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NEGOTIATED AGREEMENT

BETWEEN

BLOOM-CARROLL EDUCATION ASSOCIATION

AND THE

BLOOM-CARROLL BOARD OF EDUCATION

July 1, 2012- June 30, 2014

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ARTICLE I

RECOGNITION AND DEFINITIONS

Section A. Recognition

1. The Bloom-Carroll Board of Education recognizes the Bloom-Carroll Education Association/OEA/NEA as the sole and exclusive representative of all the unit members.
2. For purposes of recognition and negotiations, the term, "bargaining unit" shall mean the certified/licensed teaching employees, including certified/licensed classroom teachers, guidance counselors, reading teachers, speech and hearing therapists, librarians, nurses and all other certified/licensed employees whose position does not require supervisory duties. Excluded from the unit are the Superintendent and Assistant Superintendents, Principals, and Assistant Principals, central office employees or administration, other administrative and supervisory personnel as defined in Section 4117.01(F) of the ORC, and casual, day-to-day substitutes and casual, day-to-day tutors.
3. Substitute teachers assigned to the same teaching position for sixty (60) consecutive school days will become part of the bargaining unit on the sixty-first day of such agreement. Such teachers will continue as part of the bargaining unit until return to duty of the unit member replaced by the substitute or the end of the school year, whichever shall occur first. At that time all employment rights of the substitute will come to an end.
4. Teaching positions within the bargaining unit will be filled by qualified unit members when such members are available.

Section B. Definitions

1. Agreement - This collective bargaining agreement
2. Association - The Bloom-Carroll Education Association/OEA/NEA
3. Board - Anyone designated by the Board of Education to act in its behalf in a particular circumstance
4. Board of Education - The Bloom-Carroll Local School District Board of Education acting as a corporate entity
5. Day - A calendar day unless otherwise indicated
6. District - Bloom-Carroll Local School District
7. Holiday - During the teacher contract year, a weekday that the teaching staff is not scheduled to work
8. ORC - Ohio Revised Code

9. School Day - A day when students are in session
10. Seniority - See Article V, Section F
11. Superintendent - Superintendent or designee
12. Unit Member or Member - A member of the bargaining unit

ARTICLE II

NEGOTIATIONS PROCEDURES

Section A. Bargaining Terms

1. The Board and the Association agree to negotiate regarding wages, hours, terms and other conditions of employment for unit members, and the continuation, modification, or deletion of a provision of this Agreement.
2. Good faith requires that the Board and the Association perform the mutual obligations to agree to negotiate at reasonable times and places on those matters set forth in subsection A above with the intention of reaching agreement. Neither party is compelled to agree to a proposal or make a concession.

Section B. Bargaining Procedures

1. Between 120 and 90 days prior to the expiration date of the existing contract either party may notify the other of a desire to commence bargaining. Within fifteen (15) days from the receipt of said notice, the parties shall meet and submit issues proposed for bargaining. The bargaining agenda shall be set at this initial meeting and no additional items shall thereafter be made without mutual consent. All necessary subsequent meetings shall be held at times and places mutually agreed to by the parties.
2. Progress Reports. Progress reports may be issued by either negotiations team to its respective membership at any time. At any time after the parties have reached negotiations impasse either side may issue such press releases or other communications as it deems appropriate.
3. Agreement. When an agreement is reached through negotiations, the outcome shall be reduced to writing and submitted to the Association and the Board of Education for formal approval. The Association will meet to consider ratification no less than seven (7) days following tentative agreement. Following ratification by the Association, the Board of Education shall consider ratification of the tentative agreement at a meeting to be held within seven (7) days after being notified of Association ratification. If ratified by both the Association and the Board of Education, the Agreement shall then be signed by authorized representatives of each of the parties. When both parties have ratified and signed the Agreement, it shall be printed and distributed to every unit member no later than the first workday after forty-five (45) days following ratification by the Board of Education. The parties will share the cost of printing and distribution.
4. Alternate Dispute Resolution
 - a. In the event there are proposals that have not been resolved after discussion of all issues submitted for negotiations, or after forty-five (45) days from the filing of the Notice to Negotiate, either party may declare impasse. Upon the declaration of impasse, all unresolved issues shall either be withdrawn by the party who

proposed them, or considered at impasse and submitted to mediation within ten (10) calendar days. If the parties are unable to agree on a mutually acceptable mediator within five (5) days from the receipt of the declaration of impasse, the Federal Mediation and Conciliation Service will be utilized, and mediation will conform to its rules and regulations.

- b. If, after a minimum of fifteen (15) calendar days, mediation has not resolved the differences, the Association shall have the right to proceed under ORC Section 4117.14 (D)(2), provided, however, nothing herein shall be construed to authorize a strike during the term of this Agreement or to waive any right, privilege or authority otherwise granted to the Board by Chapter 4117 of the ORC regarding strikes by or notices of said strikes from unit members.
- c. The expenses of the mediator shall be shared equally by the parties.
- d. Mediation may extend beyond the expiration date of the contract only with the mutual consent of the parties.
- e. The parties intend for these alternate impasse procedures to supersede and take the place of the statutory impasse procedures contained in ORC Section 4117.14(C).

