party shall submit additional items unless agreed to by both parties.
- 3.03 Until negotiations are concluded, either party may require at each meeting a decision of the date, time and place of a subsequent meeting. Meetings shall be scheduled at

reasonable intervals, places, and times to avoid, as nearly as practicable, conflict and interference with school and employment schedules.

- 3.04 Representation at all negotiation meetings shall be limited to three (3) designated representatives selected by the Board and three (3) designated representatives selected by the Association, unless the parties mutually agree otherwise. Each bargaining team shall have the authority to negotiate on behalf of its party, subject to Board approval and VTA ratification, as provided by statute. At the initial meeting, each party shall designate its representatives and only those so designated shall attend negotiation meetings, unless the parties otherwise mutually agree. However, each party may have up to two (2) observers present at each meeting.
- 3.05 The parties agree to furnish, upon written request and in a reasonable time, available information concerning the financial status of the district and such other available information as will assist the parties in the development and evaluation of proposals. Access to available information in such form as it may exist constitutes compliance with this provision, and neither party is obligated to develop data or information not in existence or to rework, redraft, summarize, compute or otherwise develop data or information in other than its existing form.
- 3.06 Negotiation meetings shall be closed to the news media and the public.
- 3.07 As tentative agreement is reached on items which are the subject of negotiations, the agreement shall be reduced to writing and initialed by the designated representatives of each party, but such initialing shall not be construed as final agreement between the representatives until all items have been so initialed and ratified by both parties.
- 3.08 When tentative agreement has been reached on all items, the Agreement shall be reduced to writing and submitted to the members of the bargaining unit for ratification. The Association's designated representatives shall recommend and urge ratification. Following ratification by the Association, the agreement shall be submitted to the Board for adoption by resolution at its next regular or special meeting. The Board's designated representatives shall recommend and urge ratification. The adopted agreement shall be signed by the presidents of the respective parties.
- 3.09 The negotiations period shall not exceed forty-five (45) calendar days from the date of the initial meeting held pursuant to Section 3.02 of this Article unless extended by mutual agreement. If agreement is not reached within forty-five (45) days, either party may declare a bargaining impasse whereupon the parties shall jointly request the services of a mediator from the Federal Mediation and Conciliation Service. Mediation shall constitute the parties' final and exclusive dispute settlement procedure, as more fully explained in Section 3.10 of this Article. The mediation period shall terminate on the expiration date of this Agreement or such subsequent date certain as the parties' negotiating teams may mutually agree upon.
- 3.10 The negotiating procedure set forth in this Article supersedes and takes precedence over any inconsistent time limits or procedure set forth in Section 4117.14 of the Ohio Revised Code, which statutory time limits and procedure are hereby mutually waived. Mediation, as described in Section 3.09 of this Article, constitutes the parties' mutually agreed upon, final, and exclusive dispute settlement procedure and shall operate in lieu of any and all of the settlement procedures set forth in Section 4117.14 of the Ohio

Revised Code. This Article does not diminish or preclude the legal right to strike provided that the procedures herein have been followed, mediation has been attempted and failed, the collective bargaining agreement has expired, and the Association has given the Board a ten (10) day prior written notice of an intent to strike with a copy to the State Employment Relations Board.

ARTICLE IV – GRIEVANCE PROCEDURE

4.01 Purpose – The purpose of this grievance procedure is to secure, at the lowest possible level, equitable solutions to grievances. The parties agree that all proceedings shall be kept as confidential as possible.

4.02 Definitions

- A. A grievance shall mean a claim by a member(s) of the Bargaining Unit or the Association that there has been a violation, misinterpretation or misapplication of this Agreement.
- B. The term “grievant” means a member(s) of the Bargaining Unit, or the Association, who files a grievance.
- C. For complaints on matters other than the terms of this Agreement, please refer to the Administrative Procedure and Forms for submitting complaints. (The procedure and forms are available in the administration office in each building.)

4.03 Procedural Steps

Step 1: A grievant shall first schedule a meeting with his principal or other immediate supervisor and attempt to settle his grievance informally.

Step 2: If a grievance is not resolved under the informal procedure, the grievance shall be reduced to writing on the Grievance Form I. (Appendix G-1) The written grievance shall be filed with the principal or other immediate supervisor not later than fifteen (15) days after the date on which the grievant knew or should have known of the claimed violation, misinterpretation, or misapplication of this Agreement. A copy of the form shall be distributed to the Association Grievance Chairperson. If the written grievance is not filed within the foregoing time limit, the grievance shall be considered waived. The written grievance shall be filed with the principal or other immediate supervisor on Form I and shall contain the following:

- A. Name of Grievant
- B. Date filed
- C. Date(s) alleged grievance occurred
- D. Facts upon which the grievance is based
- E. Specific provisions of the agreement alleged to have been violated, misinterpreted, or misapplied
- F. The remedy sought
- G. Signature of Grievant

Within five (5) days of the receipt of the written grievance, the principal or immediate supervisor shall meet with the grievant in an effort to resolve the grievance. Beginning at this point, and at all following stages of the grievance procedure, the grievant may be accompanied and represented by any person of his/her own choosing. The principal or other immediate supervisor shall indicate in writing to the grievant his disposition of the grievance and the reasons for said disposition within five (5) days of the Step 2 meeting. Copies of the disposition shall be forwarded to the grievant, the Association Grievance Chairperson, and the Superintendent.

Step 3: If the grievant is not satisfied with the disposition of the grievance in Step 2, or if no disposition has been made within the above stated time limitations, the grievant shall notify the Superintendent in writing that the grievance is being appealed to Step 3. Such written notice must be filed on Grievance Form II (Appendix G-2) with the Superintendent within five (5) days from the date the written disposition was made or should have been made under Step 2. A copy of said form shall be forwarded to the Association Grievance Chairperson. If such written notice of appeal is not given within the foregoing time limit, the grievance shall be considered waived.

Within five (5) days of his receipt of such written notice, the Superintendent shall meet with the grievant in an effort to resolve the grievance. The Superintendent shall indicate in writing to the grievant his disposition of the grievance and the reasons for said disposition within five (5) days of the Step 3 meeting. Copies of the disposition shall be forwarded to the grievant and the Association Grievance Chairperson. In the case of grievances filed by the Association, the grievance procedure will commence with this step unless the act or condition causing the grievance occurred at a lower administrative level, in which case the grievance will be filed at that lower administrative level.

Step 4: If the grievant is not satisfied with the disposition of the grievance in Step 3, or if no disposition has been made within the above stated time limitations, the grievant shall notify the Board that the grievance is being appealed to Step 4. Such written notice must be filed on Grievance Form III (Appendix G-3) with the Treasurer of the Board within five (5) days from the date the written disposition was given or should have been given in Step 3. Copies shall be sent to the Association Grievance Chairperson, the Superintendent, and the grievant's immediate supervisor. If such written notice of appeal is not given within the foregoing time limit, the grievance shall be considered waived. On the date of the Board's next regularly scheduled meeting or within ten (10) days of the filing of the appeal in Step 4, whichever occurs first, the Board or a committee of the Board consisting of at least three (3) of its members will meet with the grievant and the Superintendent to review said grievance. Unless otherwise mutually agreed, all evidence shall be given by the parties at the initial hearing meeting. The Board or the committee of the Board designated to hear the matter, will indicate its disposition of the grievance in writing to the grievant within five (5) days of the Step 4 meeting. Copies shall be distributed to the Association Grievance Chairperson, the Superintendent and the grievant's immediate supervisor.

Step 5: In the event that the Association is not satisfied with the disposition of the Board on the grievance, or if no written disposition is received by the Association within the above stated time limitations (Step 4), the Association by written notice to the Treasurer of the Board shall have the right to appeal the grievance to an impartial arbitrator. Such notice must be filed with the Treasurer within five (5) days from the date the written disposition was given or should have been given in Step 4. If such notice is not given within the foregoing time limit, the grievance shall be considered waived. The appeal for arbitration of the grievance shall be filed mutually with the American Arbitration Association within fifteen (15) days. The arbitrator shall be selected in accordance with the Voluntary Rules of the American Arbitration Association, from a panel of nine (9) names furnished to the parties by the American Arbitration Association. Should a mutually agreeable arbitrator not be obtained from the first panel of names submitted, the arbitrator shall be selected from a second panel of nine (9) names furnished to the parties by the American Arbitration Association.

The arbitrator's decision will be in writing and will set forth his findings, reasonings, and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law. The decision of the arbitrator shall be binding on the parties. The arbitrator shall have no power to alter, add to or detract from the provisions of this Agreement. The cost for the arbitrator's services will be borne equally by the school board and the grievant.

4.04 Time Limitations

- A. The time limitations set forth in Steps 1 through 5 of the grievance procedure are maximums. The time limitations may be extended, however, by written mutual agreement of a representative of the Board and of the grievant.
- B. If a decision on a grievance is not appealed within the time limits specified in any step of the grievance procedure, the grievance will be deemed settled on the basis of the disposition in the prior step.
- C. Failure at any step of the grievance procedure to communicate the disposition of a grievance within the specified time limits shall permit the grievance to proceed to the next step.
- D. In the event a grievance is filed after May 15 in any school year, and strict adherence to the time limits may result in hardship to any party, the parties shall make reasonable efforts to process the grievance prior to the end of the school year or as soon thereafter as possible.
- E. Except for arbitration proceedings, all meetings or hearings held pursuant to the grievance procedure shall be scheduled so as not to conflict or interfere with the regularly assigned duties of members of the bargaining unit. All parties to the grievance and witnesses shall be granted leave without loss of pay to attend the arbitration proceedings.

- F. The term “days” when used in this procedure shall mean days during which school is in session.

4.05 Rights of Parties

- A. If the grievant is represented by legal counsel at Steps 2 through 5 of the grievance procedure, the meeting may be postponed for a time not to exceed five (5) days until counsel for the Board may be present.
- B. The Chairperson of the Grievance Committee of the Association shall be notified of each meeting in Steps 2 through 5 held to resolve the grievance and shall be given a copy of the disposition of the grievance at each step.
- C. The fact that an employee files a grievance shall not be recorded in his personal file or in any files used in the transfer, assignment or promotion process. No reprisal of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation.
- D. Nothing contained in the procedure shall be construed as limiting the individual right of a certificated employee, having a complaint or problem, to discuss the matter informally with members of the administration through normal channels of communication.
- E. The Board and/or its administrators shall provide to the grievant upon written request any information that the grievant reasonably determines is essential to his/her/its grievance.
- F. Copies of all grievance forms are available in all schools.
- G. The Association shall have the exclusive right to determine whether to proceed to the arbitration step of the procedure.

ARTICLE V - SALARIES AND CO-CURRICULAR

5.01 Explanation of Salary Schedule Headings

- A. Bachelors +18 Graduate Hours or 150 Semester Hours – The holder of a Bachelors Degree who earns an additional 18 semester hours of graduate credit or the holder of a Bachelors Degree which contains 150 semester hours of credit.
- B. Bachelor +30 Graduate Hours – Those who hold a Bachelor’s degree and an additional 30 graduate semester hours.
- C. Masters – The Masters schedule applies to people who hold a Masters.
- D. Masters +18 – Those who hold a Masters and an additional 18 graduate semester hours.
- E. Masters +30 – Those who hold a Masters and an additional 30 graduate semester hours.

- F. Masters +45 – Those who hold a Masters and an additional 45 graduate semester hours.
- G. Doctorate – The holder of an earned Doctorate.
- H. Service Credit – Credit will be given for:
 1. Each year (consisting of at least one hundred twenty [120] days) of teaching experience in an accredited public, private, or parochial school;
 2. Each year (consisting of at least eight [8] continuous months) of active military service in the armed forces of the United States.

A teacher new to Vermilion’s public schools normally will not receive more than ten (10) years credit for past teaching and military service.

For the purpose of this Article, the term “Masters” includes the M.A., M.S., and M.Ed. degrees. The term “Doctorate” includes the Ph.D. and Ed.D. degrees.

5.02 Supplemental Contracts

- A. A committee consisting of the Association president, building principal/athletic director, and the superintendent can make additions, deletions or changes in levels on this schedule and other contractual stipends at any time during the life of this contract. Additionally, this committee will make recommendations to the Board to suspend contracts during the term of each contract if necessary due to participation levels. Supplemental contracts will be suspended within the specific activity/sport by position title in the following order: (1) non-certified personnel, (2) certified personnel who do not hold teaching contracts in Vermilion and (3) teachers employed by Vermilion. In the event of suspension of an activity/sport, pay will be prorated based on days worked.

The committee shall operate on majority rule and their decision shall be binding and not subject to the grievance procedure. The committee shall be convened at the request of any of its members. Any adjustment made to the level of a supplemental position shall take effect the following year. First consideration with respect to remunerative adjustments for the succeeding school year will be given to members of the bargaining unit who file a written request with the Superintendent for consideration by March 15th with a copy to the VTA President.

- B. When co-curricular vacancies occur, a Vermilion teacher who is otherwise qualified shall be hired. Unsatisfactory evaluation means you are not qualified.
- C. The provisions of this Section supersede any contrary provisions of law.

- 5.03
 - A. Appendix I, 2011-2012 Salary Schedule - 0% on Base
 - B. Appendix I, Extended Time and Additional Services
 - C. Appendix I, Co-Curricular and Additional Duties
 - D. Appendix I, Athletic Responsibilities

- 5.04 A. Appendix J, 2012-2013 Salary Schedule - 0% on Base
- B. Appendix J, Extended Time and Additional Services
- C. Appendix J, Co-Curricular and Additional Duties
- D. Appendix J, Athletic Responsibilities

5.05 Appendix K, Schedule E – Co-Curricular Index

5.06 Advancing on Pay Scale at Mid-Year

Those who cannot provide transcripts of credits for advancement in salary schedule by September 15 or who complete academic work prior to beginning of the second semester and submit transcripts of credit by January 15, will be placed on the appropriate salary schedule column for which such credits qualify them, beginning with the first payroll of the second semester. Pay will be adjusted by calendar days of the contract according to the following procedures:

Annual contract divided by 184 and multiplied
by days of the first semester = _____ (A)

(A) pay due during first semester

Annual contract (new column) divided by 184
and multiplied by days in second semester = _____ (B)

(B) pay due during second semester

(A) plus (B) = _____ pay due for school year

Subtracting _____ amount actually paid during periods
of first semester

_____ (C) Amount due for payment during
remaining period of 26 annual pay
periods

(C) Divided by number of remaining pay
periods = _____ Amount per pay period remaining
from beginning of second semester
through August

5.07 Should the term of service of any member of the bargaining unit extend beyond the regular school year and not be covered by the preceding sections of this Article, said member will be paid for each day of extended service at the member's current daily rate exclusive of supplementary pay. The number and length of any extended day/time contracts will be determined by the Board on an annual basis with exception of those specified:

- A. Counselors will be offered fifteen (15) days of extended service for the 2010-2011 school year.

- B. Counselors shall receive four percent (4%) for thirty (30) minutes per day extended time for the 2010-2011 school year.

5.08 Payroll Deductions

- A. The Board shall continue to make payroll deductions for credit union payments, Washington National Insurance premiums, Association dues and United Charities as in the past. The Board shall also continue to make payroll deductions (including FCPE contributions) as authorized by Section 3313.262 of the Ohio Revised Code at the uniform rate of fifty cents (\$.50) per participating member per year. The Board shall make payroll reductions up to the legal limits for those tax sheltered annuities in which at least five (5) members are participating. Employees who are participating in a tax sheltered annuity by reductions as of May 1, 1990 which continue to be approved may continue reductions for that annuity even if there are fewer than five (5) participants. To participate, the employee will fill out the necessary forms.
- B. By not later than October 15 of each school year, the Association shall supply the Treasurer with an alphabetized list of all members of the bargaining unit desiring payroll deductions for Association dues. Such list shall specify for each member of the bargaining unit named thereon the amounts of such deductions. Association dues deducted under this Section shall be deducted over the fifteen (15) consecutive pays succeeding October 31 of the school year.
- C. Fair Share Fee

Payroll Deduction of Fair Share Fee: The Board shall deduct from the pay of members of the bargaining unit who elect not to become or to remain members of the Vermilion Teachers Association, a fair share fee for the Association's representation of such non-members during the term of this contract. Payroll deduction of such fees shall begin at the second payroll period in January for the next ten (10) consecutive pays of the school year, except that no such fees will be deducted prior to the second paycheck of a new employee. This provision does not apply to any bargaining unit member who was not a member of the Association on June 15, 1990 and was an employee of the Board at that time, so long as said employee does not subsequently become a member of the Association or terminate employment.

Notification of the Amount of Fair Share Fee: Notice of the amount of the annual fair share fee, which shall not be more than 100% of the unified dues of the Association, shall be transmitted by the Association to the Treasurer of the Board on or about September 15 of each year during the term of this contract for the purpose of determining amounts to be payroll-deducted, and the Board agrees to promptly transmit all amounts deducted to the Association together with a description by name of the amount deducted.

Termination of Membership During the Membership Year: The Treasurer of the Board shall, upon notification from the Association that a member has terminated membership, commence the deduction of the fair share fee with respect to the former member, and the amount of the fee yet to be deducted shall be the annual fair share fee less the amount previously paid through payroll deduction.

Procedure for Rebate: The Association represents to the Board that an internal rebate procedure has been established in accordance with Section 4117.09(C) of the Revised Code and that a procedure for challenging the amount of the fair share fee has been established and will be given to each member of the bargaining unit who does not join the Association and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitutions of the United States and the State of Ohio.

Entitlement to Rebate: Upon timely demand, application may be made to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.

Indemnification of Employer: The Association on behalf of itself and the OEA and NEA agrees to hold the Board harmless in any suit, claim or administrative proceeding arising out of or connected with the imposition, determination or collection of service fees for dues, to indemnify the Board for any liability imposed on it as a result of any such suit, claim, or administrative proceeding. The Association agrees to indemnify and defend the Board at no cost to the Board. The Association shall reserve the right to designate counsel to represent and defend the employer. The Board agrees to (1) give full and complete cooperation and assistance to the association and its counsel at all levels of the proceeding, (2) permit the Association or its affiliates to intervene as a party if it so desires, and/or (3) not oppose the Association's or its affiliates' application to file briefs amicus curiae in the action. For purposes of this Section, the term "Board" includes the Board of Education of the Vermilion Local School District, its members, the Treasurer, Superintendent and all members of the administrative staff.

5.09 Payroll Schedule and Deductions

- A. Salary payment shall be made either in twenty-six (26) or twenty-four (24) pays through electronic deposit. Any change shall occur only at the beginning of the school year with prior notice of that year's payroll schedule to the VTA and members. Changes shall only occur upon the approval of the Board and VTA.
- B. If twenty-six (26) payrolls, payday shall be every other Friday except during Leap Year when a payroll adjustment is necessary to avoid twenty-seven (27) pays. If this should occur, employees shall receive notification of the payday schedule for the year involved. If twenty-four (24) payrolls are used, payday shall be the first and third Friday of each month.
- C. One day's pay will be deducted for each day of absence that is not covered by Sick Leave or Personal Leave for other than Sick Leave. The basis for such deductions shall be calculated on the total number of days in the teacher's contract (184).
- D. A member of the bargaining unit who has one or more seasonal supplemental contract assignment, as opposed to the annual supplemental contract assignment, will receive their supplemental compensation in an individual check. Individual checks will be issued by separate payroll following the last regular payday of the

month provided that the completion form is submitted to the Treasurer's Office by the cut-off date of the regular payroll.

All supplemental completion forms for each period must be turned in to the Treasurer's Office prior to the release of any check. (Appendix E)

All bargaining unit members will receive electronic notification of any supplemental contract(s) awarded following Board approval and that they are required to sign the contract at the Treasurer's Office prior to beginning supplemental employment.

5.10 Hourly Project Rate

The hourly project rate is twenty-eight (\$28). The hourly project rate will be used for members teaching summer school.

5.11 Tutors

A. In-school Tutors who are certified teachers ("Tutors") shall be employed and compensated as follows:

1. Contracts

Tutors shall be employed on an hourly, as needed, basis and shall not be eligible for multi-year limited contracts or continuing contracts. A Tutor's limited contract shall be non-renewed automatically without reason or notice at the end of each Tutor's contract period.

2. Compensation

a. Tutors shall receive an hourly rate based upon the Tutor's experience on the salary schedule for each hour of student instruction. A Tutor's experience on the salary schedule for setting his/her hourly rate shall be advanced in accordance with the current salary schedule on a prorated basis based upon hours worked. The Board will pay for one-half (1/2) of the health and life insurance premium for each Tutor that works at least 3-1/2 hours per day. The Board will pay the full Board portion of the health and life insurance premium for each Tutor that works full time. Tutors working at least 3-1/2 hours per day shall receive a prorated planning period.

b. Regularly employed teachers of the District shall receive an hourly rate based upon the teacher's experience on the salary schedule for each hour of in-home student instruction with no further pay or benefits being paid for tutoring.

3. Individuals may be hired on a full-time or part-time basis as Tutors. Part-time Tutors may also have concurrent part-time teaching contracts. If so, hours worked as a Tutor will be added to the part-time teaching hours for pay advancement for both future tutoring and future teaching, prorated if the total is less than full-time. Tutoring hours will not be credited for any other

purposes except as provided herein and in Exhibit (Grid) attached to this Agreement.