ARTICLE III

GRIEVANCE PROCEDURE

Section A. Definition

1. A grievance is a complaint involving an alleged violation, misinterpretation or misapplication of any specific provision of this Agreement.
2. A grievant shall mean a unit member or members, or the Association alleging that some violation, misinterpretation, or misapplication of any specific provision of this Agreement has occurred. Grievances affecting more than one unit member and arising out of the same set of circumstances shall be brought as Association grievances. Association grievances shall be filed at the Superintendent's level unless the remedy requested is within the authority of the principal. Association grievances shall identify each unit member(s) alleged to have been harmed by the actions giving rise to the grievance.
3. For purposes of this Article, days shall be days in which school is in session. The time limits may be waived at any step of this procedure so long as both parties have agreed in writing.
4. A grievance must be filed at Level Two, or in the case of an Association grievance, Level Three, within thirty (30) days of the grievant becoming aware of the alleged violation or should have become aware of the alleged violation upon the exercise of reasonable diligence. Upon failure to file said grievance within such thirty (30) day period, such grievance shall be deemed waived. Grievances shall be filed on the grievance form contained in Appendix D.

Section B. Purpose

The purpose of this procedure is to expedite prompt solutions at the lowest possible administrative level.

Section C. Initiating and Processing a Grievance

1. Level One - Informal

The grievant shall first discuss his/her grievance with his/her Principal or evaluating administrator.
2. Level Two - Principal
 - a. If the grievant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after such discussion, he/she may file the grievance in writing and in the prescribed form with the President of the Association and the Principal.

- b. The written grievance shall include a clear statement of the facts causing the grievance, a reference to the specific provision of the contract allegedly violated and shall include the remedy requested by the unit member.
- c. Within five (5) days of receipt of the written grievance, the Principal and his/her representative shall meet with the grievant in an effort to resolve the problem.
- d. Within five (5) days of the meeting required in 2(c) above, the Principal shall render a written decision (which shall include reasons based upon the circumstances of the grievance) to the grievant with a copy going to the Association President.
- e. If the subject matter of the grievance is such that the Principal cannot order appropriate relief, the grievance may be filed directly with the Superintendent at Level Three. Any such grievance shall indicate that it is being filed directly at Level Three and shall include a statement of reasons for such filing. If the Superintendent so determines, he or she may refer the grievance for processing at Level Two prior to accepting the grievance at Level Three.

3. Level Three - Superintendent

- a. If the grievant is not satisfied with the disposition of his/her grievance, or if a decision was not rendered within the time limits of Level Two, above, he/she may submit said grievance in writing to the Superintendent. (If the grievant does not submit such request within five (5) days after the receipt of the Principal's decision, then the grievance will be considered waived).
- b. The Superintendent shall within five (5) days of the receipt of the written grievance, conduct a hearing at which the grievant shall have the opportunity to present all relevant facts concerning the alleged grievance.
- c. Within ten (10) days from the conclusion of the hearing, the Superintendent shall issue a written decision, along with the reasons, to the grievant and the Association representative.

4. Level Four – FMCS Mediation

If the grievant and the Association are not satisfied with the disposition of the Superintendent at Level Three, within five (5) days after the receipt of the Superintendent's disposition the grievant and the Association may submit a request to the Superintendent for FMCS mediation. Within five (5) days of the request, the parties shall mutually attempt to agree on an FMCS mediator. If unable to do so, the parties shall request for FMCS to appoint a mediator. The parties shall participate in an FMCS grievance mediation session, which shall be held as soon as practicable in accordance with the mediator's availability.

5. Level Five - Arbitration

- a. If the Association is not satisfied with the disposition of the grievance at Level Four, the Association may, within five (5) days of the conclusion of FMCS mediation, submit the grievance to binding grievance arbitration. A copy of that submission shall be provided to the Superintendent.
- b. A request for a list of nine (9) arbitrators (with a maximum of two additional lists) shall be made to the American Arbitration Association by the Association. Selection from the first two lists shall be made in accordance with AAA rules. Selection from the third list, if necessary, shall be made by alternate strike. The arbitration shall be conducted in accordance with the Voluntary Labor Arbitration Rules of American Arbitration Association (hereinafter referred to as the "AAA rules").
- c. The arbitrator so selected will confer with the representatives of the Superintendent and the Association and hold hearings promptly and shall issue his/her award not later than thirty (30) days from the conclusion of the hearings. The arbitrator's written award shall set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power to make any award contrary to law or to alter, rescind, or modify any provision of the bargaining contract. The award of the arbitrator shall be submitted to the Superintendent, the Association and the Board of Education.
- d. The costs for the services of the arbitrator, including per diem expenses, if any, and his actual and necessary travel and subsistence expenses and the cost of any hearing room, will be borne by the losing party. The arbitrator must identify the predominantly prevailing party for purposes of this provision, even if the award is split. Under no circumstances is the arbitrator empowered to split his/her costs absent an agreement to that effect by both parties. All other costs will be borne by the party incurring them.

Section D. Miscellaneous

1. No reprisals shall be taken against any person for having participated in filing or processing of a grievance.
2. The grievant shall have the right to be represented by an Association representative at any level of this procedure. Notwithstanding ORC §9.84, the Association/OEA/NEA has the sole and exclusive right to represent grievants during this process.
3. The Association shall have the right to be represented at any hearing or meeting required by this procedure.

4. The grievant will be released from duty as necessary to the prosecution of the grievance. Unit members called as witnesses will be released from duty for a reasonable amount of time to permit their testimony.
5. If either party alleges to the arbitrator that the grievance is not arbitrable, the arbitrator shall first consider this issue before moving to the merits. However, the arbitrator may decide to hear the merits before ruling on the arbitrability of the grievance.
6. Failure to advance any grievance to the next level in the manner provided in this Agreement shall result in the grievance being resolved by the last disposition and no further appeals may be taken.

ARTICLE IV

ASSOCIATION AND MANAGEMENT RIGHTS

Section A. Association Rights

1. There will be no reprisals of any kind taken against any unit member by reason of his/her membership or lack of membership in the Association.
2. In order for the Association to administer this Agreement properly for the benefit of the unit members and welfare of the school system and to otherwise properly represent the members of the negotiating unit, the representatives of the Association may consult with unit members provided that the exercise of this right does not interfere with the regular school day for unit members or the educational program.
3. The Board will, upon request, provide the Association with data related to a unit member's salary and benefits. The Association has the same right as the general public to Board data.
4. A copy of the official agenda for the Board meetings will be provided to the Association President for posting the same day it is provided to Board members. A copy of the Board minutes, when official, will be provided to the President of the Association.
5. The Association will have the right to use school buildings for meetings before or after regular school hours as long as they do not interfere with regularly or previously scheduled school functions. The Principal of the building in question will be notified in advance of the time and place of all such meetings.
6. The Association will have the right to use school mailboxes and school email to communicate with members. Such communications must be in accordance with the Board's acceptable use policy.
7. The Board agrees to deduct from the salaries of the unit members the following payroll deductions which shall be provided at no cost to unit members: bi-weekly tax deferred annuities, Credit Union, United Way, Child Support Payments, purchase of extra STRS credit, the Fund for Children and Public Education, BCEA OEA/NEA Dues, BCHS Scholarship, and any political action committee created for the support of school district tax levy and bond issue campaigns.

Each person signing up for an annuity after July 1, 2009 must choose from the following list:

- a. Metropolitan Life Insurance Company
- b. American Funds
- c. AXA Equitable
- d. Reserve Financial

The Board will always maintain at least four (4) annuity companies.

8. Association rights are extended only to the recognized collective bargaining representative.
9. The Association will be granted a maximum of ten (10) minutes to address unit members at any staff meeting.
10. The Board will provide the Association, on request, one copy of those documents reasonably necessary to prepare for collective bargaining including current financial reports, unit member benefit data and insurance information.
11. A written copy of the Board policy manual and amendments shall be provided to the Association President.

Section B. Individual Rights

The Association recognizes that unit members serve an essential function as role models for the pupils of the District. The Board recognizes that unit members have the same rights of privacy as are guaranteed by law to all other citizens. The private conduct of unit members should not become the basis for employment decisions except as such conduct affects the job performance of the member.

Section C. Academic Freedom and Responsibility

The Board and the Association recognize that some aspects of the school curriculum involve presentation and discussion of controversial issues. It is recognized that unit members have both the right and duty to present such issues, where appropriate to the subject matter being taught, in an atmosphere devoid of partisanship and bias. The unit member shall at all times remain an impartial moderator and shall neither directly nor indirectly attempt to influence the thinking of pupils on such issues but shall attempt to instill in the pupils the ability to critically analyze the issues and reach independent and reasoned judgments on the merits of the matters being discussed.

Section D. Management Rights

1. The Board of Education retains, without limitation, all rights to manage and control the operations of the District and to exercise, to the fullest extent permitted by law, those powers and that authority vested in it by law.
2. The exercise of such power and authority shall be limited only by the express provisions of this Agreement and only to the extent that such limitation may lawfully be included in this Agreement.

ARTICLE V

JOB SECURITY

Section A. Limited Contracts (Initial Sequence)

1. Award of Initial Sequence Limited Contracts

Limited teaching contracts will be issued to unit members, other than long-term substitutes, in the following sequence: for the first four (4) years of employment each contract will be a one-year limited contract. Upon successful completion of the fourth consecutive one-year limited contract, the unit member will be awarded limited contracts in accordance with the extended sequence provisions of this Agreement. All long-term substitute teaching contracts, and contracts for teachers replacing persons on a leave of absence, shall be for a duration of one year only.