- B. The provisions of this Section supersede any contrary provisions of law.

5.12 Retroactive Pay Adjustments

- A. The Board shall annually provide each employee with a Salary Notice. Additionally, each employee shall be provided a Salary Notice if his/her compensation changes during the year. It is the employee's responsibility to review the accuracy of each Salary Notice received, and to immediately report to the Superintendent any errors discovered. Any claims by current members for retroactive pay resulting from inaccurate placement on the salary schedule shall be limited by the current statute of limitations.
- B. The Superintendent will provide all newly hired employees with written instructions on how to determine accurate placement on the salary schedule, accrued sick leave, and years of service with STRS. Commencing with the 1994-95 school year, it is understood that any claims for retroactive pay resulting from inaccurate placement on the salary schedule shall be limited to three (3) years from the first inaccurate salary notice received.

5.13 Employment of Retirees

The Board retains the right to employ Retirees, defined as teachers who have retired from Vermilion Local Schools and are receiving retirement benefits from the State Teacher Retirement System. The Board will make this determination pursuant to Board policy on a case-by-case basis.

- A. A Retiree will be employed either at Step 10 of the salary schedule if the Retiree retired with at least thirty (30) years teaching experience or at Step 5 of the appropriate salary schedule if he/she retired with less than thirty (30) years teaching experience. The Retiree will progress thereafter on the schedule as any other member of the bargaining unit on that Step. No previous experience will be used to determine progression thereafter. The initial salary placement for Retiree will reflect the education level of the Retiree (BA+10, MA, etc.) and will be adjusted when appropriate in accordance with the Collective Bargaining Agreement between the Board and the Association.

A Retiree shall accrue sick leave but shall not be eligible for severance pay upon leaving the employment of the Board.

- B. A Retiree shall be granted a one (1) year limited teaching contract which will automatically be non-renewed without further notice at the end of the contract year. Any subsequent contract shall be a one (1) year limited contract, also subject to automatic non-renewal as above, and the Retiree will not be eligible for nor be granted a continuing contract.

No previous service time shall be used to determine seniority for purposes of a reduction in force.

- C. All terms, conditions, rights and responsibilities afforded to members of the bargaining unit shall apply to all Retirees unless expressly stated otherwise above. Any term, condition, right and responsibility expressly stated above is intended to apply to all Retirees, regardless of any statutory or contractual provisions on those matters and the provisions set forth in this Section 5.13 specifically are intended by the parties to supersede such statutory and contractual provisions, including, but not limited to, Ohio Revised Code 3317.13.

5.14 Vermilion Service

Members who qualify based upon years of service in the Vermilion School District and did not receive a step increase at the beginning of the school year, shall receive the following annual payment upon completion of the listed years of service payable at the end of the school year. These payments are not cumulative. Service is based upon seniority as defined in Article 30; placement on the salary schedule is not determinative.

<u>Years of Service</u>	<u>Payment Amount</u>
16	780
17	780
18	1080
19	1080
20 and up	1380

ARTICLE VI - LIFE INSURANCE

- 6.01 The Board will fully pay the premium for group term life insurance in the amount of \$35,000.00 life and \$35,000.00 accidental death and dismemberment for each full-time member of the bargaining unit. The Board will pay one-half (1/2) the premium for each member of the bargaining unit who works at least half-time but less than full-time.
- 6.02 Subject to the insurer's limitations, restrictions, or conditions, if any, members of the bargaining unit may purchase additional term life insurance at the group rate.

ARTICLE VII - MEDICAL, DENTAL AND VISION INSURANCE

7.01 Medical Insurance

Employees will contribute to their monthly health care premium as follows:

- Single – 12% of premium
- Family – 12% of premium

The Board will pay one-half (1/2) the premiums for each member of the bargaining unit who works at least half-time but less than full-time. Any employee who elects NOT to take health care coverage shall receive the following monthly amounts: Single, \$100.00 and Family, \$200.00. Election shall be made within the annual window period

between 60 and 90 days prior to renewal date. All following Articles are based upon above stipulations.

Healthcare Plan provisions shall be as described in Appendix N.

- A. New employees may enroll for health and prescription drug coverages on the effective date of employment by the Board. Current employees may enroll at any time if accepted by the insurer.
- B. A member of the bargaining unit who retires or resigns after completion of a school year shall continue to receive the District's health insurance coverage until the effective date of his resignation, for purposes retirement or otherwise.
- C. The Board will add Flexible Spending Accounts to the health coverage, contributing \$200 per year to a Flexible Spending Account for each full-time teacher.
- D. Eligibility for Board paid health insurance plan:
 - 1. Single or married employees are eligible for a single plan.
 - 2. Married employees may qualify for a family plans, if needed.
 - 3. A single employee may qualify for a family plan if he or she is the sole support or legal guardian of a child or children.

7.02 Dental Insurance

- A. The Board shall provide a group dental insurance plan for full-time members of the bargaining unit and their eligible dependents.
- B. The Board shall pay 88% of the premiums for such dental coverage for all full-time employees.
- C. Eligibility for Board paid dental insurance plan:
 - 1. Single or married employees are eligible for a single plan.
 - 2. Married employees are eligible for family plans, if needed.
 - 3. A single employee may qualify for a family plan if he or she is the sole support or legal guardian of a child or children.

7.03 Vision Insurance

- A. The Board shall provide a group vision insurance plan for full-time members of the bargaining unit and their eligible dependents.
- B. The Board shall pay 88% of the premiums for such vision coverage for all full-time employees.
- C. Eligibility for Board paid vision insurance plan:
 - 1. Single or married employees are eligible for single plan.
 - 2. Married employees are eligible for family plans, if needed.

3. A single employee may qualify for a family plan if he or she is the sole support or legal guardian of a child or children.

7.04 The Board shall offer to all certified employees a Cafeteria and/or a Section 125 Plan as permitted by Internal Revenue Code.

7.05 Employees may “opt out” of the health care coverage set forth in 7.01 through 7.03, above, and receive the following monthly stipend in lieu of such health care coverage:

Single plan: \$100.00 per month

Family plan: \$200.00 per month

Election to “opt out” may ONLY be made in the window period within 60-90 days prior to the insurance renewal date of September for the current school year. Opt out payments will be made through the District’s qualified Section 125 Plan.

7.06 Contributions set forth in this Article shall be subject to the provisions of 7.04, above, to the extent allowable by law.

ARTICLE VIII - LEAVES OF ABSENCE

8.01 Family and Medical Leave

- A. A member of the bargaining unit who has been employed in the Vermilion Local School District for twelve (12) months, and has worked at least one thousand two hundred fifty (1,250) hours during that period is eligible for leave as provided under the Family and Medical Leave Act of 1993 (FMLA).
- B. Leave under the FMLA guarantees paid medical insurance during the period of the leave. A member of the bargaining unit who applies and is qualified may take up to twelve (12) weeks of FMLA leave in any twelve (12) month period. That twelve (12) month period begins the first day of their leave approved under the FMLA.
- C. Leave under the FMLA can be used for birth of a child, adoption/foster care, serious medical condition of the employee or employee’s spouse, child or parent.
- D. Application for leave under FMLA must be made thirty (30) days in advance, except in cases of emergency utilizing appropriate Department of Labor forms available through the Treasurer’s office.
- E. Nothing in Section 8.01 shall prevent a member of the bargaining unit from choosing to use a paid leave as described in other sections of Article VIII.
- F. A member of the bargaining unit may use a combination of paid sick leave and unpaid leave under the FMLA. When using any combination of sick leave and FMLA leave, the first day of the twelve (12) weeks of insurance coverage begins with the first day of leave, regardless of its type.

- G. A member of the bargaining unit who, with the approval of the Superintendent, is on unpaid leave outside of the required FMLA leave period, who works the last teacher workday of the school year and is expected to be on paid status by the beginning of the succeeding school year shall continue to receive the District's health insurance coverage during the summer period.
- H. Rules governing the eligibility and application of Section 8.01 will be those in the FMLA of the 1993, and the implementing policies adopted by the Board of Education.

8.02 Pregnancy Leave

Pregnancy Leave will be granted in accordance with the following procedures:

- A. An employee shall be entitled to Pregnancy Leave whenever the ability to teach is impaired because of pregnancy. The duration of Pregnancy Leave shall be determined by the employee's physician. Such Pregnancy shall be charged against accumulated sick leave. It is expected that a pregnant employee will teach for as long as normal attendance and teaching duties can be maintained.
- B. Application for pregnancy leave shall be made in writing to the Superintendent. The employee shall file this application as soon as possible after learning of her anticipated delivery date.
- C. If the employee elects not to use accumulated sick leave or exhausts accumulated sick leave credit, the employee shall receive Pregnancy Leave without pay or benefits (other than those provided under FMLA) while the ability to teach is impaired because of pregnancy. The employee may, however, continue to participate in the insurance programs accorded other employees by payment of the premium as required by the Board.
- D. Upon termination of Pregnancy Leave, the employee, unless Maternity Leave is requested as outlined below, shall be reinstated to the same position with the same contractual status which was held prior to the leave. If that position is no longer available, the employee shall be given a subsequently equivalent position for which valid certification/licensure is held. Such reinstatement normally will coincide with the commencement of a grading period.

8.03 Maternity/Paternity Leave

Maternity/Paternity Leave will be granted in accordance with the following procedures:

- A. Immediately subsequent to termination of Pregnancy Leave, if any, the employee shall be entitled upon request to Maternity Leave without pay or benefits (other than those provided under FMLA) for the balance of the school year. If termination of the employee's pregnancy occurs subsequent to March 15 and prior to the beginning of the next succeeding school year, the employee shall be entitled upon request to Maternity Leave for up to one (1) additional school year.
- B. An employee on Maternity Leave may continue to participate in the insurance programs accorded other employees by payment of the premium otherwise

payable by the Board at the beginning of each month at the office of the Treasurer.

- C. Application for reinstatement may be made by an employee on Maternity Leave at any time during the school year, and such employees may be reinstated by mutual agreement providing the substitute is not under a regular teaching contract. In any event, the employee will be reinstated no later than the beginning of the next succeeding school year, unless an additional year of leave has been granted in accordance with the foregoing Section.
- D. Upon return from Maternity Leave, the employee shall be reinstated to the same position held prior to the leave. If that position is no longer available, the employee shall be given a substantially equivalent position for which valid certification/licensure is held. All benefits shall be reinstated upon the employee's return; however, no advancement in increment will be allowed unless the employee taught at least one hundred twenty (120) days of the school year in which leave commenced.
- E. An employee on Maternity Leave shall advise the Superintendent in writing by not later than April 1 of the school year in which the leave expires of whether she intends to resume service in Vermilion Schools the following school year.
- F. A male member of the bargaining unit shall be entitled to a Paternity Leave of absence without pay in accordance with the provisions set forth in this Section. To qualify for such unpaid Paternity Leave, the employee must notify the Superintendent, in writing, of his wife's pregnancy within a reasonable time after learning of her pregnancy. The employee shall also notify the Superintendent, in writing, of the anticipated delivery date within a reasonable time after being informed of such date. Paternity Leave shall not commence prior to the delivery date and must commence within four (4) weeks after the delivery date.

8.04 Leave for Adopting a Child

A member of the bargaining unit who adopts a child shall be entitled to leave in accordance with the Maternity and Paternity Leave provisions stated in Section 8.03 of this Article. This is available when adopting a pre-school age child or when such leave is a necessary term or condition of the adoption agency involved. The adoptive parent shall notify the Superintendent of the date of adoption immediately after such date has been definitely determined.

8.05 Personal Business Leave

Each member of the bargaining unit shall be entitled to three (3) days nonaccumulative Personal Business Leave per school year without loss of pay or accumulated sick leave. Request for Personal Business Leave shall be made to the Superintendent at least three (3) days in advance of the anticipated absence. However, in cases of emergency, requests to the Superintendent shall be made as far in advance of absence as is practicable in order that proper arrangements for handling the employee's duties may be made. Further, if circumstances make advance requests impossible, the employee shall notify the Superintendent of the reasons for leave as soon as is practicable and

approval by the Superintendent or the Superintendent's designee will, when appropriate, be granted after the fact.

Personal Business Leave will not normally be granted on the workday immediately preceding or following a holiday or vacation or on a scheduled parent-teacher conference day, or the first or last school day of the school year.

The aggregate number of employees on Personal Business Leave on any given day shall not exceed two (2) in the building—the two (2) employees who first applied for leave, in the event more than two (2) employees apply for the same day, shall be granted the leave.

A teacher who uses no Personal Business Leave for the entire school year shall receive an additional day of accumulated sick leave. No other Personal Business Leave will accumulate. Alternatively, a teacher may elect at the end of the year to receive \$100.00 for each unused full day of Personal Business Leave.

The Superintendent has the discretion to approve or deny additional personal business leave and may require additional documentation. After exhausting Personal Business Leave, a member of the bargaining unit may be granted a leave of absence without pay. To be considered for such unpaid leave, the member must apply, in writing, to the Superintendent at least two (2) weeks in advance of the desired departure date. Unpaid leave will normally not be approved for any scheduled workday during the first or last week of the employee's work year or immediately preceding or following a holiday or vacation period. The amount of a contract day's salary for each day of approved unpaid leave will be deducted from the employee's next pay.

8.06 Sick Leave

A. Accrual

1. All employees earn sick leave credit at the rate of 1-1/4 days per month of completed service. Unused sick leave may be accrued to a maximum of two hundred fifty-five (255) days. Sick leave may be used in either half days or full days.
2. The previously accumulated sick leave of an employee (up to the above maximum) earned in Ohio public employment shall be placed to his credit upon his employment with the district. The employee must obtain verification of accumulated sick leave from the fiscal office of the agency from which it is to be transferred.
3. Part-time employees accumulate sick leave at the same rate as full-time employees. Pay for such days shall be prorated and the number of accrued days shall be adjusted upon movement to full-time employment.
4. At least once per month, the statement of earnings with the regular paycheck shall show the amount of sick leave accumulated at the beginning of that month.

5. Sick leave is not forfeited because of absence without pay, nor is it earned during such absence. A regular or part-time employee who leaves the employment of the Board shall retain his accumulated sick leave unless the employee retires.
6. Employees who have accrued the maximum days of sick leave shall annually earn sick leave at the rate of 1-1/4 days a month up to a maximum of two hundred seventy (270) days. At the beginning of the next school year, employees whose sick leave exceeds the maximum accrual shall have their sick leave returned to the maximum.

B. Personal Illness or Disability

1. The bargaining unit member may use all or any portion of his/her leave to recover from his/her own illness or disability, which shall include, in part, all disabilities caused or contributed to by pregnancy, miscarriage, childbirth and recovery. The bargaining unit member may use all or any portion of his/her leave to attend to illness or disability of his/her immediate family.
2. For sick leave purposes, "immediate family" is defined as: father, mother, brother, sister, spouse, child, foster child, grandchild, grandparent, uncle, nephew, aunt, niece, brother-in-law, son-in-law, sister-in-law, daughter-in-law, mother-in-law, father-in-law, member of the immediate household.

C. Absence Day Reserve Plan

1. To qualify for the Absence Day Reserve Plan, the bargaining unit member must submit a doctor's statement to the Treasurer certifying that the member is unable to work due to serious unforeseen personal or family illness, or serious unforeseen medical complications caused by pregnancy, miscarriage, childbirth and recovery.
2. No bargaining unit member may receive more than an aggregate of thirty (30) donated sick leave days in any one school year. Donation of sick days shall be initiated by a bargaining unit member on a form furnished by the Treasurer (Appendix A). Donated sick leave shall be added to the accumulated sick leave of the absent bargaining unit member and deducted from the donating member.
3. If a bargaining unit member exhausts his/her sick leave accumulation, another bargaining unit member may voluntarily donate up to six (6) days of his/her accumulated sick leave to the absent teacher. The absent teacher will be credited with one (1) day for one (1) day donated.
4. Donated sick leave days must be submitted to the Treasurer three (3) work days prior to the need of the absent member. This requirement may be waived at the discretion of the Superintendent. However, any waiver decision by the Superintendent shall not set precedent for future requests for waiver.

5. Donated sick leave may not be used for severance pay and will not carry over from one school year to the next.

8.07 Visitation – Inservice Training

The local Superintendent may excuse a teacher upon recommendation of his/her principal or other district administrator to visit another school system or other classes within the Vermilion School District without loss of pay. The Board will pay the substitute for the day and transportation at current approved mileage when requested to visit by the administration. The visitation will be planned in cooperation with, and scheduled by the principal and teacher. Visits shall be limited to Tuesday, Wednesday, Thursday when possible. Teachers are to submit a brief written report to the Curriculum Director upon their return. (Appendix B)

8.08 Assault Leave

- A. Any employee who, without fault, must be absent due to physical disability resulting from an assault on such employee which occurred in the course of Board employment shall be entitled to Assault Leave with pay under the conditions stated hereinafter.
- B. Assault Leave shall not be approved unless and until the employee or designee authorized by the employee furnishes the Treasurer with a signed statement on the form prescribed by the Board and maintained by the Treasurer. (Appendix F) This statement shall indicate the nature of the employee's injury, the date of its occurrence, the identity of the alleged assailant(s), if known, the facts surrounding the assault, and the willingness of the employee to participate and cooperate fully with the Board in pursuing legal action against the alleged assailant(s). If medical attention is required, the employee shall supply a certificate from a licensed physician stating the nature and duration of the disability.
- C. Assault Leave shall be granted for the period of the employee's physical disability or thirty (30) calendar days, whichever is less. If duration of the physical disability exceeds thirty (30) calendar days, the employee may apply for an extension of Assault Leave which will then be considered and acted upon by the Board. In no event shall Assault Leave exceed the actual duration of physical disability.
- D. "Pay," as used in this Section, means the salary or hourly or per diem rate of the employee, whichever is applicable, under the employee's basic contract of employment in effect at the time of the assault exclusive of: (1) any supplemental contract of employment; and (2) any worker's compensation due the employee by virtue of the employee's physical disability.
- E. If the employee receives benefits under the State Teachers Retirement System (Chapter 3307, Ohio Revised Code), or if the employee's employment by the Board ceases for any reason whatsoever, Assault Leave under this Section shall automatically terminate.
- F. Falsification of either the signed statement or physician's certificate required under this Section shall constitute grounds for suspension or termination of the

employee's employment under Section 3319.081 or Section 3319.16 of the Ohio Revised Code, whichever is applicable.

- G. Assault Leave approved under this Section shall not be charged against the employee's sick leave or any other leave that may be granted under the Board's rules and regulations.

8.09 Reporting of Absences/Leaves

Employees are required to give appropriate notification regarding any absence from work. All absence reporting shall be done through the District's automated reporting system.

ARTICLE IX - NOTICE OF RETIREMENT/SEVERANCE PAY

- 9.01 A member of the bargaining unit who retires shall be paid a lump sum equal to one-fourth (1/4) of the member's accrued but unused sick leave up to a maximum of one hundred ninety-five (195) days multiplied by the per diem rate of such member's base salary at retirement. Severance Pay shall be paid only once, shall eliminate all sick leave credit, and shall be paid only upon acceptance and certification by the employee's retirement system that the employee has retired provided such acceptance and certification occur within one (1) year from when the employee leaves the Board's employ.

- 9.02
 - A. The service credits determining eligibility for full service retirement shall be those certified by the member's retirement system.
 - B. For the purpose of this Article, one of the following eligibility requirements for full service retirement shall be defined as:
 - 1. Completion of 30 years of service credit.
 - 2. Reaching age 55 with 25 to 30 years of service credit.
 - 3. Reaching age 60 with 5 years of service credit.
 - C. To exercise this option, the member must provide written notification of his/her intent to retire at the end of the year to the Superintendent by May 1 of the year in which he/she will retire.
 - D. Severance pay under this Section shall be paid only once, shall eliminate all sick leave credit, and shall be paid only upon acceptance and certification by the employee's retirement system that the employee has retired, provided such acceptance and certification occur within one (1) year from when the employee leaves the Board's employ.
 - E. Notwithstanding the provisions set forth in Section 9.01 of this Article, a member of the bargaining unit who elects to retire at the end of the school year during which the member first becomes eligible for full service retirement benefits under the conditions defined in "B" above shall be paid a lump sum equal to the member's accrued but unused sick leave up to a maximum of one hundred eighty (180) days multiplied by the per diem rate of such member's base salary at

retirement. Severance pay applicable only to those bargaining unit members employed continuously as of September 20, 1999. Later hires subject only to Section 9.01.

9.03 Members who are eligible for severance pay under this Article may earn an Incentive for Early Notice of Retirement. To earn the incentive, the member must provide written notification of his/her intent to retire at the end of the contract year to the Superintendent as follows:

<u>Early Notice by</u>	<u>Retirement Date</u>	<u>Incentive</u>
January 1	End of the current school year (6 mos.)	\$500
	End of the following school year (18 mos.)	\$1,000

The Incentive will be paid by the second pay following Board action accepting the teacher's retirement as set forth in the early notification to the Superintendent. Once accepted by the Board, the retirement may be revoked only due to the occurrence of a life event, defined as 1) your marriage, 2) your divorce or legal separation, 3) death of your spouse, 4) termination or substantial reduction of your spouse's employment, or 5) birth or adoption of a dependent. To be effective, the revocation must occur prior to May 1 of the year of retirement and must be accompanied by the return of the full incentive payment.