2. Nonrenewal of Initial Sequence Limited Contracts

Limited teaching contracts awarded under the initial sequence may be non-renewed by action of the Board with written notice to the unit member prior to April 30 in the year of contract expiration. If non-renewal was recommended by the local Superintendent, the member will be provided with a written statement of reasons for the recommendation. Any member whose initial sequence limited teaching contract has been recommended for non-renewal may request a meeting with the Board in executive session prior to the Board vote on his/her contract. At the Board meeting the member will be provided the opportunity in executive session to demonstrate the reasons why his or her limited teaching contract may be renewed. Non-renewal of initial sequence limited teaching contracts shall not be subject to the grievance procedure except for failure to afford the procedural rights contained in the evaluation procedure.

Section B. Limited Contracts (Extended Sequence)

1. Award of Extended Sequence Limited Contracts

Unit members who have successfully completed the initial sequence of limited teaching contracts will be awarded subsequent limited teaching contracts under the extended sequence. The initial extended sequence limited contract will be for a duration of two (2) years and all subsequent limited contracts will be for a duration of five (5) years. Upon completion of any extended sequence limited contract the member may be awarded an extended limited contract for one (1) year provided that reasons directed at the professional improvement of the member, as identified through the evaluation procedure, have been provided to the member prior to April 30 of the year of contract expiration. If reemployed at the expiration of the one year extended limited contract, the member will be awarded a limited contract for a duration of five (5) years.

2. Nonrenewal of Extended Sequence Limited Contracts

Extended sequence limited contracts may be nonrenewed only for just cause. Any member whose extended sequence limited contract has been nonrenewed will be notified in writing of the Board action not later than April 30 of the year of contract expiration. The sole and exclusive method of challenging the nonrenewal of an extended sequence limited contract shall be through the grievance procedure.

Section C. Issue and Return of Contracts

All limited and extended limited contracts will be issued by the Board pursuant to the ORC. Such contracts will be presumed to have been accepted unless the unit member notifies the Board in writing to the contrary by June 1st, as per the ORC.

Those employees who are not returning to their employment must notify the school district in writing by July 10, or face a possible one year revocation of the employees' teaching certificate as per the ORC.

Section D. Continuing Contracts

Any unit member who expects to become eligible for a continuing contract of employment will notify his or her immediate supervisor in writing by October 1 of the year of expected eligibility. Such member will be considered for the award of a continuing contract in accordance with the provisions of the ORC.

Section E. Certification/Licensure

By June 30 of the year in which a teacher's certification/licensure expires, evidence must be provided to the Superintendent showing that an application for certification/licensure has been submitted to the Department of Education.

Section F. Seniority

Seniority, for purposes of this entire Agreement as well as this Article, will be determined based on length of continuous service as a unit member in the District. Part-time service will be prorated based on a full day of five and one-half (5½) hours and a full year of one hundred twenty (120) days. Seniority will commence with the first day of actual service. No unit member will lose his/her current seniority status or be given less seniority than he/she currently receives. Seniority will not be interrupted by approved leaves of absence but time spent on such leaves will not be included in determining the seniority of the unit member. When length of service is equal, seniority will be determined by the date of the Board meeting at which the member was first employed, the date the employment application was received by the District office, and in the event of a continuing tie, by lot.

The Board will cause to be prepared and posted by October 30th of each year a seniority list showing the area of certification/licensure, contract status and length of service of all unit members. Members who believe that they have been incorrectly placed on the seniority list shall have a period of fifteen (15) school days within which to bring that matter to the attention of the Superintendent who shall review the matter and make a determination. Failure to bring any claim of error in the seniority list to the Superintendent within the time provided will bar any later claim that the member has not been credited with the proper amount of seniority.

Section G. Reduction in Force

In the event it becomes necessary to reduce the certified/licensed staff under 3319.17 ORC or due to a lack of funds, the first means of reduction in force shall be by attrition, if any. The Superintendent will follow the procedures listed below in selecting the unit member to be recommended for contract suspension.

1. The selection of unit members to be recommended for contract suspension shall be on the basis of the least senior and certification/licensure as it reflects the current student demand. Limited contracts are eligible to be reduced before continuing contracts, if possible based on certification/licensure.
2. A unit member whose contract is to be suspended as a result of a RIF program shall be given written notification, prior to April 30. Such notification is to either be hand delivered after the end of the student day, or sent by certified mail if hand-delivery at school is not possible.
3. An attempt will be made to recall unit members on the RIF list according to seniority and area of certification/licensure as it reflects enrollment demands.
4. Unit members whose teaching contracts have been suspended will be placed on a recall list. Such members will be responsible for notifying the Board of their current mailing address, telephone number, any change in availability for recall and any change in teaching certification/ licensure. Such notification will be updated by the member as changes occur.
5. Unit members whose teaching contracts have been suspended will be recalled in reverse order of suspension to vacant bargaining unit positions for which they are, or have become certified/licensed. If not recalled within a period of two (2) years from the effective date of suspension, the name of the member will be removed from the recall list. Notice of recall will be given by telephone and by certified mail, to the most recent address contained in the records of the Board of Education. If the member has not provided written acceptance of the offer of recall within ten (10) calendar days of mailing of the notice of recall, or if the member declines recall, the member's name will be removed from the list.

6. Upon recall from suspension, the member will be assigned to a teaching position for which the member is certified/licensed and placed on the salary schedule at the appropriate step. Time spent under suspension of contract will not be considered as service for purposes of salary schedule placement, or accrual of seniority, or time spent on a limited contract. If a unit member is RIFed or recalled during a school year, service credit will be determined in accordance with Paragraph 5 of this Section.

Section H. Personnel File

1. Personnel files of all unit members will be maintained in the office of the Superintendent. Evaluation records will be kept in a separate file. Unit members will be notified of documents placed in their personnel file by written notice forwarded through the inter-school mail or by copy of the document so included in the file. Documents placed in the file after the effective date of this Agreement will be date-stamped with the date of receipt or date of filing.
2. Members or their representatives designated in writing, may inspect their personnel files during regular office hours upon written request to the Superintendent or Principal, or upon verbal request with mutual agreement of the parties. The review of such personnel file shall be in the presence of the Superintendent, designee or Principal. Neither the file nor any part thereof may be altered or removed nor may more than one member inspect his or her personnel file at any one time. Members may inspect personnel files only on non-duty time. A unit member will set up an appointment in order to see their personnel file. Such appointment will be made within twenty-four (24) hours of the request, unless that would fall on a non-working day.
3. Members will be afforded those rights provided in Section 1347.09 of the ORC to dispute and challenge the accuracy, relevance, timeliness or completeness of information contained in the members' personnel files.
4. In the event of a request to inspect a member's personnel file by a person not authorized by the member or by the Board, an attempt will be made to notify the member and provide an opportunity to be present when his or her file is being inspected. In the event that such member cannot be notified within a reasonable time, the Superintendent will notify the member of the name and address of the person inspecting the file at the earliest possible time thereafter.

Section I. Evaluation

The term "evaluation" is used to describe the philosophy, criteria, and procedures by which professional judgments are made regarding each unit member's performance. Evaluation consists of the unit member's total performance as it relates to their duties for the Board.

1. Evaluation shall be made for the following purposes:
 - a. to improve pupil instruction;
 - b. to aid in objective self-analysis;
 - c. to establish goals for the improvement of instruction;
 - d. to indicate professional growth;
 - e. to show the value and need of in-service training;
 - f. to provide information for recommendations regarding contract status, retention and promotion;
 - g. to provide the unit member with an evaluation of his/her work by his/her evaluating administrator; and
 - h. to assist the unit member in implementing the prescribed curriculum.
2. For the purpose of this Article, the "evaluating administrator" shall be that person responsible for signing the final evaluation.
3. The evaluating administrator or Superintendent may call upon other administrators to assist in the evaluation process.
4. The unit member in accordance with an approved plan of correction may call upon specialists, supervisors, and/or peers and/or administrators from outside the District for assistance in improving his/her work and to complete an evaluation/observation. The unit member may also, with the consent of the evaluating administrator, have opportunity to visit an outstanding teacher in a comparable situation.
5. Each unit member shall be evaluated according to the following procedure:
 - a. Teacher Goals. All unit members shall participate in an annual individual goal program. An evaluating administrator/teacher conference shall be held prior to October 15 of each year for the purpose of establishing teacher individual goals for attainment during the ensuing school year. This goal-setting conference shall set forth a specific plan of action for the attainment of listed goals.

Nothing contained herein shall limit the right of an evaluating administrator to set teacher goals and action plans for the purposes of attaining established District or building goals or correcting deficiencies identified through the evaluation process after discussion with the unit

member. During this discussion the evaluating administrator and the unit member shall develop an action plan for the unit member to achieve identified goals. The action plan will include dates for the submission of written progress reports by the unit member and, if requested by the unit member, a scheduled meeting date to review that progress. Any such meeting shall be held prior to March 15. If requested by the unit member, a written report of the meeting will be prepared by the evaluator and a copy provided to the Superintendent and the unit member.

- b. Data Collection and Problem Notification. Data collection is carried out by the building administrator and/or supervisor. This data collection is accomplished primarily through classroom observation, informal observation and information supplied by the unit member.

If a chronic problem is noted the unit member will be informed of the problem within ten (10) school days.

- c. Observation/Visitation. All formal observations and evaluations shall be consistent with the terms of this Agreement.

A pre-observation conference may be requested by either the unit member or the administrator. The first observation will be scheduled by the administrator with the unit member. Additional observations may be requested by the unit member or conducted by the evaluator.

The classroom observation(s) will be scheduled for a minimum period of thirty (30) consecutive minutes for each observation.

Observations of classroom performance may not be conducted the day prior to Thanksgiving, Christmas, or spring break. When the unit member has had an extended absence of one (1) week or more, an observation may be conducted on or after the third (3rd) school day following his/her return.