ARTICLE X - ATTENDANCE AT PROFESSIONAL CONFERENCES

10.01 Any bargaining unit member desiring to attend a professional conference or convention shall submit to the Superintendent a written request to do so on Request for Attendance at a Professional Meeting form. (Appendix B) Said request shall be submitted no later than ten (10) school days prior to the conference or convention and shall state the school days, if any, which the person will miss by attending the conference or convention. The applicant shall provide a written summary as to the professional nature of the conference or convention, an estimate of expenses and the proposed method of travel.

If said request is approved, the Board will indicate which expenses of the following, in addition to regular salary and the cost of a substitute teacher, it will pay:

- A. Registration fees.
- B. The cost of meals, lodging and incidentals will be reimbursed according to the following schedule:

Meal Reimbursement – Employees are to claim actual meal expenses up to amounts authorized. Lunch will be reimbursed for any all-day conferences. Receipts are required for meals and will be reimbursed within the limits set forth below. No meals are to be charged if provided as part of the conference registration fee.

Breakfast	-	\$ 5.00
Lunch	-	\$10.00
Dinner	-	\$20.00

Lodging Reimbursement – Up to \$100 per night plus tax. Receipts are required.

Incidental Expenses – Parking, etc. – Receipts are required.

- C. Transportation via the method approved by the Superintendent. If the approved method of transportation is automobile, mileage will be paid at the current IRS mileage rate using the Board approved standard mileage allowance (Appendix H). Car pooling is encouraged and may be required. In no case shall the transportation cost by automobile exceed the cost of the same trip by train or airplane coach.
- D. None of the above that are reimbursed by another group.
- E. If an employee is required to attend a professional conference or convention, all costs will be reimbursed.

To be eligible for reimbursement of the above expenses, the person attending the professional conference or convention must submit a statement of all expenses which shall be accompanied by the original receipts for every expense within thirty (30) days of the completion of the conference or convention.

A written summary of the meeting attended may be requested.

- 10.02 Duly authorized delegates or elected officers shall be permitted to attend meetings of the OEA or NEA or NEOEA without loss of pay. Such approval shall be limited to two (2) days per meeting per semester per delegate or official provided the total number of workdays lost to the District does not exceed eight (8) over the course of a school year. An employee who is elected an officer in OEA, NEA, or NEOEA shall be permitted to attend required sessions without loss of pay with approval limited to ten (10) days per year per employee for a maximum of two (2) employees per year. The OEA, NEA, or NEOEA shall reimburse the district for the cost of substitute(s). Additional days shall be granted under this Section at the discretion of the Superintendent.

ARTICLE XI - JURY DUTY

- 11.01 A member of the bargaining unit required by law to report for jury duty shall be compensated at the member's regular rate for each day of jury service. Jury service will not be charged to any other leave provisions under this Agreement.

- 11.02 The check received by the employee for jury service will be endorsed “Payable to the Vermilion Board of Education.” Mileage will be reimbursed to the employee.

ARTICLE XII - COLLEGE CREDIT REIMBURSEMENT

- 12.01 Subject to the limitations stated below, the Board shall reimburse a teacher for the cost of:
- A. Credit courses taken in the teacher’s area of certification/licensure, assignment and all other education courses at an accredited college or university;
 - B. Other credit courses taken, with the prior approval of the Superintendent, which directly relate to performance of the teacher’s duties as a teacher in Vermilion.

The maximum total payment per teacher per year under this Section 12.01 shall be fifty percent (50%) of the cost of the courses taken or one thousand dollars (\$1,000), whichever is less.

- 12.02 Subject to the limitations stated below and as an alternative to the reimbursement under 12.01, the Board shall reimburse a teacher for one-half the cost of the course work for a Masters Degree and a Doctorate Degree. This Section, 12.02, only applies to courses which follow the pre-approval by the Superintendent of the course of study for the appropriate degree and are within an area of educational certification/licensure in Ohio.

- 12.03 To be eligible for any payments:

- A. The teacher must complete the ensuing school year as a teacher for Vermilion.
- B. Course work must be scheduled at times that do not interfere with the normal duties of a teacher.
- C. Requests for reimbursement must be made BEFORE ENROLLMENT on the proper form. (Appendix D)
- D. The teacher must present proof of satisfactory completion of the course work (i.e., a grade of “C” or better, or “Passing” if the course is graded on a Pass/Fail basis under 12.01 or the Degree under 12.02.)
- E. The teacher must present satisfactory documentation of all costs on the proper form for which reimbursement is sought. (Appendix D) Reimbursement will be made by October 1st for course work completed in the prior school year provided the teacher has fully complied with all documentation requirements of this Article by September 15th. If, through no fault of the teacher’s, required documents are not submitted until after September 15th, a complete lump-sum reimbursement will be made by not later than the second scheduled payday after the date the documents are filed.
- F. The teacher must be an active employee of the Board at the time the course work is taken (for example, a teacher on a leave of absence would not qualify).

- 12.04 The term “cost,” as used in this Article, is defined as charges for tuition and required textbooks.

ARTICLE XIII - TEACHER VACANCIES/TRANSFERS

13.01 Definition

A vacancy exists:

1. When the Board determines to fill a position after the retirement, resignation, transfer, reassignment, non-renewal, leaves of absence (except paid leave), death, or termination of an employee; or
2. When a new position is created.
3. When a vacancy occurs in mid-year, the Board may fill the vacancy on a temporary basis with a long-term substitute, and then post it as an open position for the following school year.
4. Long Term Substitutes
 - a. Long-term substitutes are defined as substitute teachers placed in the same assignment for more than sixty (60) days. By the 61st day of employment, all long-term substitutes shall receive a written contract of employment. Long term substitutes may be utilized to fill positions that are open due to approved leaves of absence.
 - b. The duration of employment of long-term substitutes shall be for the period specified in their contract of employment, and shall automatically expire at the end of that term without action by the Board or further notice to the teacher.
 - c. Neither the provisions of Article XXIX Reduction in Force, nor the provisions of Section 3319.17, Ohio Revised Code shall apply to long-term substitutes, whose contracts may be suspended at any time without recourse as the needs of the Board so dictate.
 - d. Neither the provisions of Article XXVI Evaluation nor the provisions of Section 3319.111 or Section 3319.11, Ohio Revised Code shall apply to long-term substitutes.
 - e. Long term substitutes will be informed of their status upon employment.
 - f. Beginning with the 61st day of employment, long-term substitutes shall be placed on the BA-0 step of the salary schedule.
 - g. If the employment of a long term substitute extends beyond one year, the long term substitute shall be advanced to the next step of the pay scale, assuming that they worked a minimum of one hundred twenty (120) days of at least three and one-half (3 ½) hours per day in the prior year.

- h. To the extent that the provisions of this Article conflict with the Ohio Revised Code, they shall supersede and replace same. Except as otherwise specified above, nothing herein shall be deemed to affect the rights and benefits of long-term substitutes available under this Agreement and law.

13.02 Vacancies will be posted through July 10 for bargaining unit positions and for administrative positions on a bulletin board in each school building for a period of not less than five (5) days prior to filling a vacancy. From July 11 to the beginning of the school year, employees wishing to be considered must indicate on their Letter of Intent which may be changed by the teacher giving written notice received in the Superintendent's office by July 20. The President of the Association shall be sent a copy of all posted positions. The posting shall include the name of the position, certification/licensure required, deadline for application and the effective starting date. Employees who wish to be considered must have their written requests received in the Superintendent's office during the posting period. An employee may make a prior request to be considered for vacancies occurring in the summer by submitting a written request including position(s) requested, summer address, and summer phone number to the Superintendent's office.

13.03 Internal applicants will be given equal consideration for any opening for which they may be qualified. They will be given the opportunity to interview prior to the Superintendent making his decision. After considering training, experience, compatibility with personnel, certifications/licensure, teaching ability and length of service in the district, all assignments shall be made by the Superintendent as he determines to be in the best interest of the Vermilion Local School District pursuant to Section 3319.01 of the Ohio Revised Code. An applicant who is denied the vacancy shall be granted, upon written request, a meeting with the Superintendent to discuss the reasons for the denial.

13.04 An employee who wishes to receive a copy of postings during the summer must provide self-addressed stamped envelopes to the Superintendent's office. This does not expand the time for receipt of written request by the Superintendent's office.

13.05 Involuntary Transfer

1. An involuntary transfer shall be made only after first considering volunteers.
2. After considering training, experience, compatibility with personnel, certifications/licensure, teaching ability and the length of service in the district, all transfers shall be made by the Superintendent as he determines to be in the best interest of the Vermilion Local School District pursuant to Section 3319.01 of the Ohio Revised Code.
3. Prior to teacher notification, notice of the involuntary transfers will be given to the VTA President along with the reason(s) for the transfers.
4. Employee(s) shall not be involuntarily transferred without first having an opportunity for a conference with the Superintendent if requested, and being notified in writing at the earliest possible time before the effective date of the transfer.

5. Employees who have been involuntarily transferred shall retain the right to request assignment to open positions as they are posted.
- 13.06 Any classroom teacher desiring a change in teaching assignment or building transfer for the succeeding school year shall so indicate prior to March 15 on the "Intent to Return" form. This form serves as notice of availability but does not replace the procedure in Section 13.02.
- 13.07 This Article does not apply to supplemental contracts.

ARTICLE XIV – TEACHER WORK DAY

- 14.01 The classroom teacher's normal workday shall total seven (7) hours and forty-five (45) minutes. Classroom teachers are expected to be available for meetings with students or parents before/after class within the normal workday unless the teacher makes satisfactory alternative arrangements.

An equal amount of release time will be given for parent conferences that occur outside the workday and do not exceed fifteen (15) minutes. Parent conferences that require more than fifteen (15) minutes outside the workday will be compensated at the hourly project rate in increments of quarter hours.

- 14.02 Conferences for IEP reviews shall follow these procedures:
 - A. Any IEP conferences for transition students conducted outside of the established time frame for the seven (7) hour and forty-five (45) minute day in each building shall be voluntary for any member of the bargaining unit.
 - B. Any member of the bargaining unit who elects to participate in an IEP conference outside of the established time frame for the seven (7) hour and forty-five (45) minute day may elect one (1) of the following options:
 1. The member may elect to adjust his/her hours to a seven (7) hour and forty-five (45) minute day beginning at 12:00 p.m. and ending at 7:45 p.m. with appropriate time allowances for dinner and planning/preparation as specified in the Negotiated Agreement.
 2. Article 14.01 applies to the member who elects to work his/her normal workday and, in addition, participates in the IEP transition conferences beyond that workday.
 - C. Upon request, intervention specialists shall be granted one (1) professional day each school year to prepare for IEPs and IEP meetings, to be scheduled with the approval of the Administration. Intervention specialists may be required to attend an IEP meeting during his or her planning time.

- 14.03 Conferences and meetings with building principals or administrators shall be scheduled as far in advance as practicable. Notwithstanding Section 14.01 of this Article, all members of the bargaining unit shall be expected to attend the annual open house. Classroom teachers shall be excused from meetings or activities which are held beyond

the normal workday if the teacher has a previous commitment that cannot be changed nor cancelled without undue hardship, provided the teacher gives notice to the principal or administrator prior to the meeting and provided further that such teachers shall not be required to attend such meetings in excess of one (1) in any one (1) month.

- 14.04 Each member of the bargaining unit shall receive a duty free lunch period of not less than thirty (30) consecutive minutes. A member of the bargaining unit may leave the school premises during the scheduled lunch period if the employee receives advance approval from the building principal.

ARTICLE XV – CLASS SIZE

- 15.01 Consistent with its resources, the Board desires to maintain reasonable class sizes sensitive to the needs of pupils and the concerns of teachers.
- 15.02 Class sizes based on enrollment during the second week of school for the 2011-2012 and 2012-2013 school year shall be:
- A. K-2 class size shall not exceed twenty-five (25) pupils to one (25:1) certificated/licensed staff member per class.
 - B. Collectively in grades 3-7 average class size in academic core classes shall not exceed twenty-five (25) pupils to one (25:1) certificated/licensed staff member per class. The maximum number of students per classroom will not exceed twenty-eight (28).
 - C. Collectively in grades 8-12 average class size in academic core classes shall not exceed twenty-seven (27) pupils to one (27:1) certificated/licensed staff member per class. The maximum number of students per classroom will not exceed thirty (30).
 - D. The participation of an inclusion teacher in the classroom shall not change the teacher/pupil ratios established above.

ARTICLE XVI – TEACHER PLANNING PERIODS

- 16.01 Teachers (K-12) shall have two hundred fifty (250) minutes per week with at least thirty (30) consecutive minutes per day within the student day as planning. The only exception to two hundred fifty (250) minutes per week will be when an adjusted schedule (i.e., early release, assemblies, class parties, two hour delays and etc.) is needed. However, teachers will receive at least thirty (30) consecutive minutes on those days. Included in the two hundred fifty (250) minutes is the student movement time for which the teacher is responsible.
- 16.02 The Board will schedule non-teachers to provide supervision of students for the current noon time duties at grades K-8. This is to provide more planning time outside the 16.01 planning time for those teachers who would otherwise be scheduled for noon time duties, given the ever-increasing teacher responsibilities for conferences with parents, with administrators and with other teachers so that the educational process is improved.

In addition to the planning time provided for in Section 16.01, teachers are expected to use the workday before and after the student day for teacher directed activities such as planning and class preparation, conferences, and attendance as the referrer at necessary intervention and discipline conferences. However, the administration may schedule mandatory attendance at meetings and conferences during five (5) days each month with the agenda/purpose set by the administrator, exclusive of emergencies. Mandatory attendance at intervention and IEP meetings are to be included within the limitation.

- 16.03 The Administration may schedule intervention and IEP meetings one (1) day per month and one (1) general meeting per month during planning time established in 16.01 with prior notification of five (5) days. No additional meetings will be scheduled during planning time established in 16.01 unless mutually agreed by all parties.

ARTICLE XVII – WORKING ENVIRONMENT

- 17.01 A. Lunchroom area, rest room lavatory and lounge facilities exclusively for employee use shall be made available in each school.
- B. Smoke-free workrooms for preparation of instructional materials will be made available in each building.
- C. A telephone shall be available for use of school personnel conducting school business. Such telephone will be placed in a separate room, if available. If a separate room is not available, a good faith effort will be made to place the telephone in an area that assures reasonable privacy.

- 17.02 The Board shall provide the following:

- A. A desk with a lockable drawer for each teacher.
- B. Lockable closet space for each teacher.
- C. Storage space for instructional materials.
- D. The above items will be provided in buildings when equipment and furniture are adaptable to these items and are specifically requested by the teacher.
- E. Grade books, lesson plan books, paper, pens, chalk, markers and other such materials required in daily teaching.
- F. Facilities within each school to provide the needed privacy for special services to carry out their responsibilities with individuals or groups of students.
- G. Classroom facilities that are adequately insulated, heated and lighted throughout the entire workday. It is recognized that due to the characteristics of some buildings, heating and ventilation may require periods of time for adjustment, especially during seasonal changes.

If conditions exist which are detrimental to the teaching process, such conditions shall be reported to the building principal. The principal will then take all

possible action to correct the conditions or to provide an alternative temporary work space.

It is also recognized that existing building conditions that are deemed detrimental to the instructional program by the Board are subject to renovation and improvement so far as funds are available.

- 17.03 The VTA and the Board commit to working together to ensure a safe environment for staff and students. A committee agreed to by the VTA and the Board will review present policies and make recommendations to the VTA and the Board for a safe environment.

ARTICLE XVIII – INSTRUCTIONAL MATERIALS

- 18.01 Elementary grade and middle and high school department shall meet annually to evaluate instructional needs for the following school year with recommendations to be submitted to the building principal with respect to appropriate texts, library facilities, maps, laboratory and audio-visual equipment, special area equipment, current periodicals, standard tests and questionnaires, and other tools of the teaching profession.

ARTICLE XIX – STUDENT EXTRACURRICULAR SUPERVISION

- 19.01 Supervision of student extracurricular activities (i.e., activities that fall outside the normal workday) by members of the bargaining unit shall be voluntary. Where the Administration requests supervision from bargaining unit members at any of the following programs, those who volunteer to supervise the program will be paid the program supervisory stipend of sixty dollars (\$60).

Kindergarten Music (Kindergarten teachers)
Kindergarten PE (Kindergarten teachers)
1st Grade Music (1st Grade teachers)
1st Grade PE (1st Grade teachers)
2nd Grade Music (2nd Grade teachers)
2nd Grade PE (2nd Grade teachers)
3rd Grade Music (3rd Grade teachers)
4th Grade Music (4th Grade teachers)
5th Grade Music (5th Grade teachers)
8th Grade Orientation (to VHS) (9th Grade teachers)
9th Grade Orientation (9th Grade teachers)
Second Open House (VHS teachers)

- 19.02 Those teachers who commit to working at extracurricular activities in the role identified by Administration as needed will receive an activity stipend of one hundred eighty dollars (\$180) upon completing three (3) required activities. The number and role of teachers needed at any particular activity will be specified by the Administration.

ARTICLE XX – COMMITTEES

20.01 Local Professional Development Committee

A. Purpose

The District will form a Local Professional Development Committee to encourage the professional staff development and to insure a fair and equitable review and approval of course work and other professional development activities that educators propose to complete for the purpose of certificate/license renewal.

B. Committee Requirements

The Committee will consist of one (1) teacher representative from each building selected by the VTA, two (2) Administrators selected by the Superintendent, and the Director of Curriculum and Instruction. Each member will serve a two (2) year staggered term. At all times, the LPDC should have a majority of teachers. The Committee is responsible for adopting and revising its By-Laws.

C. Policies and Procedures

Every certified staff member of the Vermilion Local School District who holds an Ohio provisional/professional certificate(s)/license(s) must have an approved Individual Professional Development Plan on file. This plan will serve as the guideline for the individual's professional development during the next renewal cycle.

The staff member may appeal any decisions made by the LPDC. The appeals process will follow the LPDC guidelines.

The LPDC policy and procedures cannot supersede the District policy and Negotiated Agreement. Proposals to the LPDC and approval by the LPDC cannot override the District policy and Negotiated Agreement. No decision of the LPDC or the LPDC appeals process (any and all steps) is grievable.

Individuals are responsible for maintaining Professional Development records and completing necessary paperwork for the license renewal in a timely fashion.

D. Service on the LPDC will be compensated by a payment of five hundred dollars (\$500.00) every six (6) months. Any member of the LPDC who does not complete his or her assigned duties during the six-month period forfeits the compensation for that period.

E. LPDC meetings will be held outside the normal teacher workday on a monthly basis not to exceed ten (10) meetings each year unless by mutual agreement.

20.02 Labor Management Committee

A Labor Management Committee shall be established consisting of up to four (4) VTA members, including the VTA President, and up to four (4) Administrators, including the Superintendent. The purpose of the Committee shall be to encourage labor-

management cooperation and provide a forum for communication and joint problem solving in resolving workplace issues. The Committee shall be scheduled to meet monthly unless the VTA President and Superintendent mutually agree to cancel. Approved professional leave shall be granted for meetings. An agenda of items shall be submitted no later than one (1) week prior to each meeting to the Superintendent and VTA President. All actions of the Committee shall be made by consensus.

20.03 Special Education Committee

A Special Education Committee shall be established consisting of up to six (6) representatives of the Association and up to six (6) administrative representatives, including the Special Education Coordinator, if available. The Board will communicate its request that the Coordinator attend committee meetings as a priority.

The purpose of the Committee shall be to study, review, and recommend effective and consistent Special Education Practices, as well as, address and resolve current issues related to Special Education Services within the District.

The Committee shall meet once in the Fall, Winter, and Spring quarters. The Committee may meet more often as appropriate. Release time shall be provided to all members of the Committee. An agenda of items to be addressed at each meeting shall be submitted to each party at least one (1) week prior to each scheduled meeting. Decisions of the Committee shall be by consensus.

At the end of each school year, the Committee may choose to submit a report to the Superintendent and Board of Education regarding recommended changes to the District's Special Education practices. Such recommendations may include, but are not limited to, changes in current practices, staff training related to Special Education, communication among the Administration and Special Education staff, use of Special Education staff, and consideration of Special Education models used in other Districts.

20.04 Master Teacher Committee

A. Purpose

The parties agree to establish a committee called the Master Teacher Committee.

The purpose of the Committee shall be to designate employees in the District as Master Teachers.

B. Committee Requirements

The committee shall consist of three (3) members selected by the VTA and two (2) Administrators selected by the Superintendent.

The appointments shall be made annually on or before May 1st. If a vacancy occurs during the year, a replacement appointment will be made by the Association President and the Superintendent for their representative members.

The Committee shall determine the time, location and number of committee meetings.

The Committee members shall establish its plan of operation, protocol, appeals process, and guidelines for the designation of Master Teacher.

- C. Nothing in the Master Teacher Committee process shall have an adverse impact on a teacher's performance evaluation as established by the negotiated agreement.
- D. As determined by the Committee, the members of the Committee shall be provided ongoing training to ensure consistent application of master teacher criteria at no cost or loss of pay to the Committee members. All necessary, actual and reasonable costs of training – including all registration costs, travel, meals, accommodations, and mileage – will be reimbursed by the Board of Education in accordance with the negotiated agreement.
- E. The Committee will meet after regular school hours. At the inception of the Committee, members of the committee will be compensated by a \$1,000 stipend for the school year. For all school years thereafter, members of the committee will be compensated at the hourly project rate.

ARTICLE XXI – CASUAL SUBSTITUTE TEACHERS

- 21.01 A member of the bargaining unit who must be absent shall report his unavailability for work in accordance with administrative procedure.
- 21.02 If a teacher is absent, coverage of the absent teacher's class shall be the responsibility of the building principal or his designee.
- 21.03 If a teacher is absent and no substitute is available, a teacher may be assigned to cover the class and will receive his/her per diem hourly rate.
- 21.04 A teacher may decline a request to cover an absent teacher's class provided another teacher is available and willing to cover the class. Should another teacher cover the class, such teacher shall be entitled to remuneration under the same terms and conditions set forth in Section 21.03 of this Article.
- 21.05 No Substitute Teacher Report Form will be placed in the personnel file of the regular classroom teacher. A copy of the Form, if used, shall be placed in the regular classroom teacher's mailbox.

ARTICLE XXII – SCHOOL CALENDAR

- 22.01 The school calendar shall include:
 - A. One hundred eighty days (180) full instructional days, including two (2) days (or the equivalent thereof) for parent/teacher conferences.
 - B. Four (4) teacher days, including NEOEA day.
- 22.02 The Association may submit suggestions to the Superintendent for the development of the school calendar.

ARTICLE XXIII – ACADEMIC FREEDOM

In educating young people, the parties seek to inspire in them an inquiring mind and respect for truth, a recognition of individual freedom, social responsibility and the democratic tradition, an understanding and respect for the Constitution, Bill of Rights, and the law, and an appreciation of individual personality.

Other than accepted standards of professional behavior and responsibility, as set forth as part of the Board of Education's evaluation procedure and the competent fulfillment of the Board's approved curriculum guides, there shall be no limitations on teachers or students with respect to their study, investigation, presentation or interpretation of facts or ideas concerning man, society, government, the arts or sciences, the physical and biological world, or other areas of learning, and teachers and students shall be guaranteed freedom of individual conscience, association and expression.

The parties recognize that the above can best be accomplished in, and will work together to create and preserve, an atmosphere which is free from censorship and artificial restraint, and in which academic freedom for teacher and student is guaranteed. Further, the teaching about controversial issues, suitable to the age level, is approved as preparation of students for intelligent and conscientious participation in our democratic social order. The maintenance of the intellectual atmosphere which is implied here will necessarily depend upon the discretion of the administration and the objectivity and wisdom of the teaching staff.

ARTICLE XXIV – SCHOOL PROGRAM DEVELOPMENT

24.01 A curriculum advisory committee shall be established ad hoc.

The Director of Curriculum or his/her designee shall serve as the chairperson of this committee.

Committees shall be appointed to make recommendations with respect to the following:

- A. New adoptions for textbooks and supplementary materials.
- B. Revisions of school programs presently in operation.
- C. Development of new school programs.

An effort shall be made to include on the committee a majority of teachers, including the department head or his/her designee, from those curricular areas involved in the study and to secure representation from each building and from each grade level to which the study directly pertains. Appointments to committees will be made on the basis of preferences expressed by the teachers concerned.

ARTICLE XXV – CONTRACTS

25.01 Limited Contract

- A. During the first three (3) years of service in the Vermilion Local School District, teachers not eligible for tenure shall, if renewed, receive a one (1) year limited contract.

- B. Teachers with three (3) full years of service in the Vermilion Local School District shall, if renewed and not eligible for tenure, be eligible for a multiple year contract.

25.02 Limited Contracts – Effective January 1, 2011

For all teachers employed by the Vermilion School District who become licensed on or after January 1, 2011, the following shall apply:

- A. During the first three (3) years of service in the Vermilion Local School District, teachers not eligible for tenure shall, if renewed, receive a one (1) year limited contract. Thereafter, said teachers shall be eligible for a multiple year contract until they qualify for tenure.
- B. Teachers with seven (7) full years of service in the Vermilion Local School District shall, if renewed and not eligible for tenure, be eligible for a multiple year contract.

25.03 Continuing Contract

- A. To be considered for a continuing contract in the Vermilion Local School District, a teacher shall notify the Superintendent in writing no later than October 15th of any year he/she may be eligible for a continuing contract.
- B. A teacher with a limited contract who becomes eligible for continuing contract during the term of the limited contract need not wait until his/her limited contract expires to be considered for a continuing contract.

25.04 Supplemental Contracts

All Supplemental contracts shall automatically expire at the end of the school year. No action by the Board nor notice to the employee shall be required to cause this expiration.

ARTICLE XXVI – EVALUATION

26.01 Purpose

To assess an employee’s work performance.

To help the employee to achieve greater effectiveness in performance of the work assignment.

To help constitute the basis for personnel decisions including promotions, reassignments, continuing contract status, limited contract renewal, or contract non-renewal or termination.

26.02 Definitions

1. Evaluation: An evaluation of a teacher, including non-instructional responsibilities, using post and/or pre conferences, announced and/or unannounced observations, and approved evaluation instrument.
2. Area of Focus: Selection by the teacher and administrator of the Instructional Standards to be included in the evaluation.
3. Informal Observations: An administrative or supervisory visit to a classroom by an administrator. May occur at any time and is not necessarily part of the evaluation process.

26.03 General Guidelines

1. Evaluator: In the event an employee performs work under the supervision of more than one (1) supervisor, the superintendent will designate a Vermilion administrator to perform the evaluation.
2. Orientation: When an evaluator will not be the principal or assistant principal, notice of the evaluator will be given at least thirty (30) days before the evaluation begins.
3. Schedule for Evaluation: Evaluations shall not occur during the first or last four (4) weeks of school. All evaluation timelines may be changed by mutual written agreement or due to illness or other non-availability of the teacher or evaluator.
4. Criteria for Evaluation: An employee shall be evaluated on criteria set forth on the appropriate Vermilion Local School District's Evaluation/Observation form. Job descriptions and evaluation criteria will be distributed upon employment or revision.

No employee shall be evaluated on his or her work performance except after fair and reasonable observations of the work performance of the employee.

All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee.

5. Formal Evaluation Report: The evaluation of an employee should be based upon review of the employee's performance and should acknowledge the performance strengths of the employee evaluated as well as the performance deficiencies, if any. The evaluator shall note the data used to support the conclusions reached in the formal evaluation report. The supervisor conducting the evaluation shall assist the employee in correcting deficiencies. The plan shall include a reasonable opportunity to allow time for improvement in the areas of performance deficiency. The evaluator will recommend strategies and resources for correcting any deficiencies. The formal evaluation report shall be signed by the evaluator. The formal evaluation report should then be signed by the employee to verify notification to the employee that the evaluation will be placed on file, but the employee's signature should not be construed as evidence that the employee

agrees with the contents of the evaluation report. The formal evaluation report, signed by both parties, shall be sent to the superintendent.

6. Response to Evaluation: The employee shall have up to fifteen (15) days to submit a written response to an evaluation report or follow up report. The response shall be attached to said report.

26.04 Evaluation

1. The Principal shall review the evaluation process and evaluation instruments with the entire staff by September 15th.
2. By September 30th of each school year, all bargaining unit members shall submit two (2) professional development goals, one (1) student goal, and one (1) personal professional goal on the Goal-Setting and Professional Growth Plan Form. (Appendix O)

26.05 Formal Evaluation Procedure

The formal evaluation process shall be as follows:

1. The teacher will complete a Self-Assessment Summary by September 30th. (Appendix P)
2. By January 15th:
 - a. The evaluator will conduct a pre-evaluation conference. The purpose of the conference shall be to discuss the Goal-Setting and Professional Growth Plan and the Self-Assessment Summary and schedule an announced formal observation.
 - b. Prior to the announced formal observation the teacher will submit a Pre-Observation Lesson Reflection Form. (Appendix Q)
 - c. On the date established during the pre-evaluation conference, the evaluator will conduct an announced formal observation of at least thirty (30) minutes in length and complete a Formal Observation Narrative. (Appendix R)
 - d. Subsequent to the formal observation, the teacher will complete the Post Observation Lesson Reflection Form. (Appendix S)
 - e. The evaluator will conduct a post evaluation conference with the teacher to discuss the formal observation and develop an improvement plan if needed.
3. By April 5th:
 - a. The evaluator will conduct a pre-evaluation conference. The purpose of the conference shall be to discuss any updates to the Goal-Setting and Professional Growth Plan and the Self-Assessment Summary.
 - b. The evaluator will conduct an unannounced formal observation of at least thirty (30) minutes in length and complete a formal observation narrative.
 - c. The evaluator will conduct a post evaluation conference. During this conference the evaluator will present and discuss the Summative Teacher Formal Evaluation Form with the teacher (Appendix T) and develop an improvement plan if needed.

26.06 First Year Teachers

All teachers in their first year in the District shall be evaluated in accordance with the Formal Evaluation Procedure established in Section 26.05.

26.07 Limited Contract Teachers

- A. All limited contract teachers, in the year their contract expires, shall be evaluated in accordance with the Formal Evaluation Procedure established in Section 26.05. No teacher will be non-renewed unless they are evaluated in accordance with the Formal Evaluation Procedures.
- B. In years which a teacher's limited contract is not up for renewal, the evaluator will:
 - 1. Discuss the Goal Setting and Professional Growth Plan (Appendix O) completed by the teacher by January 15th.
 - 2. Conduct a Goal Setting Review Conference by May 30th.
 - 3. Develop an improvement plan if needed.

26.08 Continuing Contract Teachers

- A. All continuing contract teachers shall be evaluated in accordance with the Formal Evaluation Procedures established in Section 26.05 at least once every three (3) years. A continuing contract teacher will be notified by September 15th if a Formal Evaluation will be conducted that school year. If evaluated at that frequency or more often, the frequency will not be used to contest an administrative decision.
- B. In years which a continuing contract teacher is not evaluated, the evaluator will:
 - 1. Discuss the Goal Setting and Professional Growth Plan (Appendix O) completed by the teacher by January 15th.
 - 2. Conduct a Goal Setting Review Conference by May 30th.
 - 3. Develop an improvement plan if needed.

26.09 Other Deficiencies

A teacher's failure to adhere to reasonable work rules or other deficiencies not noted during the formal evaluation must be put in writing and provided to the teacher within a reasonable time but not later than the next evaluation. If appropriate, assistance in correcting the deficiencies will be provided along with a reasonable opportunity to allow time for improvement. Non-renewals for performance will not be based on such deficiencies unless put in writing and provided to the teacher. Deficiencies noted outside the formal evaluation that are continuing to occur at the time of the formal evaluation shall be included in it.

26.10 Grievance

A grievance that alleges a violation of the procedural safeguards of this Article must be filed at Step 3 not later than fifteen (15) days after the date of the claimed violation.

26.11 Exclusion

Teachers who are employed less than the entire school year will be evaluated as their situation allows. Evaluations will not be required of teachers who are on leave of absence or otherwise not actively employed. This evaluation procedure does not apply to supplemental contracts.

The provisions of this Article supersede the provisions of Ohio Revised Code Section 3319.111.

ARTICLE XXVII – PERSONNEL FILES

- 27.01 The Superintendent or his designee shall maintain a master file on all members of the bargaining unit.
- 27.02 A member of the bargaining unit may review his master file, or his building file, at any time and, upon written request to the Superintendent or his designee, shall be entitled to make copies of such material within ten (10) school days (if the member needs copies immediately, he may use copying equipment in the building to make needed copies). The employee shall reimburse the Board for the cost of copying at the going rate at the time of copying.
- 27.03 No material will be placed in any file until the affected member of the bargaining unit is given an opportunity to initial the material and has received a copy. Initialing verifies only that the material has been examined and does not necessarily constitute approval. The affected member of the bargaining unit shall be entitled to attach a written reply to such material within ten (10) school days of the time of initialing.

ARTICLE XXVIII – NON-RENEWAL

- 28.01 All employees hired to replace employees on leave or absence are automatically non-renewed at the conclusion of their limited contract without any written notice of non-renewal. A tutor's limited contract may be non-renewed without reason. Otherwise non-renewal shall not occur for reduction-in-force purposes.
- 28.02 Except as provided in 28.01, no teacher shall be non-renewed for performance reasons until the evaluation process in Article XXVI has been completed. Teachers must be given a reasonable opportunity to correct any deficiencies before a recommendation for non-renewal is made.
- 28.03 A teacher will be given at least five (5) work days notice prior to the Superintendent's recommendation of non-renewal to the Board. Upon the teacher's written request within forty-eight (48) hours of notice, the Superintendent will set a meeting for the affected teacher. The teacher may elect to be accompanied at this meeting by a VTA representative. The Superintendent will notify the teacher of his decision at least twenty-four (24) hours prior to this recommendation to the Board.

Notices of non-renewal must be given on or before April 30 of the year of non-renewal.

Notice of non-renewal or recommendation of same shall be written and delivered by personal service or by certified mail to the affected teacher's residence.

A teacher who has been notified of the intent to non-renew has the right to undertake with his/her representative a complete review of his/her own personnel file.

28.04 A grievance that alleges a violation of the procedural safeguards of this Article must be filed at Step 3 not later than fifteen (15) days after the date of the claimed violation.

An arbitrator is empowered to require renewal of a limited contract or employment under a continuing contract, if eligible, if a teacher is non-renewed for performance without the appropriate procedures being followed.

A teacher who elects to file a court action involving non-renewal waives any right to file a grievance involving the non-renewal unless the court dismisses the action for failure to pursue the grievance. A teacher who files a grievance involving a non-renewal agrees to waive any right to court action involving the non-renewal unless the arbitrator denies the grievance for failure to pursue a court action. If a court or arbitrator finds the waiver ineffective, the union shall be responsible for all arbitration costs.

28.05 The provisions of this Article supersede any contrary provisions of law.

ARTICLE XXIX – REDUCTION-IN-FORCE

29.01 A reasonable reduction of staff may be made for reasons set forth in accordance with ORC 3319.17. RIF shall occur only through suspension of contracts.

29.02 The reduction will be made in accordance with the following provisions:

1. The Superintendent shall meet with the Association's Executive Board to explain the need for RIF and exchange ideas and possible solutions.
2. The Association shall be provided a list of positions to be eliminated prior to the implementation of a RIF. The Board shall also provide the Association a list of employee(s) to be affected by the RIF prior to implementation.
3. Teachers holding temporary certificates/licenses shall be the first to have their contracts suspended. If further reductions are necessary, then the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent who shall recommend reductions in a teaching field by selecting the lowest person on the seniority list in that area of certification/licensure. A teacher so affected may elect to displace another teacher who holds the lowest position on the seniority list in another area of certification/licensure provided he/she holds a valid certification/licensure in the area.
4. A teacher whose contract will be suspended by a reduction-in-force shall be given written notification at least thirty (30) days prior to the RIF. RIF's may only be implemented at the beginning of the school year or upon return of a teacher from

leave. The Notification shall state the reason(s) for the reduction and reason(s) for the selection of said teacher. Notification shall be given at the end of the student day. The personnel records and all future references of those employees laid off pursuant to this policy shall clearly indicate that such was due to a reduction-in-force and was not due to unsatisfactory performance.

5. Teachers whose continuing contracts are suspended shall have the right of restoration to continuing service status in the order of seniority of service in the district, if and when teacher positions become vacant for which any of such teachers are certified. After restoration rights of teachers with continuing contracts, those on limited contracts shall also be restored in the above described manner. Restoration rights for limited contract teachers shall continue for three (3) years from the date of contract suspension.

29.03 The teacher shall return to work upon being called back by the Board by registered letter. If the teacher fails to return to work as requested, then that shall be grounds for the termination of the contract of said teacher. The teacher shall at all times have the obligation of keeping the Board apprised of his/her present address, and the Board shall notify the teacher at the address so filed with the Board. The Board shall have no other duties in seeking to notify the teacher of his/her opportunity to return.

29.04 A teacher whose contract is suspended shall be placed on a recall list stating years of continuous service to the District subject(s) and/or grade levels certified/licensed to teach, and type of areas of eligibility on the recall list by filing any certification/licensure in the Superintendent's office by April 1st. A teacher on the recall list shall be offered a contract for a position for which he/she is certified/licensed as positions become available and in keeping with the seniority provisions (inverse order-last discharged, first employed.) Acceptance or rejection of a lesser position offered by the District (i.e. less hours, non-teaching, any substitution position, etc.) will not result in the teacher being removed from the recall list.

The Board will not hire non-bargaining unit personnel as regular classroom teachers unless certified teachers on suspension are offered the available work. Prior to awarding a position to a teacher not currently working within the area of certification/licensure of the open position, a teacher on the recall list shall be offered a contract.

29.05 During the restoration period, a teacher shall be eligible to have his/her insurance coverage(s) continued according to the C.O.B.R.A. Law.

29.06 Acceptance or rejection of employment as a substitute shall not constitute the basis for an employer challenge to a teacher's entitlement to unemployment compensation benefits.

29.07 The provisions of this Article supersede any contrary provisions of law.

ARTICLE XXX – SENIORITY

30.01 Definition of Seniority

Seniority shall mean the length of continuous employment in the Vermilion Local Schools as follows:

1. Seniority shall begin to accrue from the first day worked in a bargaining unit position, excluding tutor, supplemental and extended contracts.
2. Seniority shall accrue for all time an employee is on active pay status in the bargaining unit position, excluding tutor, supplemental and extended contracts.
3. Time spent on inactive pay status (unpaid leave or layoff), in a tutor position, or in a non-bargaining unit position shall not contribute to the accrual of seniority but shall not constitute a break in seniority.
4. Full-time employees shall accrue one (1) year of seniority for each year worked or be granted prorated seniority by days worked, if less than a year.
5. Part-time employees shall accrue prorated seniority by calculation based upon a seven (7) hour and forty-five (45) minute day.
6. No employee shall accrue more than one (1) year of seniority in any work year.

30.02 Equal Seniority

1. A tie in seniority occurs when two (2) or more employees have the same amount of seniority credit as determined by the seniority list.
2. Ties in seniority shall be broken by the following method to determine the most senior employee:
 - a. The employee with the first day worked in a bargaining unit position excluding supplemental and extended contracts; then
 - b. The employee with the earliest date of employment (date of hire) in the bargaining unit position; then
 - c. The date of the application which resulted in the most recent hire in a bargaining unit position;
 - d. By drawing names, with the first drawn being most senior. This procedure shall be implemented in the presence of a designated Association representative.

30.03 Superseniority

1. For layoff purposes only, employees employed under continuing contract shall have greater seniority than employees employed under limited contract.

2. For layoff purposes only, the Association President shall be the most senior employee in the bargaining unit.

30.04 Loss of Seniority

Seniority shall be lost when an employee retires or resigns or otherwise leaves the employment of the Vermilion Local Schools.

30.05 Posting of Seniority List

The seniority list shall be posted by October 1 of each work year. The employer shall prepare and post on the designated bulletin board in each building/work site a seniority list indicating, by area of certification/licensure, the first day worked, the date of hire, and the contract status (limited or continuing) of each employee. Said list shall be provided to the Association president on or before the date of posting.

The names of employees on the seniority list shall appear in seniority rank order within areas of certification/licensure with the name of the most senior employee appearing at the top of the listing and the name of the last senior employee appearing at the bottom of the listing.

The names of employees who are certificated/licensed in more than one (1) area shall be included on the listing for all areas of certification/licensure.

30.06 Correction of Inaccuracies

Each employee shall have a period of thirty (30) days after posting of the seniority list in which to advise the Superintendent or designee, in writing, of any inaccuracies which affect his/her seniority. The Superintendent shall make such adjustments as may be in order and post the updated list immediately. No protest shall be considered after thirty (30) days of the posting of the seniority list, and the list shall be considered as final until the next posting.

ARTICLE XXXI – TUITION WAIVER FOR CHILDREN OF VERMILION EMPLOYEES

- 31.01 Teachers who do not reside in the Vermilion Local School District but would like to have their child/children attend school in the District must first apply to have their child/children attend school through the Board's Inter-District Open Enrollment Policy. Only if a teacher's child/children are determined not to be eligible for attendance through the Policy or are otherwise denied attendance by operation of the Policy, may their child/children still attend school in the District without paying tuition by operation of this provision (i.e., the Board shall waive his/her/their tuition).

To be eligible for this benefit, the child must be registered to attend the Vermilion Local Schools by July 31, prior to the school year of attendance.

ARTICLE XXXII – ASSOCIATION RIGHTS

32.01 Meeting Facilities

The Association may use school facilities for meetings upon approval by the Superintendent or his designee at reasonable hours and when facilities are not in use. Should special custodial or other personnel service be required, the Association will reimburse the Board for such services.

32.02 Private Telephone

The Association may install a private telephone line at Association expense for its exclusive use. Location of such phone shall be approved by the building principal.

32.03 Bulletin Board Space

The Association shall be provided bulletin board space in a place readily accessible to and normally frequented by all teachers in each school for posting of official notices and other official materials relating to Association activity or activities of its affiliates.