Observations will be reduced to writing and presented to the unit member within ten (10) school days of the classroom visit for the unit member's perusal and signature, and be returned to the evaluating administrator in a timely manner. A post-observation conference may be held at the request of either a unit member or the administrator within ten (10) school days of the unit member's receipt of the observation report form. In the event that the classroom observation indicates an unsatisfactory performance, the evaluator and unit member will meet within ten (10) school days of the classroom observation, or as soon as possible thereafter, to cooperatively develop a written action plan indicating the means by which the unit member can obtain assistance in the correction of deficiencies.

- d. Administrative Walk-Through. Administrators will use the walk-through form attached in Appendix C, and will provide the completed form to the unit member within three (3) school days of the walk-through.
6. Formal Evaluation. Unit members employed under expiring limited contracts, those eligible for extended sequence limited contracts and those eligible for continuing contracts of employment will be evaluated not less than twice during the year of contract expiration or the year of obtaining eligibility. All other unit members will be evaluated at least once every third year unless additional evaluations are requested by either the administrator or the unit member. Each evaluation will include at least two (2) classroom observations of at least thirty (30) minutes duration. Members eligible for more than one (1) evaluation will first be evaluated prior to December 15 with the second evaluation to be completed no later than March 15. For each individual teacher, if the second evaluation begins less than twenty (20) scheduled school days after that teacher's receipt of the first evaluation report, then at least twenty (20) scheduled school days will be provided between observations.

Evaluation will include providing the member with a copy of the evaluation report (Form C) and reviewing that report in a conference with the member. The member will sign the report to indicate receipt and may attach a written response to the report. The failure to correct identified performance deficiencies after those deficiencies have been identified to the unit member through the evaluation process, and have been made the subject of a Plan for Improvement of Deficiencies (Form D) with reasonable opportunity and assistance for correction having been given, will constitute just cause for the nonrenewal of that unit member's employment contract.

7. Time Limits. It is the responsibility of the Board to conduct evaluations in a timely manner. The time limits set forth in this evaluation procedure are included as guides for the assistance of evaluators and unit members. While it is expected that the observation and evaluation actions provided will be completed within the timelines included in this procedure, the parties recognize that circumstances may arise which make strict adherence to the timelines impossible. If such circumstances (e.g., extended absence) arise, the administrator will confer with the affected unit member(s) (who may request Association representation) and mutually agree to an alternate timeline within the same school year. If the parties cannot agree to an alternate timeline, or if the unit member's extended absence prevents an evaluation from being completed or performed, the unit member may not claim that the Board failed to timely evaluate the unit member for purposes of nonrenewal.
8. Supersedes Existing Law. The parties intend, to the fullest extent possible, that the provisions of this evaluation procedure and the provisions of Article V of this Agreement dealing with the award and nonrenewal of initial sequence and extended sequence limited teaching contracts shall, to the fullest extent permitted

by law, supersede and take the place of any and all contrary provisions of Ohio law, specifically including, but not limited to ORC Sections 3319.11 and 3319.111.

9. The employee shall have the right to make a written response to the evaluation and to have it attached to the evaluation report to be placed in the employee's personnel file. A copy of the written response shall be signed by both parties and a copy provided to the employee.

Section J. Employee Discipline

1. Unless the welfare of students, other district employees, and/or the district are adversely affected, and/or dependent upon the seriousness of the offense, discipline shall be progressive in nature with respect to similar problems, in accordance with the procedure set below.
2. Progressive Discipline Order:
 - a. Informal/Verbal Warning (documented in writing)
 - b. Written Reprimand
 - c. Three-Day Suspension without pay (by Superintendent/designee)
 - d. Five-Day Suspension without pay (by Superintendent/designee)
 - e. Termination in accordance with ORC 3319.16.
3. Any written record of disciplinary action will be kept in the employee's personnel file.
4. Commencing with Level 2 (Written Reprimand) in the above procedure, no employee shall be subject to discipline except for just cause.
5. All disciplinary action, except for informal/verbal warnings, shall be subject to the grievance procedure.

ARTICLE VI

WORKING CONDITIONS

Section A. Teacher Day and Year; Part-Timers

1. The scheduled school year for unit members will include one hundred eighty-five (185) days as determined by the Board in the school calendar. The scheduled work day will include seven and one-half (7½) hours of duty, subject to the provisions of this Article.
2. Unit members may be required to attend meetings which will be scheduled, where possible, before and after the regular work day. Such meeting scheduled will be announced in advance of the day the meeting is scheduled where reasonably possible. Unit members will attend open house and I.E.P. conferences as required.
3. Unit members will be scheduled to receive a thirty (30) minute duty free lunch period each day.
4. Members who leave the building during the teacher workday must sign in and out on the sign-in sheet in the office.
5. Parent-teacher conference days will be referenced in the school calendar. The conferences may start at a time different from the scheduled regular starting time for unit members provided that the total length of day will not be scheduled to exceed seven and one-half (7½) hours including the lunch period except by mutual consent of the Board and the Association.
6. Full time unit members, except for nurses and librarians, will be scheduled to receive two hundred (200) minutes of conference/ planning/preparation time each school week.
 - a. Nurses will be provided with seven and one-half (7½) hours per month from September – May for conference/planning/preparation time, including professional development. Nurses must also use late start days for these purposes.
 - b. Librarians will establish their own conference/planning/preparation and lunch time, in collaboration with their building principal, in an effort to maximize the availability of the library to the staff and students.
7. Sixth through twelfth grade unit members with more than three preparations per day will not regularly be assigned supervisory duties, unless agreed to by the unit member. Meetings to discuss this issue will include a BCEA Representative. The Board will make every reasonable effort to make sure that traveling teachers have