32.04 Mail Service

The Association shall be authorized to use school mail service and teacher mail boxes for the dispersal of Association materials within the Vermilion Local School District.

32.05 Policy Books

Board Policy Books will be made available for examination by any employee. Policy books will be available in the school libraries and the administrative offices for examination.

32.06 The Board Agenda will be sent in advance, and made available at the Board office on the day of the meeting, to the Association president with respect to each regular or special Board meeting.

32.07 Personnel Policy Changes

The Board will inform the Association president as soon as practicable prior to any change of, deletion, or addition to Board Personnel Policies (Series 4000) not covered in this Master Agreement that pertain to the members of the bargaining unit.

32.08 The Association president and chief negotiator shall not be discriminated against by virtue of their positions.

32.09 A copy of those provisions of Title 33 of the Ohio Revised Code pertinent to local school districts will be made available in each school library for examination by members of the bargaining unit.

32.10 The Board shall make available to members of the bargaining unit a directory listing the names, addresses, phone numbers, and job assignments of all employees who do not oppose publication of such data.

- 32.11 The Board shall furnish upon request by the Association president or the Association's chief negotiator one copy, without charge, of the following documents:
- a. Annual Appropriations Resolution (and amendments, if any);
 - b. Annual Report;
 - c. Amended Certificate of Estimated Resources;
 - d. The Treasurer's monthly computer financial report furnished to the Board.
- 32.12 Each year the Superintendent and VTA President will meet and attempt to schedule release time to accommodate the needs of the VTA President by mutual agreement. The following guidelines will apply to release time for the VTA President to perform his/her necessary duties: (1) the VTA President will not be scheduled for duty responsibilities such as parking lot, bus, lunch and recess, (2) the VTA President, if necessary, will have coverage once per week from a building substitute if not assigned in a classroom, and (3) the VTA President will sign out with the building principal when leaving the building during those times the President is not directly responsible for students.

ARTICLE XXXIII - MANAGEMENT RIGHTS AND SAVINGS CLAUSE

- 33.01 Subject only to the provisions of this Agreement, the Board retains all inherent rights to manage the Vermilion Schools as set forth in O.R.C. Chapter 4117. Specific rights include:
- a. The right to determine and from time to time redetermine the number, location and type of programs.
 - b. The right to discontinue programs.
 - c. The right to determine starting and quitting times within a day consisting of seven (7) hours and forty-five (45) minutes.
 - d. The right to establish, change, combine or abolish positions.
 - e. The right to determine the number and qualification requirements of its employees.

In the exercise of its rights under this Article, the Board shall not discriminate against a member of the bargaining unit.

- 33.02 Subject only to the provisions of this Agreement, the Association retains its rights as set forth in O.R.C. Chapter 4117.

ARTICLE XXXIV – DISTRIBUTION OF AGREEMENT

- 34.01 The Association shall be responsible for the distribution of the agreement to each member of the bargaining unit. The Board will post the agreement on the District website for access purposes.

ARTICLE XXXV – CONFLICT WITH LAW

- 35.01 If any provision of this Agreement or any application of its terms to any member of the bargaining unit shall be found contrary to any federal or state statute, federal or state regulation or federal or state ruling or court order, then such provision or application shall be inoperative but the remaining provisions of this Agreement shall continue in full force and effect.

ARTICLE XXXVI – NO STRIKE CLAUSE

- 36.01 The Association and all members of the bargaining unit shall not engage in any strike, slowdown, or withholding of services against the Vermilion Local School District for the duration of this Agreement.

ARTICLE XXXVII – IN SERVICE TRAINING

- 37.01 Each bargaining unit member may be provided with the option of attending a half (1/2) day seminar in each year of the successor agreement, to be paid at the individual employee's prorated per diem rate and may also have their professional meeting expenses paid for as per the provisions of Article 10. Seminars must be pre-approved by the Administration. For purposes of this Article, a half (1/2) day program is at least 3.5 hours of presentation, which need not be in the same day.
- 37.02 There may be up to four (4) days of District-directed professional development, to be compensated at the hourly-project rate. Bargaining unit members' attendance shall be voluntary.
- 37.03 Bargaining unit members shall be provided adequate training and/or professional development for school programs. Should said training occur during the normal work day, bargaining unit members shall be provided substitutes for classroom coverage.
- 37.04 Payment under this Article will be at the prior year's rate if the date of the seminar/programming is on or before August 15 and at the new year's rate if thereafter. The same August 15 cutoff will apply to determining whether the seminar/programming is part of the prior or new year.

ARTICLE XXXVIII – ENTRY YEAR/RESIDENT EDUCATOR MENTORING PROGRAM

- 38.01 The Entry Year/Resident Educator Mentoring Program shall provide mentoring to bargaining unit members new to the District and/or new to the teaching profession working to obtain a five-year professional educator license.

A. Purpose:

The purpose of the Entry Year/Resident Educator Mentoring Program is to provide a program of positive formal support including mentoring to foster professional growth of all new teachers to the District.

The Entry Year/Resident Educator Mentoring Program does not replace the District employment evaluation which will determine continued employment.

B. Mentor Qualifications:

To be eligible to serve as a Mentor to an Entry Year/Resident Educator, a teacher must hold a five-year professional license or two-year provisional license that has been renewed two (2) or more times (permanent certificate holders are also included); and have five (5) years teaching experience, three (3) of which were in the District.

Preferably, Mentors should be from the same subject area and grade level as the Mentee/Resident Educator. Additionally, it is preferred that Mentors be individuals who have demonstrated their ability to utilize a variety of instructional methods and communicate with colleagues constructively.

C. Training for Mentors:

All Mentors for Entry Year/ Resident Educators must attend and complete state-sponsored mentor training. Training shall be provided to Mentors at the Board's expense. Mentors shall be provided release time to attend said training. Such training time shall be in addition to any other professional leave to which the Mentor may be entitled. Should the training occur during the summer, the Mentor will be compensated at the hourly project rate.

D. Compensation and Workload:

Mentors shall be compensated according to the Supplemental Salary Schedule for their services. No Mentor shall be assigned more than one (1) Resident Educator/Mentee at a time during a school year.

The Mentor shall be assured of adequate time during the workday to meet with the assigned Resident Educator/Mentee, including release time to observe their assigned Resident Educator/Mentee a minimum of three (3) times per school year.

E. Confidentiality:

The Mentor will maintain confidentiality in all interactions, written or verbal, that pertain to instructional issues with the entry-year teacher. No Mentor may be compelled to release information regarding the entry-year/Resident Educator teacher's progress or to make recommendations regarding their employment.

F. Resident Educators/Mentees:

All bargaining unit members new to the District and/or teaching profession working to obtain a five-year professional educator license must participate in the Entry Year/Resident Educator Program.

An orientation to the Resident Educator Program shall be provided by the Curriculum Director to all Resident Educators/Mentees at the beginning of his/her first year of employment with the District.

Resident Educators/Mentees shall be assured of adequate time during the workday to meet with their assigned Mentor, including release time to observe other teachers at least two (2) times per school year.

G. Program Coordinator:

A Program Coordinator will be designated by the Superintendent to oversee the Resident Educator/Mentoring Program. Any problems with the Mentee or a Mentor will be handled by the Program Coordinator. Mentors can be replaced if the Program Coordinator feels that it is necessary and the pay will be pro-rated. Any decisions made concerning Mentors in the performance of their role as a Mentor shall not be considered in the teacher evaluation process.

ARTICLE XXXIX - EXECUTION

39.01 As authorized representatives of the Board and the Association, and in evidence of our approval of the terms and conditions contained in this Agreement, we do hereby affix our signatures to this Agreement on this May 31, 2011.


Philip Pempin, Superintendent


Beth Lambert, President
Vermilion Teachers' Association


Sid Jordan, President
Board of Education

Vermilion Local Board of Education

CERTIFICATE

The undersigned, Treasurer of the Board of Education of the Vermilion Local School District, Erie County, Ohio, certifies that the money required to meet the obligations of the Board during Fiscal Year 2011 under the attached contract have been lawfully appropriated by the Board of Education for such purposes and are in the treasury or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances.

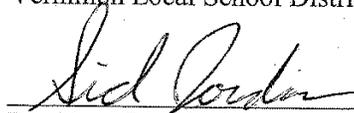
The undersigned, Treasurer and President of the Board of Education of the Vermilion Local School District, Erie County, Ohio, and the Superintendent of Schools of the Vermilion Local School District, Erie County, Ohio, hereby certify that the District has in effect for the remainder of the current fiscal year and the succeeding two fiscal years or the term of the attached contract, whichever is longer, the authorization to levy taxes, including the renewal of existing levies, which, when combined with the estimated revenue from all other sources available to the District at the time of this certification, are sufficient to provide the operating revenues necessary to enable the District to maintain all personnel, programs and services essential to the provisions of an adequate educational program on all of the days set forth in its adopted school calendars for the current fiscal year for a number of days in the succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year.

The Certificate is given in compliance with Sections 5705.41, 5705.412 and 5705.44 of the Revised Code.

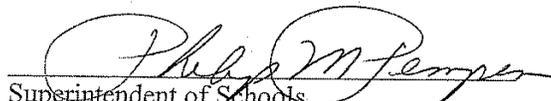
Dated: 4-11, 20 11.



Treasurer, Board of Education
Vermilion Local School District



President, Board of Education
Vermilion Local School District



Superintendent of Schools
Vermilion Local School District

*UTA Contract
Approval FY12 + FY13*

VERMILION LOCAL SCHOOL DISTRICT

ABSENCE DAY RESERVE PLAN

DONATING MEMBER FORM

If a bargaining unit member exhausts his/her sick leave accumulation, another bargaining unit member may voluntarily donate up to six (6) days of his/her accumulated sick leave to the absent teacher. The absent teacher will be credited with one (1) day for each of one (1) day donated.

Donated sick leave shall be added to the accumulated sick leave of the absent bargaining unit member and deducted from the donating member.

Donated sick leave may not be used for severance pay and will not carry over from one school year to the next.

Donated sick leave days must be submitted to the Treasurer three (3) work days prior to the need of the absent member. This requirement may be waived at the discretion of the Superintendent. However, any waiver decision by the Superintendent shall not set precedent for future requests for waiver.

As per Article VIII, 8.06C of the Negotiated Agreement, I voluntarily donate _____ day(s)
of my accumulated sick leave to _____.

SIGNATURE OF DONOR

DATE

**VERMILION LOCAL SCHOOL DISTRICT
PROFESSIONAL MEETING NOTIFICATION**

PART I

REQUEST TO ATTEND A PROFESSIONAL MEETING

This portion to be completed and submitted to Principal/Supervisor at least 10 days prior to meeting.

Name of Applicant: _____ School/Dept. _____

Meeting to be attended: _____ Location: _____

Meeting Date(s): _____ Meeting Time: _____ Total Days Absent from Work: _____

MY ESTIMATED EXPENSES FOR THIS MEETING ARE:

Registration fees: \$ _____ to be paid to: _____

CHECK ONE: Registration fee is to be paid: _____ in advance _____ reimbursed to employee

Lodging: _____ nights X \$ _____ per night Name of Hotel _____

Food Costs (approx.) \$ _____ **Mileage:** (miles _____) \$ _____

Other (parking, etc.) _____ No expenses: _____

_____ **I request Reimbursement of Half Day Per Diem for Approved In-Service Training**

Date of Program: _____ **Name of Program:** _____

APPROVAL: Principal/Supervisor: _____ Superintendent _____

ACCOUNT CODE(S) TO BE USED FOR REIMBURSEMENT

XREF	Fund	Function	OBJ	SCC	Subject	O.U.	I.L.	Job	Amount

STOP HERE – SUBMIT TO PRINCIPAL OR SUPERVISOR FOR APPROVAL

COMPLETE BOTTOM AFTER ATTENDING MEETING:

PART II

DOCUMENTATION OF ACTUAL EXPENSES TO BE REIMBURSED

Complete this portion, attach original receipts and submit to Principal or Supervisor for approval

**PLEASE NOTE: ANY EXPENSES NOT TURNED IN WITHIN 30 DAYS
OF DATE OF MEETING WILL NOT BE REIMBURSED (Article 10.01 B and E)**

PLEASE REIMBURSE THE FOLLOWING EXPENSES – *MY RECEIPTS ARE ATTACHED:*

Registration: \$ _____ **Lodging:** _____ nights X \$ _____ per night = \$ _____

Meals: \$ _____ **Mileage:** _____ miles X \$ _____ per mile = \$ _____

Other – Give detailed explanation: _____

Reimbursement for 1/2 day Per diem for Approved In-Service Training: _____

(Attach appropriate documentation for attendance.)

Total Expected Reimbursement: \$ _____

Applicant's Signature

Principal/Supervisor Approval

Certified Staff Only: Amount approved for payment \$ _____ By: _____

Superintendent

SEE REVERSE FOR INSTRUCTIONS

APPENDIX B

PROFESSIONAL MEETING REIMBURSEMENT FORM

INSTRUCTIONS

1. Employee will complete top ½ of form, including an estimate of all expenses for which reimbursement is requested.
2. Employee will submit form to Principal or Supervisor for approval, along with *completed* registration form for conference/meeting, if needed.
3. Principal or Supervisor will send approved requests to the Superintendent or Assistant Superintendent for final approval.
4. Employee will receive a copy of the approved form prior to the date of the requested meeting. Approved form will be used to request reimbursement.
5. **WITHIN THIRTY (30) DAYS AFTER ATTENDANCE AT MEETING**, Employee will complete bottom ½ of approved form, attach ORIGINAL receipts, and submit to Principal or Supervisor for approval of expenses. ANY EXPENSES SUBMITTED AFTER THIRTY (30) DAYS WILL NOT BE REIMBURSED.
6. Principal or Supervisor will forward completed expense forms and all receipts to the Treasurer's office for reimbursement.
7. Reimbursements will be processed in the next regularly scheduled check run after request is received, provided all documentation is in order.
8. HALF DAY REIMBURSEMENT FOR APPROVED IN-SERVICE TRAINING – Date to be reimbursed must be a non-scheduled work day. Documentation of attendance at approved in-service training must be provided before payment will be made.

PLEASE NOTE:

FAILURE TO FOLLOW INSTRUCTIONS WILL RESULT IN DELAY IN PROCESSING REIMBURSEMENT AND/OR REGISTRATION REQUESTS.

PLEASE SUBMIT COMPLETE INFORMATION

Allowable Expenses – CERTIFIED STAFF (See V.T.A. Negotiated Agreement Article X)

Registration Fee – RECEIPTS ARE REQUIRED

Lodging – Up to \$100.00 per night, plus tax – RECEIPTS ARE REQUIRED

Mileage at the IRS established rate

Incidental Expenses (parking, tolls, etc.) – RECEIPTS ARE REQUIRED

Other Transportation arrangements as approved by the Superintendent

Meals – Breakfast \$5.00 limit Lunch - \$10.00 limit Dinner - \$20.00 limit – RECEIPTS ARE REQUIRED

All expenses must be approved in advance and receipts documenting cost are required as noted.

Allowable Expenses – CLASSIFIED STAFF

Refer to Article 33.06 of the Negotiated Agreement.

**VERMILION LOCAL SCHOOL DISTRICT
SPECIAL/HOURLY PROJECT RATE TIME SHEET
FOR CONFERENCES AND EXTRA PROJECTS**

Article 5.10 The hourly project rate is \$28.

Article 14.01 *In special circumstances, teachers may be required to have parent conferences outside the normal workday, which will be compensated at the project hourly rate.*

An equal amount of release time will be given for parent conferences that occur outside the workday and do not exceed fifteen (15) minutes. Parent conferences that require more than fifteen (15) minutes outside the workday will be compensated at the hourly project rate in increments of quarter hours.

EMPLOYEE NAME: _____ **BUILDING:** _____

EVENT/PROJECT: _____

Date	Time In A.M.	Time Out A.M.		Time In P.M.	Time Out P.M.	Total Time

TOTAL HOURS REQUESTED: _____

*Note: Time should be rounded to nearest 15-minute interval

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

OFFICE USE ONLY

Payroll Date: _____

Codes:
 001-1110-113-004-16 VES
 001-1120-113-005-16 SMS
 001-1130-113-003-16 VHS

APPENDIX C

**VERMILION LOCAL SCHOOL DISTRICT
COLLEGE CREDIT REIMBURSEMENT REQUEST**

NAME

SCHOOL YEAR

Request for approval of reimbursement must be made BEFORE taking courses.

Courses listed are to be taken:

- _____ During the school year
- _____ Summer
- _____ ALTERNATIVE*
- _____ ALTERNATIVE*

PAYMENT TO BE MADE BY OCT. 1

*The Alternative to reimbursement is for staff pursuing a Masters or Doctorate Degree. Under Article 12.01 of the Negotiated Agreement, a staff member may request one half the cost of course work for a Masters or Doctorate Degree. **The staff member must ATTACH THE COURSE OF STUDY TO THIS REQUEST.**

I wish to enroll in the following course(s) and receive 50% reimbursement as per the Negotiated Agreement. Before I can receive reimbursement, I understand I must present satisfactory documentation (original receipts) of costs for course(s) and textbooks. Official transcript of grades showing satisfactory completion of the course work must also be sent to the Superintendent's office. ATTACHED TO THIS REQUEST IS A COPY OF THE INSTITUTION'S CATALOG COURSE DESCRIPTION.

If your request is for the ALTERNATIVE REIMBURSEMENT, it is not necessary to list courses below. Your course of study, however, must be attached to this request.

COURSES REQUESTED FOR REIMBURSEMENT:

UNIVERSITY NAME	COURSE NAME	COURSE #	# HOURS, SEM/QTR	COST

As per the Memorandum of Grievance Resolution dated March 31, 1998, courses which qualify for reimbursement may not count for advancement on the salary schedule or license upgrade. Only **graduate (semester/quarter) hours** qualify for advancement on the salary schedule.

_____ Date _____ Signature of Applicant _____ Date _____ Signature of Superintendent

-----DO NOT WRITE BELOW THIS LINE-----

Method of Reimbursement:

- _____ Courses taken during school year
- _____ Courses taken during summer
- _____ Alternative _____ Masters _____ Doctorate
- _____ Received Course Description
- _____ Received Receipts
- _____ Received Transcripts/Grades

Total Amount of Courses Taken: \$ _____

REIMBURSEMENT AMOUNT: \$ _____

APPENDIX D

ARTICLE XII - COLLEGE CREDIT REIMBURSEMENT

- 12.01 Subject to the limitations stated below, the Board shall reimburse a teacher for the cost of:
- A. Credit courses taken in the teacher's area of certification/licensure, assignment and all other education courses at an accredited college or university;
 - B. Other credit courses taken, with the prior approval of the Superintendent, which directly relate to performance of the teacher's duties as a teacher in Vermilion.

The maximum total payment per teacher per year under this Section 12.01 shall be fifty percent (50%) of the cost of the courses taken or one thousand dollars (\$1,000), whichever is less.

- 12.02 Subject to the limitations stated below and as an alternative to the reimbursement under 12.01, the Board shall reimburse a teacher for one-half the cost of the course work for a Masters Degree and a Doctorate Degree. This Section, 12.02, only applies to courses which follow the pre-approval by the Superintendent of the course of study for the appropriate degree and are within an area of educational certification/licensure in Ohio.

- 12.03 To be eligible for any payments:

- A. The teacher must complete the ensuing school year as a teacher for Vermilion.
- B. Course work must be scheduled at times that do not interfere with the normal duties of a teacher.
- C. Requests for reimbursement must be made BEFORE ENROLLMENT on the proper form. (Appendix D)
- D. The teacher must present proof of satisfactory completion of the course work (i.e., a grade of "C" or better, or "Passing" if the course is graded on a Pass/Fail basis under 12.01 or the Degree under 12.02.)
- E. The teacher must present satisfactory documentation of all costs on the proper form for which reimbursement is sought. (Appendix D) Reimbursement will be made by October 1st for course work completed in the prior school year provided the teacher has fully complied with all documentation requirements of this Article by September 15th. If, through no fault of the teacher's, required documents are not submitted until after September 15th, a complete lump-sum reimbursement will be made by not later than the second scheduled payday after the date the documents are filed.
- F. The teacher must be an active employee of the Board at the time the course work is taken (for example, a teacher on a leave of absence would not qualify).

- 12.04 The term "cost," as used in this Article, is defined as charges for tuition and required textbooks.

VERMILION LOCAL SCHOOLS
APPLICATION FOR ASSAULT LEAVE

Name: _____

Building to which assigned: _____

Date of assault: _____

Identify the assailant(s), if known: _____

State the nature of the injuries sustained: _____

State the facts surrounding the assault: _____

Are you willing to participate and cooperate with the Board of Education in pursuing legal action against the assailant(s)? YES NO (circle one)

Did your injuries require medical attention? YES NO (circle one)

If your injuries did require medical attention, give the name of the attending physician and the date (dates) of treatment: _____

If medical attention was required, you must supply a certificate from your physician stating the nature and duration of your disability in order to qualify for assault leave under Ohio law.