adequate time to reach their next class, and to meet minimum class standards. Teachers traveling between buildings will not be given before-school or after-school duties.

8. Reasonable effort will be made to obtain substitutes for absent unit members prior to requesting a unit member to supervise the class of an absent member.
9. For purposes of this Agreement, "full-time" is defined as being regularly scheduled to work more than fifteen (15) hours per week for elementary school positions, and at least five-ninths (5/9ths) of the day for all other teaching positions. "Part-time" is defined as being regularly scheduled to work fifteen (15) hours per week or less in an elementary position, or four-ninths (4/9ths) of the day or less in any other teaching position.
10. Part-time unit members, as defined above, do not receive paid planning time, paid lunch, personal days or any Board-paid insurance benefits. Sick leave for part-time unit members is prorated based on the amount of hours they are regularly scheduled to work compared to a seven and one-half (7½) hour day.
11. It is understood that the Board has the right to establish the unit member work day start and end times, and control the student contact time within the 7.5 hour teacher work day.
12. The Administration has the right to schedule up to three (3) hours of professional development time during the mid-year teacher workday. If more than one (1) hour of professional development time is required during the mid-year teacher workday, a conference between the Superintendent and a BCEA representative will occur prior to that workday.

Section B. Transfers and New Positions

1. Voluntary Transfers
 - a. All unit members will be provided a transfer/intent form by March 15th of each year. Unit members who desire a change in grade and/or subject assignment or who desire reassignment to another building must return the transfer/intent form to the Superintendent no later than March 31. Intent forms may be amended after March 31. The completed form should include the grade and/or subject to which the unit member desires to be assigned and the school or schools to which he/she desires to be reassigned.
 - b. Job openings will be posted. Following the posting, transfers and assignments will be made on the basis of Section (a) above.

- c. Newly created positions will not be considered under this Section but will be filled pursuant to Section 3 below.
- d. Openings that occur on or after the first day of school will be filled externally for that year, and will be subject to the transfer process the following summer.
- e. If applicants are deemed the same in qualification within the system, then the seniority system will be given preference.
- f. Vacancies do not arise until after transfers have been made. If a position remains unfilled after completion of this transfer process, the position will be advertised externally.

2. Involuntary Transfer.

- a. An involuntary transfer refers to the reassignment of a unit member to a position different from that one he/she is currently holding in order to meet the staffing needs of the District.
- b. Such reassignment will only be made after consultation between the administrative staff and that unit member. The administrative staff will give written specific reasons for any such transfer. The unit member being reassigned will be notified as soon as possible after a decision to transfer has been made.
- c. Unit members subject to reassignment within a department resulting from a Principal-initiated request will be offered a choice of available assignments for which they may qualify at the time the reassignment is being considered. No reassignment of this type will occur after the end of July.

3. New Positions. When the Board determines to create a new position, it shall fill it using the following process. The Board reserves the right to fill or not fill any new position.

- a. A new position, including supplemental positions, will be posted for five (5) working days in all buildings, administrative offices, and all teachers' lounges.
- b. Each unit member will have seven (7) days from the date of posting or the date of paycheck mailing to apply for the position. In no case is this notification binding that the position must be filled by a present unit member who has requested a change, but the position will not be filled from outside the District if a qualified unit member has applied and is

qualified for the position. If applicants are deemed similar in qualification within the system, then the seniority system will be given preference.

- c. For vacancies occurring on or after August 1 of each year, vacancies will be posted for three (3) working days, and members will have five (5) calendar days to apply for the position.
- d. Should a unit member be denied a position, the Superintendent will provide reasons in writing upon the unit member's request. Qualifications for any vacant position will be determined by the Superintendent and/or Board of Education. Except as limited by this Article, the right of assessment of all personnel shall rest with the Superintendent.

Section C. School Calendar

1. The Board will provide the Association with all known established dates relevant for following year school calendar purposes by November 1 of each year.
2. The Association will provide input to the Board for its consideration, in the form of one or more proposed calendars, by February 1 of each year.
3. The Superintendent and at least one Board member will meet with the Association Calendar Committee (maximum of 5 members) to discuss the calendar prior to the Board of Education vote on the calendar.
4. The Board of Education shall annually adopt a school calendar which will include a schedule of potential make-up days, if required due to an excess in emergency closing(s).