Signature: _____ Date: _____

**VERMILION LOCAL SCHOOLS
GRIEVANCE FORM I**

Distribution of Forms:

1. Principal or Supervisor
2. Association Grievance Chairperson
3. Grievant

A. Name of Grievant: _____

B. Date filed: _____

C. Date(s) grievance occurred: _____

D. Facts upon which grievance is based and specification of provision(s) of Agreement violated, misinterpreted, or misapplied:

E. The remedy sought: _____

F. Name of Principal or Immediate Supervisor with whom this grievance is being filed:

G. Disposition and reasons for such disposition: _____

Signature of Grievant

Date

Signature of Principal/Immediate Supervisor

Date

APPENDIX G-1

**Grievant reserves the right to amend this grievance prior to arbitration.

VERMILION LOCAL SCHOOLS
GRIEVANCE FORM II

Distribution of Forms:

1. Superintendent
2. Association Grievance Chairperson
3. Grievant

A. Name of Grievant: _____

B. Date filed: _____

C. Date(s) grievance occurred: _____

D. Facts upon which grievance is based and specification of provision(s) of Agreement violated, misinterpreted, or misapplied:

E. The remedy sought: _____

F. Name of Superintendent: _____

G. Disposition and reasons of Superintendent: _____

Signature of Grievant

Date

Signature of Superintendent

Date

APPENDIX G-2

**Grievant reserves the right to amend this grievance prior to arbitration.

**VERMILION LOCAL SCHOOLS
GRIEVANCE FORM III**

Distribution of Forms:

- 4. Treasurer of Board
- 5. Association Grievance Chairperson
- 6. Grievant

A. Name of Grievant: _____

B. Date filed: _____

C. Date(s) grievance occurred: _____

D. Facts upon which grievance is based and specification of provision(s) of Agreement violated, misinterpreted, or misapplied:

E. The remedy sought: _____

F. Disposition of Board of Education: _____

Signature of Grievant

Date

Signature of President of Board

Date

APPENDIX G-3

**Grievant reserves the right to amend this grievance prior to arbitration.

**VERMILION LOCAL SCHOOLS
ROUND TRIP MILEAGE ALLOWANCE**

ROUND TRIP FROM VERMILION TO:	MILEAGE						
Ada, OH	243	EHOVE	42	Mohican Park	120	Toledo, OH	162
Admiral King, Lorain	25	Elyria Catholic High School	40	Monroeville, OH	48	Twinsburg, OH	125
Akron, OH	130	Elyria High School	40	New London High School	55	VanBuren, OH	183
Amherst, OH	25	Elyria West High School	35	Nord Center, Lorain	25	Vermilion - All Banks	4
Anthony Wayne High School	175	Erie County Courthouse, Sandusky	50	North Olmsted, OH	56	Vermilion - Germans Villa	9
Ashland, OH	81	Erie-Huron-Ottawa ESC, Sandusky	47	North Ridgeville, OH	50	Vermilion Family YMCA	5
Attica, OH	120	Fairview Park, OH	76	Northfield, OH	135	Vermilion Post Office	4
Avon Lake, OH	50	Findlay, OH	175	Northwood School, Elyria	40	Wadsworth, OH	142
Avon, OH	45	Firelands College, BGSU, Huron	34	Norwalk, OH	45	Wellington High School	60
Barberton, OH	160	Firelands High School, Oberlin	25	Oak Harbor High School	102	Wellington Middle School	64
Bath, OH	110	Fremont, OH	102	Oberlin, OH	40	Westlake High School	62
Bay Village High School	65	Galion, OH	121	Ohio State University	210	Westwood School, Elyria	40
Beachwood, OH	124	Great Northern Mall	63	Olmsted Falls, OH	63	Whittier School, Lorain, OH	40
Bellevue, OH	75	Grove City, OH	263	Ontario, OH	150	Willard, OH	105
Berea, OH	78	Huron, OH	25	Orange High School	120		
Berlin-Milan BOE	45	Independence, OH	110	Orrville, OH	150	VERMILION LOCATIONS:	
Black River High School	80	Keystone High School	58	Ottawa, OH	176	South Street	4
Bowling Green State University	160	Lagrange, OH	55	Penta County JVS	155	Vermilion Intermediate	4
Brandywine	100	Learwood School	55	Perkins High School	45	Sailorway Middle	2
Brecksville, OH	115	LEECA - Elyria	32	Perrysburg, OH	155	Vermilion High School	2
Brookside High School	50	Lexington, OH	135	Poland, OH	220		
Brunswick, OH	88	Lorain Catholic High School	30	Port Clinton, OH	70		
Buckeye High School, Medina	105	Lorain County Community College	40	Ravenna, OH	165		
Bucyrus, OH	141	Lorain County Courthouse, Elyria	47	Rocky River, OH	65		
Butler, OH	189	Lorain County ESC	32	Sandusky - Greentree Inn	44		
Camp Nuhop	145	Lorain County JVS, Oberlin	45	Sandusky, OH	45		
Case Western Reserve University	98	Lorain High School	25	Sandusky - St. Mary's School	50		
Cincinnati, OH	470	Lorain Palace Theater	20	Sawmill Creek Resort, Huron	34		
Clearview High School	30	Mansfield, OH	110	Shaker Heights, OH	131		
Cleveland Downtown	94	Mansfield-Madison High School	114	Shawnee School, Huron	23		
Cleveland, Natural History Museum	110	Mansfield-Madison Junior High	118	Sheffield, OH	50		
Cleveland, Playhouse Sq/Cleve. St.	94	Margaretta, OH	55	Shelby, OH	135		
Cleveland, Rock & Roll Hall of Fame	87	Marion, OH	224	Solon High School	125		
Cleveland, Science Museum	85	Massillon, OH	185	Southview High School, Lorain	40		
Cloverleaf High School	110	McCormick School	30	St. Edwards High School, Lakewood	80		
Clyde High School	95	Mentor, OH	134	St. Mary Elementary, Vermilion	2		
Columbus, OH	240	Midpark High School, Berea, OH	93	Strongsville, OH	80		
Dayton, OH	423	Midview High School	55	Tiffin, OH	130		
Dover, OH	180	Midway Mall, Elyria	37	Toledo University	168		
Edison High School, Milan	40	Milan, OH	40				

APPENDIX H

VERMILION LOCAL SCHOOLS
TEACHERS' SALARY SCHEDULE

APPENDIX I

2011-2012

BASE \$31,710

5.03 A - SALARY SCHEDULE

CR. YRS. EXP.	BACH+18		BACH+30		MASTERS		MASTERS+18		MASTERS+30		MASTERS+45		DOCTORATE				
	BACHELORS	GRAD HRS. OR 150 SEM HRS.	GRAD HRS.	MASTERS	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.			
	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY			
0	1.00	31,710	1.08	34,247	1.13	35,832	1.18	37,418	1.23	39,003	1.28	40,589	1.33	42,174	1.38	43,760	
1	1.08	34,247	1.13	35,832	1.18	37,418	1.23	39,003	1.28	40,589	1.33	42,174	1.38	43,760	1.43	45,345	
2	1.13	35,832	1.18	37,418	1.23	39,003	1.28	40,589	1.33	42,174	1.38	43,760	1.43	45,345	1.48	46,931	
3	1.18	37,418	1.23	39,003	1.28	40,589	1.33	42,174	1.38	43,760	1.43	45,345	1.48	46,931	1.53	48,516	
4	1.23	39,003	1.28	40,589	1.33	42,174	1.38	43,760	1.43	45,345	1.48	46,931	1.53	48,516	1.58	50,102	
5	1.28	40,589	1.33	42,174	1.38	43,760	1.43	45,345	1.48	46,931	1.53	48,516	1.58	50,102	1.63	51,687	
6	1.33	42,174	1.38	43,760	1.43	45,345	1.48	46,931	1.53	48,516	1.58	50,102	1.63	51,687	1.68	53,273	
7	1.38	43,760	1.43	45,345	1.48	46,931	1.53	48,516	1.58	50,102	1.63	51,687	1.68	53,273	1.73	54,858	
8	1.43	45,345	1.48	46,931	1.53	48,516	1.58	50,102	1.63	51,687	1.68	53,273	1.73	54,858	1.78	56,444	
9	1.48	46,931	1.53	48,516	1.58	50,102	1.63	51,687	1.68	53,273	1.73	54,858	1.78	56,444	1.83	58,029	
10	1.53	48,516	1.58	50,102	1.63	51,687	1.68	53,273	1.73	54,858	1.78	56,444	1.83	58,029	1.88	59,615	
11	1.58	50,102	1.63	51,687	1.68	53,273	1.73	54,858	1.78	56,444	1.83	58,029	1.88	59,615	1.93	61,200	
12	1.63	51,687	1.68	53,273	1.73	54,858	1.78	56,444	1.83	58,029	1.88	59,615	1.93	61,200	1.98	62,786	
13	1.68	53,273	1.73	54,858	1.78	56,444	1.83	58,029	1.88	59,615	1.93	61,200	1.98	62,786	2.03	64,371	
14	1.73	54,858	1.78	56,444	1.83	58,029	1.88	59,615	1.93	61,200	1.98	62,786	2.03	64,371	2.08	65,957	
15	1.78	56,444	1.83	58,029	1.88	59,615	1.93	61,200	1.98	62,786	2.03	64,371	2.08	65,957	2.13	67,542	
16	1.83	58,029	1.88	59,615	1.93	61,200	1.98	62,786	2.03	64,371	2.08	65,957	2.13	67,542	2.18	69,128	
17			1.93	61,200	1.98	62,786	2.03	64,371	2.08	65,957	2.13	67,542	2.18	69,128	2.23	70,713	
18					2.03	64,371	2.08	65,957	2.13	67,542	2.18	69,128	2.23	70,713	2.28	72,299	
19							2.13	67,542	2.18	69,128	2.23	70,713	2.28	72,299	2.33	73,884	
20								2.23	70,713	2.28	72,299	2.33	73,884	2.38	75,470		
21										2.28	72,299	2.33	73,884	2.38	75,470		
22												2.33	73,884	2.38	75,470		
23													2.38	75,470	2.43	77,055	
														2.43	77,055	2.48	78,641
															2.48	78,641	
																2.53	80,226

VERMILION LOCAL SCHOOLS
 Supplementals/Levels/Step Amounts
 2011-2012

5.03B SCHEDULE "B" - EXTENDED TIME WILL BE PAID ON A PER DIEM BASIS.

5.03C SCHEDULE "C" - CO-CURRICULAR AND ADDITIONAL DUTIES

(Base, \$31,710)

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
1. <u>Cheerleader Advisor</u>						
H.S.-WR/FB/BK (Per Sport)	11	1,903	1,982	2,061	2,140	2,220
Asst. H.S.-WR/FB/BK (Per Sport)	7	1,268	1,348	1,427	1,506	1,586
Head SMS Cheerleader Advisor (per year)	17	2,854	2,933	3,012	3,092	3,171
Asst. SMS Cheerleader Advisor (per year)	15	2,537	2,616	2,695	2,775	2,854
2. <u>Publications</u>						
Newspaper - H.S.	9	1,586	1,665	1,744	1,823	1,903
Yearbook	14	2,378	2,458	2,537	2,616	2,695
Newspapers - SMS	4	793	872	951	1,031	1,110
Yearbook Video Advisor	10	1,744	1,823	1,903	1,982	2,061
3. <u>Department Heads</u>						
Includes Library and Guidance K-12	13	2,220	2,299	2,378	2,458	2,537
4. <u>Team Leaders K-7</u>						
	12	2,061	2,140	2,220	2,299	2,378
5. <u>Class Advisors</u>						
Senior	26	4,281	4,360	4,439	4,519	4,598
Asst. Senior Class Advisor	12	2,061	2,140	2,220	2,299	2,378
Junior	4	793	872	951	1,031	1,110
Sophomore	4	793	872	951	1,031	1,110
Freshman	4	793	872	951	1,031	1,110
6. <u>Student Council Advisors</u>						
Student Council Advisor - SMS	6	1,110	1,189	1,268	1,348	1,427
Student Council Advisor - HS	24	3,964	4,043	4,122	4,202	4,281
Asst. Student Council Advisor - HS	10	1,744	1,823	1,903	1,982	2,061
Student Council Advisor - VES	6	1,110	1,189	1,268	1,348	1,427
7. <u>Class Trip Advisor</u>						
SMS Class Trip Advisor (Mohican, TripOhio, Washington)	7	1,268	1,348	1,427	1,506	1,586
SMS Mohican Overnight Class Trip Instructional Chaperone	0	238	277	317	357	396
8. <u>Club Advisors</u>						
F.T.A.	4	793	872	951	1,031	1,110
F.H.A.	4	793	872	951	1,031	1,110
Chess	4	793	872	951	1,031	1,110
SMS Service Club Advisor	5	951	1,031	1,110	1,189	1,268
VHS Sailor Pride Advisor	7	1,268	1,348	1,427	1,506	1,586
Science Fair Coordinator	5	951	1,031	1,110	1,189	1,268
Science Olympiad Advisor	5	951	1,031	1,110	1,189	1,268

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
9. <u>N.H.S. Advisor</u>	4	793	872	951	1,031	1,110
10. <u>Ski Club Director (VHS & SMS)</u>	6	1,110	1,189	1,268	1,348	1,427
<u>Asst. Ski Club Advisor</u>	1	317	396	476	555	634
11. <u>Drama Club Director</u>	22	3,647	3,726	3,805	3,884	3,964
<u>Asst. Drama Club Advisor (VHS & SMS)</u>	11	1,903	1,982	2,061	2,140	2,220
12. <u>Gymnastics Club Director</u>	7	1,268	1,348	1,427	1,506	1,586
13. <u>Team Advisors</u>						
Academic Challenge Advisor, VHS & SMS	14	2,378	2,458	2,537	2,616	2,695
Model UN Advisor	4	793	872	951	1,031	1,110
Debate Team Advisor	18	3,012	3,092	3,171	3,250	3,330
Mock Trial Advisor	10	1,744	1,823	1,903	1,982	2,061
14. <u>Friday Suspension</u>	10	1,744	1,823	1,903	1,982	2,061
15. <u>Music Activities</u>						
Marching Band	13	2,220	2,299	2,378	2,458	2,537
Asst. Marching Band (VHS & SMS)	9	1,586	1,665	1,744	1,823	1,903
Pep Band	6	1,110	1,189	1,268	1,348	1,427
H.S. Performing Choirs	15	2,537	2,616	2,695	2,775	2,854
H.S. Asst. Performing Choirs	7	1,268	1,348	1,427	1,506	1,586
M.S. Performing Choir	0	238	277	317	357	396
H.S. Performing Band	7	1,268	1,348	1,427	1,506	1,586
M.S. Performing Band	1	317	396	476	555	634
H.S. Sailor Jazz	6	1,110	1,189	1,268	1,348	1,427
Soundsation	13	2,220	2,299	2,378	2,458	2,537
H.S. Majorette Advisor	7	1,268	1,348	1,427	1,506	1,586
M.S. Majorette Advisor	4	793	872	951	1,031	1,110
H.S. Flag Corps Advisor	9	1,586	1,665	1,744	1,823	1,903
Asst. H.S. Flag Corps Advisor	5	951	1,031	1,110	1,189	1,268
M.S. Flag Corps Advisor	4	793	872	951	1,031	1,110
Producer Major Musical	7	1,268	1,348	1,427	1,506	1,586
Dramatic Director Major Musical	12	2,061	2,140	2,220	2,299	2,378
Asst. Director Major Musical	9	1,586	1,665	1,744	1,823	1,903
Technical Director Major Musical	7	1,268	1,348	1,427	1,506	1,586
Orchestra Major Musical	10	1,744	1,823	1,903	1,982	2,061
Pianist Major Musical	7	1,268	1,348	1,427	1,506	1,586
Choreographer Major Musical	5	951	1,031	1,110	1,189	1,268
Elementary Public Performance K-5 (art, music & Phys Ed.)	0	238	277	317	357	396
16. <u>Building Technology Coordinator</u>	25	4,122	4,202	4,281	4,360	4,439
17. <u>F.A.C.E.T.S.</u>						
Future Problem Solving	1	317	396	476	555	634
Independent Study	1	317	396	476	555	634
Teacher Directed Seminar	2	476	555	634	713	793
Advanced Placement Class	4	793	872	951	1,031	1,110
Faculty Gifted Coordinator	23	3,805	3,884	3,964	4,043	4,122

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
18. <u>Subject/Service Organization</u>						
Family, Career & Community Leaders of America (FCCLA)	7	1,268	1,348	1,427	1,506	1,586
LEO Club Advisor	7	1,268	1,348	1,427	1,506	1,586
19. <u>Teacher Mentor</u>						
Program Coordinator	4	793	872	951	1,031	1,110
EYT	3	634	713	793	872	951
Experienced Teacher	1	317	396	476	555	634
20. <u>Project Facilitator</u>						
SFA	14	2,378	2,458	2,537	2,616	2,695

5.03D SCHEDULE "D" - ATHLETIC RESPONSIBILITIES (Beginning 2001-2002 count experience for High School and Middle School Level - with verification from District Treasurer).

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
1. <u>Football</u>						
Head FB High School	44	7,135	7,214	7,293	7,373	7,452
Asst. FB High School	24	3,964	4,043	4,122	4,202	4,281
Head FB Middle School - 7th Grade	15	2,537	2,616	2,695	2,775	2,854
Head FB Middle School - 8th Grade	16	2,695	2,775	2,854	2,933	3,012
Asst. FB Middle School	13	2,220	2,299	2,378	2,458	2,537
2. <u>Basketball</u>						
Head BK High School - Boys	43	6,976	7,055	7,135	7,214	7,293
Asst. BK High School	22	3,647	3,726	3,805	3,884	3,964
Head BK High School - Girls	43	6,976	7,055	7,135	7,214	7,293
Asst. BK High School	22	3,647	3,726	3,805	3,884	3,964
Head BK Middle School - Boys	16	2,695	2,775	2,854	2,933	3,012
Head BK Middle School - Girls	16	2,695	2,775	2,854	2,933	3,012
3. <u>Wrestling</u>						
Head WR High School	43	6,976	7,055	7,135	7,214	7,293
Asst. WR High School	22	3,647	3,726	3,805	3,884	3,964
Head WR Middle School	16	2,695	2,775	2,854	2,933	3,012
Asst. WR Middle School	13	2,220	2,299	2,378	2,458	2,537
4. <u>Track</u>						
Head TR High School - Boys	29	4,757	4,836	4,915	4,994	5,074
Head TR High School - Girls	29	4,757	4,836	4,915	4,994	5,074
Asst. TR High School	16	2,695	2,775	2,854	2,933	3,012
Head TR Middle School - Boys	14	2,378	2,458	2,537	2,616	2,695
Head TR Middle School - Girls	14	2,378	2,458	2,537	2,616	2,695
Asst. TR Middle School	13	2,220	2,299	2,378	2,458	2,537
5. <u>Soccer</u>						
Head Soccer - Boys	23	3,805	3,884	3,964	4,043	4,122
Head Soccer - Girls	23	3,805	3,884	3,964	4,043	4,122
Asst. Soccer	15	2,537	2,616	2,695	2,775	2,854

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
6. <u>Baseball</u>						
Head BS High School	23	3,805	3,884	3,964	4,043	4,122
Asst. BS High School	15	2,537	2,616	2,695	2,775	2,854
Position Coach (or Freshman Asst. Coach)	7	1,268	1,348	1,427	1,506	1,586
7. <u>Softball</u>						
Head Softball	23	3,805	3,884	3,964	4,043	4,122
Asst. Softball	15	2,537	2,616	2,695	2,775	2,854
Position Coach	7	1,268	1,348	1,427	1,506	1,586
8. <u>Cross Country</u>						
Head CC	22	3,647	3,726	3,805	3,884	3,964
Asst. CC	15	2,537	2,616	2,695	2,775	2,854
9. <u>Golf</u>						
Head Golf	22	3,647	3,726	3,805	3,884	3,964
Asst. Golf	15	2,537	2,616	2,695	2,775	2,854
10. <u>Tennis</u>						
Head TN - Boys	22	3,647	3,726	3,805	3,884	3,964
Head TN - Girls	22	3,647	3,726	3,805	3,884	3,964
Asst. TN	15	2,537	2,616	2,695	2,775	2,854
11. <u>Volleyball</u>						
Head VB - High School	29	4,757	4,836	4,915	4,994	5,074
Asst. VB - High School	16	2,695	2,775	2,854	2,933	3,012
Head VB - Middle School	14	2,378	2,458	2,537	2,616	2,695
12. <u>Gymnastics</u>						
Head Coach	22	3,647	3,726	3,805	3,884	3,964
Asst. Coach	15	2,537	2,616	2,695	2,775	2,854
13. <u>Intramurals</u>						
High School - Boys (Per Sem.)	7	1,268	1,348	1,427	1,506	1,586
High School - Girls (Per Sem.)	7	1,268	1,348	1,427	1,506	1,586
Middle School - Boys (Per Sem.)	7	1,268	1,348	1,427	1,506	1,586
Middle School - Girls (Per Sem.)	7	1,268	1,348	1,427	1,506	1,586
14. <u>Weight Room Coordinator</u>	14	2,378	2,458	2,537	2,616	2,695
15. <u>Faculty Manager (HS)</u>	18	3,012	3,092	3,171	3,250	3,330
16. <u>Athletic Director (SMS)</u>	40	6,501	6,580	6,659	6,738	6,818
17. <u>Assigner of Athletic Officials</u>	5	951	1,031	1,110	1,189	1,268

VERMILION LOCAL SCHOOLS
TEACHERS' SALARY SCHEDULE
2012-2013

APPENDIX J

BASE \$31,710
5.04 A - SALARY SCHEDULE

CR. YRS. EXP.	BACH+18		BACH+30		MASTERS+18		MASTERS+30		MASTERS+45		DOCTORATE						
	BACHELORS	GRAD HRS. OR 150 SEM HRS.	GRAD HRS.	MASTERS	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.					
	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY			
0	1.00	31,710	1.08	34,247	1.13	35,832	1.18	37,418	1.23	39,003	1.28	40,589	1.33	42,174	1.38	43,760	
1	1.08	34,247	1.13	35,832	1.18	37,418	1.23	39,003	1.28	40,589	1.33	42,174	1.38	43,760	1.43	45,345	
2	1.13	35,832	1.18	37,418	1.23	39,003	1.28	40,589	1.33	42,174	1.38	43,760	1.43	45,345	1.48	46,931	
3	1.18	37,418	1.23	39,003	1.28	40,589	1.33	42,174	1.38	43,760	1.43	45,345	1.48	46,931	1.53	48,516	
4	1.23	39,003	1.28	40,589	1.33	42,174	1.38	43,760	1.43	45,345	1.48	46,931	1.53	48,516	1.58	50,102	
5	1.28	40,589	1.33	42,174	1.38	43,760	1.43	45,345	1.48	46,931	1.53	48,516	1.58	50,102	1.63	51,687	
6	1.33	42,174	1.38	43,760	1.43	45,345	1.48	46,931	1.53	48,516	1.58	50,102	1.63	51,687	1.68	53,273	
7	1.38	43,760	1.43	45,345	1.48	46,931	1.53	48,516	1.58	50,102	1.63	51,687	1.68	53,273	1.73	54,858	
8	1.43	45,345	1.48	46,931	1.53	48,516	1.58	50,102	1.63	51,687	1.68	53,273	1.73	54,858	1.78	56,444	
9	1.48	46,931	1.53	48,516	1.58	50,102	1.63	51,687	1.68	53,273	1.73	54,858	1.78	56,444	1.83	58,029	
10	1.53	48,516	1.58	50,102	1.63	51,687	1.68	53,273	1.73	54,858	1.78	56,444	1.83	58,029	1.88	59,615	
11	1.58	50,102	1.63	51,687	1.68	53,273	1.73	54,858	1.78	56,444	1.83	58,029	1.88	59,615	1.93	61,200	
12	1.63	51,687	1.68	53,273	1.73	54,858	1.78	56,444	1.83	58,029	1.88	59,615	1.93	61,200	1.98	62,786	
13	1.68	53,273	1.73	54,858	1.78	56,444	1.83	58,029	1.88	59,615	1.93	61,200	1.98	62,786	2.03	64,371	
14	1.73	54,858	1.78	56,444	1.83	58,029	1.88	59,615	1.93	61,200	1.98	62,786	2.03	64,371	2.08	65,957	
15	1.78	56,444	1.83	58,029	1.88	59,615	1.93	61,200	1.98	62,786	2.03	64,371	2.08	65,957	2.13	67,542	
16	1.83	58,029	1.88	59,615	1.93	61,200	1.98	62,786	2.03	64,371	2.08	65,957	2.13	67,542	2.18	69,128	
17			1.93	61,200	1.98	62,786	2.03	64,371	2.08	65,957	2.13	67,542	2.18	69,128	2.23	70,713	
18					2.03	64,371	2.08	65,957	2.13	67,542	2.18	69,128	2.23	70,713	2.28	72,299	
19							2.13	67,542	2.18	69,128	2.23	70,713	2.28	72,299	2.33	73,884	
20								2.23	70,713	2.28	72,299	2.33	73,884	2.38	75,470		
21										2.28	72,299	2.33	73,884	2.38	75,470	2.43	77,055
22												2.33	73,884	2.38	75,470	2.43	77,055
23													2.38	75,470	2.43	77,055	
														2.43	77,055	2.48	78,641
															2.48	78,641	
																2.53	80,226

VERMILION LOCAL SCHOOLS
Supplementals/Levels/Step Amounts
2012-2013

5.04B SCHEDULE "B" - EXTENDED TIME WILL BE PAID ON A PER DIEM BASIS.

5.04C SCHEDULE "C" - CO-CURRICULAR AND ADDITIONAL DUTIES

(Base, \$31,710)

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
1. <u>Cheerleader Advisor</u>						
H.S.-WR/FB/BK (Per Sport)	11	1,903	1,982	2,061	2,140	2,220
Asst. H.S.-WR/FB/BK (Per Sport)	7	1,268	1,348	1,427	1,506	1,586
Head SMS Cheerleader Advisor (per year)	17	2,854	2,933	3,012	3,092	3,171
Asst. SMS Cheerleader Advisor (per year)	15	2,537	2,616	2,695	2,775	2,854
2. <u>Publications</u>						
Newspaper - H.S.	9	1,586	1,665	1,744	1,823	1,903
Yearbook	14	2,378	2,458	2,537	2,616	2,695
Newspapers - SMS	4	793	872	951	1,031	1,110
Yearbook Video Advisor	10	1,744	1,823	1,903	1,982	2,061
3. <u>Department Heads</u>						
Includes Library and Guidance K-12	13	2,220	2,299	2,378	2,458	2,537
4. <u>Team Leaders K-7</u>						
	12	2,061	2,140	2,220	2,299	2,378
5. <u>Class Advisors</u>						
Senior	26	4,281	4,360	4,439	4,519	4,598
Asst. Senior Class Advisor	12	2,061	2,140	2,220	2,299	2,378
Junior	4	793	872	951	1,031	1,110
Sophomore	4	793	872	951	1,031	1,110
Freshman	4	793	872	951	1,031	1,110
6. <u>Student Council Advisors</u>						
Student Council Advisor - SMS	6	1,110	1,189	1,268	1,348	1,427
Student Council Advisor - HS	24	3,964	4,043	4,122	4,202	4,281
Asst. Student Council Advisor - HS	10	1,744	1,823	1,903	1,982	2,061
Student Council Advisor - VES	6	1,110	1,189	1,268	1,348	1,427
7. <u>Class Trip Advisor</u>						
SMS Class Trip Advisor (Mohican, TripOhio, Washington)	7	1,268	1,348	1,427	1,506	1,586
SMS Mohican Overnight Class Trip Instructional Chaperone	0	238	277	317	357	396
8. <u>Club Advisors</u>						
F.T.A.	4	793	872	951	1,031	1,110
F.H.A.	4	793	872	951	1,031	1,110
Chess	4	793	872	951	1,031	1,110
SMS Service Club Advisor	5	951	1,031	1,110	1,189	1,268
VHS Sailor Pride Advisor	7	1,268	1,348	1,427	1,506	1,586
Science Fair Coordinator	5	951	1,031	1,110	1,189	1,268
Science Olympiad Advisor	5	951	1,031	1,110	1,189	1,268

	Level	Step 0	Step 1	Step 2	Step 3	Step 4
9. <u>N.H.S. Advisor</u>	4	793	872	951	1,031	1,110
10. <u>Ski Club Director (VHS & SMS)</u>	6	1,110	1,189	1,268	1,348	1,427
<u>Asst. Ski Club Advisor</u>	1	317	396	476	555	634
11. <u>Drama Club Director</u>	22	3,647	3,726	3,805	3,884	3,964
<u>Asst. Drama Club Advisor (VHS & SMS)</u>	11	1,903	1,982	2,061	2,140	2,220
12. <u>Gymnastics Club Director</u>	7	1,268	1,348	1,427	1,506	1,586
13. <u>Team Advisors</u>						
Academic Challenge Advisor, VHS & SMS	14	2,378	2,458	2,537	2,616	2,695
Model UN Advisor	4	793	872	951	1,031	1,110
Debate Team Advisor	18	3,012	3,092	3,171	3,250	3,330
Mock Trial Advisor	10	1,744	1,823	1,903	1,982	2,061
14. <u>Friday Suspension</u>	10	1,744	1,823	1,903	1,982	2,061
15. <u>Music Activities</u>						
Marching Band	13	2,220	2,299	2,378	2,458	2,537
Asst. Marching Band (VHS & SMS)	9	1,586	1,665	1,744	1,823	1,903
Pep Band	6	1,110	1,189	1,268	1,348	1,427
H.S. Performing Choirs	15	2,537	2,616	2,695	2,775	2,854
H.S. Asst. Performing Choirs	7	1,268	1,348	1,427	1,506	1,586
M.S. Performing Choir	0	238	277	317	357	396
H.S. Performing Band	7	1,268	1,348	1,427	1,506	1,586
M.S. Performing Band	1	317	396	476	555	634
H.S. Sailor Jazz	6	1,110	1,189	1,268	1,348	1,427
Soundsation	13	2,220	2,299	2,378	2,458	2,537
H.S. Majorette Advisor	7	1,268	1,348	1,427	1,506	1,586
M.S. Majorette Advisor	4	793	872	951	1,031	1,110
H.S. Flag Corps Advisor	9	1,586	1,665	1,744	1,823	1,903
Asst. H.S. Flag Corps Advisor	5	951	1,031	1,110	1,189	1,268
M.S. Flag Corps Advisor	4	793	872	951	1,031	1,110
Producer Major Musical	7	1,268	1,348	1,427	1,506	1,586
Dramatic Director Major Musical	12	2,061	2,140	2,220	2,299	2,378
Asst. Director Major Musical	9	1,586	1,665	1,744	1,823	1,903
Technical Director Major Musical	7	1,268	1,348	1,427	1,506	1,586
Orchestra Major Musical	10	1,744	1,823	1,903	1,982	2,061
Pianist Major Musical	7	1,268	1,348	1,427	1,506	1,586
Choreographer Major Musical	5	951	1,031	1,110	1,189	1,268
Elementary Public Performance K-5 (art, music & Phys Ed.)	0	238	277	317	357	396
16. <u>Building Technology Coordinator</u>	25	4,122	4,202	4,281	4,360	4,439
17. <u>F.A.C.E.T.S.</u>						
Future Problem Solving	1	317	396	476	555	634
Independent Study	1	317	396	476	555	634
Teacher Directed Seminar	2	476	555	634	713	793
Advanced Placement Class	4	793	872	951	1,031	1,110
Faculty Gifted Coordinator	23	3,805	3,884	3,964	4,043	4,122

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
18. <u>Subject/Service Organization</u>						
Family, Career & Community Leaders of America (FCCLA)	7	1,268	1,348	1,427	1,506	1,586
LEO Club Advisor	7	1,268	1,348	1,427	1,506	1,586
19. <u>Teacher Mentor</u>						
Program Coordinator	4	793	872	951	1,031	1,110
EYT	3	634	713	793	872	951
Experienced Teacher	1	317	396	476	555	634
20. <u>Project Facilitator</u>						
SFA	14	2,378	2,458	2,537	2,616	2,695

5.04D SCHEDULE "D" - ATHLETIC RESPONSIBILITIES (Beginning 2001-2002 count experience for High School and Middle School Level - with verification from District Treasurer).

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
1. <u>Football</u>						
Head FB High School	44	7,135	7,214	7,293	7,373	7,452
Asst. FB High School	24	3,964	4,043	4,122	4,202	4,281
Head FB Middle School - 7th Grade	15	2,537	2,616	2,695	2,775	2,854
Head FB Middle School - 8th Grade	16	2,695	2,775	2,854	2,933	3,012
Asst. FB Middle School	13	2,220	2,299	2,378	2,458	2,537
2. <u>Basketball</u>						
Head BK High School - Boys	43	6,976	7,055	7,135	7,214	7,293
Asst. BK High School	22	3,647	3,726	3,805	3,884	3,964
Head BK High School - Girls	43	6,976	7,055	7,135	7,214	7,293
Asst. BK High School	22	3,647	3,726	3,805	3,884	3,964
Head BK Middle School - Boys	16	2,695	2,775	2,854	2,933	3,012
Head BK Middle School - Girls	16	2,695	2,775	2,854	2,933	3,012
3. <u>Wrestling</u>						
Head WR High School	43	6,976	7,055	7,135	7,214	7,293
Asst. WR High School	22	3,647	3,726	3,805	3,884	3,964
Head WR Middle School	16	2,695	2,775	2,854	2,933	3,012
Asst. WR Middle School	13	2,220	2,299	2,378	2,458	2,537
4. <u>Track</u>						
Head TR High School - Boys	29	4,757	4,836	4,915	4,994	5,074
Head TR High School - Girls	29	4,757	4,836	4,915	4,994	5,074
Asst. TR High School	16	2,695	2,775	2,854	2,933	3,012
Head TR Middle School - Boys	14	2,378	2,458	2,537	2,616	2,695
Head TR Middle School - Girls	14	2,378	2,458	2,537	2,616	2,695
Asst. TR Middle School	13	2,220	2,299	2,378	2,458	2,537
5. <u>Soccer</u>						
Head Soccer - Boys	23	3,805	3,884	3,964	4,043	4,122
Head Soccer - Girls	23	3,805	3,884	3,964	4,043	4,122
Asst. Soccer	15	2,537	2,616	2,695	2,775	2,854

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
6. <u>Baseball</u>						
Head BS High School	23	3,805	3,884	3,964	4,043	4,122
Asst. BS High School	15	2,537	2,616	2,695	2,775	2,854
Position Coach (or Freshman Asst. Coach)	7	1,268	1,348	1,427	1,506	1,586
7. <u>Softball</u>						
Head Softball	23	3,805	3,884	3,964	4,043	4,122
Asst. Softball	15	2,537	2,616	2,695	2,775	2,854
Position Coach	7	1,268	1,348	1,427	1,506	1,586
8. <u>Cross Country</u>						
Head CC	22	3,647	3,726	3,805	3,884	3,964
Asst. CC	15	2,537	2,616	2,695	2,775	2,854
9. <u>Golf</u>						
Head Golf	22	3,647	3,726	3,805	3,884	3,964
Asst. Golf	15	2,537	2,616	2,695	2,775	2,854
10. <u>Tennis</u>						
Head TN - Boys	22	3,647	3,726	3,805	3,884	3,964
Head TN - Girls	22	3,647	3,726	3,805	3,884	3,964
Asst. TN	15	2,537	2,616	2,695	2,775	2,854
11. <u>Volleyball</u>						
Head VB - High School	29	4,757	4,836	4,915	4,994	5,074
Asst. VB - High School	16	2,695	2,775	2,854	2,933	3,012
Head VB - Middle School	14	2,378	2,458	2,537	2,616	2,695
12. <u>Gymnastics</u>						
Head Coach	22	3,647	3,726	3,805	3,884	3,964
Asst. Coach	15	2,537	2,616	2,695	2,775	2,854
13. <u>Intramurals</u>						
High School - Boys (Per Sem.)	7	1,268	1,348	1,427	1,506	1,586
High School - Girls (Per Sem.)	7	1,268	1,348	1,427	1,506	1,586
Middle School - Boys (Per Sem.)	7	1,268	1,348	1,427	1,506	1,586
Middle School - Girls (Per Sem.)	7	1,268	1,348	1,427	1,506	1,586
14. <u>Weight Room Coordinator</u>	14	2,378	2,458	2,537	2,616	2,695
15. <u>Faculty Manager (HS)</u>	18	3,012	3,092	3,171	3,250	3,330
16. <u>Athletic Director (SMS)</u>	40	6,501	6,580	6,659	6,738	6,818
17. <u>Assigner of Athletic Officials</u>	5	951	1,031	1,110	1,189	1,268

**VERMILION LOCAL SCHOOLS
CO-CURRICULAR INDEX FOR
SCHEDULES “C” AND “D”
DUTY CLASSIFICATION**

A committee consisting of the Association President, Building Principal/Athletic Director, and the Superintendent can make additions, deletions or changes in levels on this schedule at any time during the life of this Contract. Additionally, this committee will make recommendations to the Board to suspend contracts during the term of each contract if necessary due to participation levels. Supplemental contracts will be suspended within the specific activity/sport by position title in the following order: (1) Non-certified personnel, (2) Certified personnel who do not hold teaching contracts in Vermilion, and (3) teachers employed by Vermilion. In the event of suspension of an activity/sport, pay will be prorated based on days worked.

The committee shall operate on majority rule and their decision shall be binding and not subject to the grievance procedure. The committee shall be convened at the request of any of its members. Any adjustment made to the level of a supplemental position shall take effect the following year.

When co-curricular vacancies occur, a Vermilion teacher, who is otherwise qualified, shall be hired. Unsatisfactory evaluation means you are not qualified.

The provisions of this Section supersede any contrary provisions of law.

5.05 – SCHEDULE E - CO-CURRICULAR INDEX

CREDIT YEARS EXPERIENCE

<u>LEVEL</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
0	.0075	.00875	.0100	.01125	.0125
1	.0100	.0125	.0150	.0175	.0200
2	.0150	.0175	.0200	.0225	.0250
3	.0200	.0225	.0250	.0275	.0300
4	.0250	.0275	.0300	.0325	.0350
5	.0300	.0325	.0350	.0375	.0400
6	.0350	.0375	.0400	.0425	.0450
7	.0400	.0425	.0450	.0475	.0500
8	.0450	.0475	.0500	.0525	.0550
9	.0500	.0525	.0550	.0575	.0600
10	.0550	.0575	.0600	.0625	.0650
11	.0600	.0625	.0650	.0675	.0700
12	.0650	.0675	.0700	.0725	.0750
13	.0700	.0725	.0750	.0775	.0800
14	.0750	.0775	.0800	.0825	.0850
15	.0800	.0825	.0850	.0875	.0900
16	.0850	.0875	.0900	.0925	.0950

APPENDIX K

<u>LEVEL</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
17	.0900	.0925	.0950	.0975	.1000
18	.0950	.0975	.1000	.1025	.1050
19	.1000	.1025	.1050	.1075	.1100
20	.1050	.1075	.1100	.1125	.1150
21	.1100	.1125	.1150	.1175	.1200
22	.1150	.1175	.1200	.1225	.1250
23	.1200	.1225	.1250	.1275	.1300
24	.1250	.1275	.1300	.1325	.1350
25	.1300	.1325	.1350	.1375	.1400
26	.1350	.1375	.1400	.1425	.1450
27	.1400	.1425	.1450	.1475	.1500
28	.1450	.1475	.1500	.1525	.1550
29	.1500	.1525	.1550	.1575	.1600
30	.1550	.1575	.1600	.1625	.1650
31	.1600	.1625	.1650	.1675	.1700
32	.1650	.1675	.1700	.1725	.1750
33	.1700	.1725	.1750	.1775	.1800
34	.1750	.1775	.1800	.1825	.1850
35	.1800	.1825	.1850	.1875	.1900
36	.1850	.1875	.1900	.1925	.1950
37	.1900	.1925	.1950	.1975	.2000
38	.1950	.1975	.2000	.2025	.2050
39	.2000	.2025	.2050	.2075	.2100
40	.2050	.2075	.2100	.2125	.2150
41	.2100	.2125	.2150	.2175	.2200
42	.2150	.2175	.2200	.2225	.2250
43	.2200	.2225	.2250	.2275	.2300
44	.2250	.2275	.2300	.2325	.2350
45	.2300	.2325	.2350	.2375	.2400
46	.2350	.2375	.2400	.2425	.2450
47	.2400	.2425	.2450	.2475	.2500
48	.2450	.2475	.2500	.2525	.2550
49	.2500	.2525	.2550	.2575	.2600
50	.2550	.2575	.2600	.2625	.2650
51	.2600	.2625	.2650	.2675	.2700
52	.2650	.2675	.2700	.2725	.2750
53	.2700	.2725	.2750	.2775	.2800
54	.2750	.2775	.2800	.2825	.2850
55	.2800	.2825	.2850	.2875	.2900
56	.2850	.2875	.2900	.2925	.2950
57	.2900	.2925	.2950	.2975	.3000
58	.2950	.2975	.3000	.3025	.3050
59	.3000	.3025	.3050	.3075	.3100
60	.3050	.3075	.3100	.3125	.3150

APPENDIX K (continued)

EXTRACURRICULAR SUPERVISION
SPECIFIC ACTIVITY REQUEST FOR PAYMENT

Article 19.01 Supervision of student extracurricular activities (i.e. activities that fall outside the normal workday) by members of the bargaining unit shall be voluntary. Where the Administration requests supervision from bargaining unit members at any of the following programs, those who volunteer to supervise the program will be paid the program supervisory stipend of sixty dollars (\$60).

- CHECK ONE:**
- _____ KINDERGARTEN MUSIC (Kindergarten teachers)
 - _____ KINDERGARTEN P.E. (Kindergarten teachers)
 - _____ 1st GRADE MUSIC (1st Grade teachers)
 - _____ 1st GRADE P.E. (1st Grade teachers)
 - _____ 2nd GRADE MUSIC (2nd Grade teachers)
 - _____ 2nd GRADE P.E. (2nd Grade teachers)
 - _____ 3rd GRADE MUSIC (3rd Grade teachers)
 - _____ 4th GRADE MUSIC (4th Grade teachers)
 - _____ 5th GRADE MUSIC (5th Grade teachers)
 - _____ 8th GRADE ORIENTATION (to VHS) (9th Grade teachers)
 - _____ 9th GRADE ORIENTATION (9th Grade teachers)
 - _____ Second Open House (VHS Teachers)

I am applying for payment for the event indicated above.

Name of Teacher

Date

APPROVED FOR PAYMENT:

Principal

OFFICE USE ONLY

Payroll Date: _____

Codes:
001-1110-113-004-16 VES
001-1120-113-005-16 SMS
001-1130-113-003-16 VHS

**EXTRACURRICULAR EVENT
PAYMENT REQUEST**

Article 19.02 Those teachers who commit to working at extracurricular activities, in the role identified by the Administration as needed, will receive an activity stipend of one hundred eighty dollars (\$180.00) upon completing three (3) required activities. The number and role of teachers needed at any particular activity will be specified by the Administration.

STAFF MEMBER NAME: _____

EVENT	TYPE OF ACTIVITY	DATE	TIME	Administrator acknowledgement of attendance
#1				
#2				
#3				

After attending an event and/or student conference, have principal initial acknowledgement next to the box describing the event. After attending three events, have form signed below and return to the payroll office for payment.

Employee Signature: _____ Date: _____

Please issue payment to the above named staff member who has attended three events and/or conferences.

Signature of Principal Date: _____

OFFICE USE ONLY

Payroll date: _____

Codes:

001-1110-139-004-16 VES
001-1120-139-005-16 SMS
001-1130-139-003-16 VHS

APPENDIX M

**HEALTH CARE PLAN
(Plan Design I)
(As of January 1, 2009)**

BENEFIT	IN-NETWORK	OUT-OF-NETWORK
Deductible	\$250 individual/\$500 family	\$500 individual/\$1,000 family
Coinsurance	90%	70% UCR
Out-of-pocket maximum (not including deductible)	\$1,000 individual/\$2,000 family	\$2,000 individual/\$4,000 family
Lifetime maximum	Unlimited	
Inpatient hospital services		
Room and board	90%	70% UCR
Other hospital services	90%	70% UCR
Surgical services	90%	70% UCR
Physician services	90%	70% UCR
Emergency room services	\$50 copay, then 100%	\$50 copay, then 100%
Non-emergency use of emergency room	\$50 copay, then 80%	70% UCR
Maternity services	90%	70% UCR
Outpatient hospital services		
Surgical services	90%	70% UCR
Diagnostic services	90%	70% UCR
Urgent care services	\$15 copay, then 100%	70% UCR
Physician services		
Medically necessary office visits	\$15 copay, then 100%	70% UCR
Surgical services	90%	70% UCR
Maternity	90%	70% UCR
Physical, occupational and speech therapy	90% up to 10 visits then medical review (speech unlimited)	70% UCR up to 10 visits then medical review (speech unlimited)
Chiropractic therapy	90% (included with above 10 visits max, then medical review)	70% UCR (included with above 10 visits max, then medical review)
Immunizations (including tetanus, toxoid, rabies vaccine, meningococcal polysaccharide, HPV, influenza varicella, hepatitis B, measles, mumps, rubella and pneumococcal polysaccharide)	90%	70% UCR
Preventative services		
Annual physical exams	100%	50% UCR
Routine lab	100%	50% UCR
Annual routine pap smear	100%, 1 yr.	50% UCR
Annual mammogram	100%, 1 yr.	50% UCR
Well child care services/immunizations to age 9	100%; from 0-1: \$500 max. from 1-9: \$150 max.	50% UCR from 0-1: \$500 max. from 1-9: \$150 max.
Well child care lab	Inc. in Well Child Services	Inc. in Well Child Services
PSA exam	100%	50% UCR
Routine Endoscopy	100%	50% UCR
Mental health/substance abuse services		
Inpatient MH and SA	90% up to 30 days/yr.	70% up to 30 days/yr.
Outpatient MS and SA	90% up to 30 visits/yr.	70% up to 30 visits/yr.

BENEFIT	IN-NETWORK	OUT-OF-NETWORK
Ancillary benefits Hospice Private duty nursing Skilled nursing facility Home health care Cardiac rehabilitation Allergy testing Allergy treatments Supplemental accident care TMJ services Ambulance Durable Medical Equipment Organ transplants Wigs and Chemotherapy	90% 90% 90% 90% up to 40 visits/yr. 90% 90%, 1/yr. 90% Not covered Not covered 90% 90% 90% 90%	70% UCR 70% UCR 70% UCR 70% UCR up to 40 visits/yr. 70% UCR 70% UCR, 1/yr. 70% UCR Not covered Not covered 70% UCR 70% UCR 70% UCR 70% UCR
Prescription drugs Retail copay (30 day supply) Generic Preferred brand Non-preferred brand Mail order copay (90 day supply) Generic Preferred brand Non-preferred brand		 \$10 \$20 \$30 \$20 \$40 \$60

Professional Goal Setting Tool

Name:		Date:	
-------	--	-------	--

Directions:

- Based on the *Self-Assessment* against the **Ohio Standards for the Teaching Profession** and the **Assessment of Student Learning**, identify two goals for professional growth and development
- The goals need to be specific, measureable, attainable, relevant and time-bound (SMART)

Select Standard for Goal 1:	<input type="checkbox"/>	Students	<input type="checkbox"/>	Instruction	<input type="checkbox"/>	Collaboration and Communication
	<input type="checkbox"/>	Content	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Professional Responsibility and Growth
	<input type="checkbox"/>	Assessment		Environment		

SMART GOAL 1:

Action Steps	Coaching and Formative Assessment		Coaching and Formative Assessment	
<ul style="list-style-type: none"> ▪ ▪ ▪ 	Progress Update: Date:		Progress Update: Date:	
Evidence Indicators	Teacher's Next Steps	Evaluator's Next Steps	Teacher's Next Steps	Evaluator's Next Steps
<ul style="list-style-type: none"> ▪ ▪ ▪ 				

Evaluation Component: Processes

Select Standard for Goal 2:	<input type="checkbox"/>	Students	<input type="checkbox"/>	Instruction	<input type="checkbox"/>	Collaboration and Communication
	<input type="checkbox"/>	Content	<input type="checkbox"/>	Learning Environment	<input type="checkbox"/>	Professional Responsibility and Growth
	<input type="checkbox"/>	Assessment				

SMART GOAL 2:

Action Steps	Coaching and Formative Assessment		Coaching and Formative Assessment	
<ul style="list-style-type: none"> ▪ ▪ ▪ 	Progress Update: Date:		Progress Update: Date:	
Evidence Indicators	Teacher's Next Steps	Evaluator's Next Steps	Teacher's Next Steps	Evaluator's Next Steps
<ul style="list-style-type: none"> ▪ ▪ ▪ 				

Notes/ Comments _____

Teacher Signature: _____

Date _____

Evaluator Signature: _____

Date _____

Self-Assessment Summary Tool

Name:

Date:

Standard	Strengths	Areas for Growth	Chk 2 Priorities
Standard 1: Students 1.1 Knowledge of how students learn 1.2 Understanding what students know and are able to do 1.3 High expectations for all students 1.4 Respect for all students 1.5 Identification, instruction and intervention for special populations			
Standard 2: Content 2.1 Knowledge of content and content-specific concepts to plan instruction 2.2 Use content-specific instructional strategies to teach concepts and skills 2.3 Knowledge of school and district curriculum priorities and Ohio academic content standards 2.4 Relationship of knowledge within the discipline to other content areas 2.5 Connect content to life experiences and career opportunities			
Standard 3: Assessment 3.1 Knowledge of assessment types 3.2 Use of varied diagnostic, formative and summative assessments 3.3 Analyze data to monitor student progress and to plan, differentiate, and modify instruction 3.4 Communication of results 3.5 Inclusion of student self-assessment and goal-setting			
Standard 4: Instruction 4.1 Alignment to school and district priorities and Ohio academic content standards 4.2 Use of student information to plan and deliver instruction 4.3 Communication of clear learning goals			

4.4	Application of knowledge of how students learn to instructional design and delivery			
4.5	Differentiated instruction to support learning needs of all students			
4.6	Use of activities to promote independence and problem-solving			
4.7	Use of varied resources to support learner needs			
Standard 5: Learning Environment				
5.1	Fair and equitable treatment of all students			
5.2	Creation of a safe learning environment and one that is conducive to learning			
5.3	Motivate students to work productively and assume responsibility for learning			
5.4	Create learning situations for independent work and collaborative work			
5.5	Maintain an environment that is conducive to learning for all students			
Standard 6: Collaboration and Communication				
6.1	Communicate clearly and effectively			
6.2	Share responsibility with parents/caregivers to support student learning			
6.3	Collaborate with other teachers, administrators, school and district staff			
6.4	Collaborate with local community agencies			
Standard 7: Professional Responsibility and Growth				
7.1	Understand, uphold and follow professional ethics, policies and legal codes			
7.2	Take responsibility for engaging in continuous, purposeful professional development			
7.3	Are agents of change who positively impact teaching quality and student achievement			

VERMILION LOCAL SCHOOLS EVALUATION SYSTEM
Pre-Observation and Lesson Reflection Form

NAME: _____ **SUBJECT:** _____

Complete this side **prior to the lesson** to be observed. Provide your evaluator with a copy of this form to be used for discussion during the Pre-Observation Conference, and for reference during the classroom observation.

1. **GOALS:** What are your goals for student learning for this lesson and how will you communicate those goals to students?

2. **ASSESSMENT DATA TO INFORM INSTRUCTION:** What assessment data was examined in planning this lesson? How has that criteria been communicated to students?

3. **PRIOR CONTENT KNOWLEDGE:** How does the content of this lesson build on what the students have already learned and prepare them for new concepts?

4. **INSTRUCTIONAL STRATEGIES:** What instructional strategies, methods, or materials will be used to engage students?

5. **DIFFERENTIATE:** How will the strategies address the learning styles and needs of all students?

6. **RESOURCES/MATERIALS:** What resources/materials are needed for instruction?

7. **MONITORING:** How will you check for understanding during the lesson?

8. **ASSESSMENT:** How will you assess student achievement of the goals?

9. **LEARNING ENVIRONMENT:** What information regarding the learning environment would be helpful to the evaluator (describe student needs, etc.)?

10. **OBSERVER FOCUS:** Are there specific areas on which you would like the evaluator to focus and provide feedback?

PRE-CONFERENCE INITIALS:

Teacher _____ **Evaluator** _____ **Date and Time of Pre-Conference:** _____

APPENDIX Q

Formal Observation Narrative Form

Limited Contract

Continuing Contract

Observation:

1

2

3

Teacher:
School:
Subject:
Grade:

Evaluator:
Date and Time of Pre-Conference:
Date and Time of Observation:
Date and Time of Post Conference:

DIRECTIONS: During the classroom observation, the evaluator refers to the *Ohio Standards for the Teaching Profession*, and records evidence for each of Standards 1-5.

<p>Students:</p> <ul style="list-style-type: none"> ▪ knowledge of how students learn and developmental characteristics ▪ what students know and are able to do ▪ meet the needs of all students 	<ul style="list-style-type: none"> ▪ expect that all students will achieve ▪ model respect for diverse cultures
Performance Levels:	<input type="checkbox"/> Distinguished <input type="checkbox"/> Highly Effective/Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Unsatisfactory
<p>Content:</p> <ul style="list-style-type: none"> ▪ know the content and use to plan instruction ▪ use content-specific instructional strategies ▪ meet the needs of all students 	<ul style="list-style-type: none"> ▪ relationship of knowledge to other content areas ▪ connect to life experiences
Performance Levels:	<input type="checkbox"/> Distinguished <input type="checkbox"/> Highly Effective/Accomplished <input type="checkbox"/> Proficient <input type="checkbox"/> Unsatisfactory

Formal Observation Narrative Form -- (page two)

- Assessment:**
- knowledgeable about assessment types, purposes and data
 - use diagnostic, formative and summative assessments
 - analyze data to monitor student progress and plan instruction
 - collaborate and communicate student progress
 - involve learners in goal setting and self-assessment

Performance Levels: Distinguished Highly Effective/Accomplished Proficient Unsatisfactory

- Instruction:**
- align instructional goals and activities
 - use information about students' learning to plan instruction
 - communicate clear learning goals
 - apply knowledge of how students learn to instructional design & delivery
 - differentiate instruction to meet needs of all students
 - create & select activities that help students develop as independent learners and problem solvers
 - use resources effectively including technology

Performance Levels: Distinguished Highly Effective/Accomplished Proficient Unsatisfactory

- Learning Environment:**
- establish an environment that is respectful, supportive and caring
 - create an environment that is physically and emotionally safe
 - motivate students to work productively and assume responsibility for learning
 - create learning situations for independent, collaborative or whole class work
 - maintain an environment conducive to learning for all students

Performance Levels: Distinguished Highly Effective/Accomplished Proficient Unsatisfactory

Teacher's Signature: _____

Date: _____

Evaluator's Signature: _____

Date: _____

NOTE: The teacher and evaluator will sign the Observation Narrative Form to indicate that the lesson has been reviewed and discussed, not that the teacher necessarily agrees with the observation comments on this form.

VERMILION LOCAL SCHOOLS EVALUATION SYSTEM
Post-Observation and Lesson Reflection Form

NAME: _____ **SUBJECT:** _____

Complete this side **following the lesson** that was observed. Use this form to reflect on the lesson, and take a copy to your evaluator to be used for discussion during the Post-Observation Conference.

1. **GOALS:**

2. **ASSESSMENT DATA TO INFORM INSTRUCTION:**

3. **PRIOR CONTENT KNOWLEDGE:**

4. **INSTRUCTIONAL STRATEGIES:**

5. **DIFFERENTIATE:**

6. **RESOURCES/MATERIALS:**

7. **MONITORING:**

8. **ASSESSMENT:**

9. **LEARNING ENVIRONMENT:**

10. **OBSERVER FOCUS:**

POST-CONFERENCE INITIALS:

Teacher _____ Evaluator _____ Date and Time of Post-Conference: _____

APPENDIX S



SUMMATIVE TEACHER FORMAL EVALUATION FORM

Name:	Building:	Date:
Administrator:		Time:

Data Sources (e.g. conferences, meetings, IEP meetings, observations, professional development sessions, etc.)

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CODES

D = Distinguished

The Distinguished level represents the highest level of achievement for Vermilion teachers. At the Distinguished level, teachers use their strong foundation of knowledge, skills and abilities to innovate and enhance their classrooms, buildings and district. They are leaders who empower and influence others. They anticipate and monitor situations in their classrooms and schools and effectively reshape their environments accordingly. They respond to the needs of their colleagues and students immediately and effectively.

H/A = Highly Effective/ Accomplished

All Vermilion teachers are expected to reach the Accomplished level. At the Accomplished level, teachers effectively integrate the knowledge, skills and abilities needed for effective content-area instruction. They are fully skilled professionals who demonstrate purposefulness, flexibility and consistency. They anticipate and monitor situations in their classrooms and schools, and make appropriate plans and responses.

P = Proficient

All Vermilion teachers are expected to meet the Proficient level. At the Proficient level, teachers demonstrate knowledge of the skills and abilities needed for effective content-area instruction. They are in the process of redefining their skills and understandings to fully integrate their knowledge and skills. They monitor the situations in their classrooms and schools, and respond appropriately.

U = Unsatisfactory

The performance level does not meet the district's evaluation standards and is unacceptable.

N/A = Not Applicable

Does not apply to this particular individual or assessment.

EVALUATION GUIDELINES

The evaluation and the standards on which it is based is meant to drive conversations about the practice of teaching. The standards are an important tool to reflect upon as teachers consider their growth and development.

The appraisal on each content standard is marked by placing an X in the appropriate box.

An "unsatisfactory" rating obliges the administrator to work with the teacher to improve performance in the designated area within an agreed upon period of time. Documentation of the improvement plan and its result is required.

APPENDIX T



Name:	Building:	
Administrator:	Date:	Time:

Teachers understand student learning and development, and respect the diversity of the students they teach.

		U	P	H/A	D	NA
1.1	Teachers display knowledge of how students learn and of the developmental characteristics of age groups.	<input type="checkbox"/>				
1.2	Teachers understand what students know and are able to do, and use this knowledge to meet the needs of all students.	<input type="checkbox"/>				
1.3	Teachers expect that all students will achieve to their full potential.	<input type="checkbox"/>				
1.4	Teachers model respect for students' diverse cultures, language skills and experiences.	<input type="checkbox"/>				
1.5	Teachers recognize characteristics of gifted students, students with disabilities and at-risk students in order to assist in appropriate identification, instruction and intervention.	<input type="checkbox"/>				

Comments and/or Recommendations (Optional):

Teachers know and understand the content area for which they have instructional responsibility.

		U	P	H/A	D	NA
2.1	Teachers know the content they teach and use their knowledge of content-specific concepts, assumptions and skills to plan instruction.	<input type="checkbox"/>				
2.2	Teachers understand and use content-specific instructional strategies to effectively teach the central concepts and skills of the discipline.	<input type="checkbox"/>				
2.3	Teachers understand school and district curriculum priorities and the Ohio academic content standards.	<input type="checkbox"/>				
2.4	Teachers understand the relationship of knowledge within the content area to other content areas.	<input type="checkbox"/>				
2.5	Teachers connect content to relevant life experiences and career opportunities.	<input type="checkbox"/>				

Comments and/or Recommendations (Optional):

Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.

		U	P	H/A	D	NA
3.1	Teachers are knowledgeable about assessment types, their purposes and the data they generate.	<input type="checkbox"/>				
3.2	Teachers select, develop and use a variety of diagnostic, formative and summative assessments.	<input type="checkbox"/>				
3.3	Teachers analyze data to monitor student progress and learning, and to plan, differentiate and modify instruction.	<input type="checkbox"/>				
3.4	Teachers collaborate and communicate student progress with students, parents and colleagues.	<input type="checkbox"/>				
3.5	Teachers involve learners in self-assessment and goal setting to address gaps between performance and potential.	<input type="checkbox"/>				

Comments and/or Recommendations (Optional):

Teachers plan and deliver effective instruction that advances the learning of each individual student.

		U	P	H/A	D	NA
4.1	Teachers align their instructional goals and activities with school and district priorities and Ohio's academic content standards.	<input type="checkbox"/>				
4.2	Teachers use information about students' learning and performance to plan and deliver instruction that will close the achievement gap.	<input type="checkbox"/>				
4.3	Teachers communicate clear learning goals and explicitly link learning activities to those defined goals.	<input type="checkbox"/>				
4.4	Teachers apply knowledge of how students think and learn to instructional design and delivery.	<input type="checkbox"/>				
4.5	Teachers differentiate instruction to support the learning needs of all students, including students identified as gifted, students with disabilities and at-risk students.	<input type="checkbox"/>				
4.6	Teachers create and select activities that are designed to help students develop as independent learners and complex problem-solvers.	<input type="checkbox"/>				
4.7	Teachers use resources effectively, including technology, to enhance student learning.	<input type="checkbox"/>				

Comments and/or Recommendations (Optional):

Teachers create learning environments that promote high levels of learning and achievement for all students.

		U	P	H/A	D	NA
5.1	Teachers treat all students fairly and establish an environment that is respectful, supportive and caring.	<input type="checkbox"/>				
5.2	Teachers create an environment that is physically and emotionally safe.	<input type="checkbox"/>				
5.3	Teachers motivate students to work productively and assume responsibility for their own learning.	<input type="checkbox"/>				
5.4	Teachers create learning situations in which students work independently, collaboratively and/or as a whole class.	<input type="checkbox"/>				
5.5	Teachers maintain an environment that is conducive to learning for all students.	<input type="checkbox"/>				

Comments and/or Recommendations (Optional):

Teachers collaborate and communicate with students, parents, other educators, administrators and the community to support student learning.

		U	P	H/A	D	NA
6.1	Teachers communicate clearly and effectively.	<input type="checkbox"/>				
6.2	Teachers share responsibility with parents and caregivers to support student learning, emotional and physical development and mental health.	<input type="checkbox"/>				
6.3	Teachers collaborate effectively with other teachers, administrators and school and district staff.	<input type="checkbox"/>				
6.4	Teachers collaborate effectively with the local community and community agencies, when	<input type="checkbox"/>				

APPENDIX T (Continued)

Comments and/or Recommendations (Optional):

Teachers assume responsibility for professional growth, performance, and involvement as an individual and as a member of a learning community.

		U	P	H/A	D	NA
7.1	Teachers understand, uphold and follow professional ethics, policies and legal codes of professional conduct.	<input type="checkbox"/>				
7.2	Teachers take responsibility for engaging in continuous, purposeful professional development.	<input type="checkbox"/>				
7.3	Teachers are agents of change who seek opportunities to positively impact teaching quality, school improvements and student achievement.	<input type="checkbox"/>				

Comments and/or Recommendations (Optional):



TEACHER FORMAL EVALUATION FORM

Name:	Building:	Date:
Administrator:		Time:

ADDITIONAL COMMENTS, RECOMMENDATIONS OR CONCERNS

STAFF MEMBER COMMENTS, REFLECTION AND/OR RESPONSE

Acknowledgment

The information contained herein has been read and discussed by those whose signatures appear below.

Teacher Signature:	Date:
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Administrator Signature:	Date:
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Original: Central Office

Copies: Staff Member, Building Principal

Appendix T (Continued)