Section D. Miscellaneous Conditions

1. The Board will provide to all unit members the training and resources necessary to perform routine procedures for handling spilled blood and body fluids in keeping with recommendations of the Ohio Department of Health and other state, local and federal health agencies.
2. Routine classroom maintenance will be scheduled to take place at such times as to minimize interference with classroom instruction.
3. Unit members shall be paid the current IRS rate for mileage that pertains to their work duties.

Section E. Class Size

1. Elementary classes (k-8) will be scheduled such that no self-contained classroom will exceed thirty (30) pupils (the class size limit), exclusive of handicapped

pupils mainstreamed for less than half of the school day. Classes may exceed the class size limit by agreement between the building Principal and the unit member. Meetings to discuss this issue will include a BCEA representative. Art, music, physical education and other group activity classes will not be subject to a class size limitation.

2. If the class size exceeds 27 students in any K-5 classroom, the teacher will be compensated at the rate of ten dollars (\$10) per student per day for every student over 27. The payment will be based on the average daily enrollment per semester, payable twice each year.

If there is a classroom aide assigned to the classroom for at least $\frac{1}{2}$ of the student day, then there will be no compensation for that classroom.

3. High school and middle school classes will be scheduled such that unit members will be assigned to classes not exceeding a scheduled maximum of one hundred seventy (170) pupils per day, exclusive of art, music, physical education, and group activity classes (the high school class limit). The high school class size limit may be exceeded by agreement between the unit member and the building Principal. Meetings to discuss this issue will include a BCEA Representative.
4. Pupils enrolling in the District after the scheduling of classes for the year will be assigned to that class in that attendance area containing the fewest number of pupils.

Section F. Curriculum Development

Unit members will be given the opportunity to participate in the development, implementation, revision, and assessment of the school curricula in the following ways:

1. A unit member from each building in the District will be assigned to a core group in the areas of reading/language arts, science, mathematics and social studies to develop curricula;
2. All unit members involved in the implementation of a course of study will be given the opportunity to review and comment upon the work of the core group;
3. All unit members involved in implementing the course of study will have had the opportunity to have reviewed the course of study and comment upon it before adoption by the Board of Education;
4. Unit members will be given the opportunity to provide feedback on adopted courses of study as they are implemented in the classroom for the improvement of both the course of study and classroom instruction;

5. In special areas (health, art, music, physical education, etc.) one unit member from the District will serve on a county committee to develop curriculum. After each course of study has been developed and adopted, the school will provide in-service to unit members responsible for implementing the course of study.

Section G. Employment Of Retired Teachers

1. For purposes of salary schedule placement upon initial employment, a previously retired teacher ("PRT") will be granted a minimum of five (5) and a maximum of ten (10) years service credit, at the discretion of the Board. (A PRT with less than five years of credited teaching experience will be initially placed at their appropriate experience step on the salary schedule). The PRT will be placed on the appropriate education column of the salary schedule. A PRT may advance up to but not beyond Step 10 on the salary schedule.
2. First year PRTs will be awarded one-year limited contracts of employment that will automatically expire at the end of the school year without notice of non-renewal. After that, PRTs who are rehired will continue to receive one year limited contracts of employment. Evaluation of PRTs will be done on an as-needed basis, as determined by the Administration. Nonrenewal of PRTs after their first year will be done pursuant to Article V, Section A(2) (Nonrenewal of initial sequence limited contracts), except that adherence to the evaluation procedures of the contract is not required.
3. PRTs may be re-employed from year to year, with Board approval, but shall not become eligible for continuing contract status.
4. For purposes of Reduction in Force, PRTs will not accrue seniority.
5. PRTs shall not be eligible to participate in any contractual retirement incentive program, or for severance pay upon separation from employment.
6. PRTs shall not be eligible to participate in the District's medical or dental insurance program. However, upon presentation of appropriate documentation to the Treasurer, PRT's will be reimbursed for their actual out-of-pocket premium cost for STRS medical and dental insurance, up to a maximum of \$50 per month. This reimbursement is in lieu of the insurance waiver stipend referenced in Article VIII, Section G.
7. Prior employment in the District is no guarantee of post-retirement employment or a particular assignment, if hired. A current employee who retires and intends to return under provisions of this Article must completely fulfill the provisions of his/her last pre-retirement individual contract of employment in order to be considered for additional employment.
8. PRTs shall be entitled to all other contract benefits available to bargaining unit members unless otherwise limited by specific provisions of this Article.

9. The parties intend for the provisions of this Article to supersede, to the maximum extent permitted by law, all sections of the ORC that may be in conflict with this Article. This includes, but is not limited to, ORC §3319.11, §3319.13/14, §3319.111, §3319.17, and §124.39(B).

Section H. Open Enrollment For Children of Unit Members

The children of unit members may attend Bloom-Carroll schools pursuant to the eligibility requirements of open enrollment contained in Board Policy JECBB. In the event Bloom-Carroll Schools close open enrollment, the children of unit members will still be permitted to attend as if open enrollment were not closed, as long as the child's enrollment does not require the District to provide additional space or hire any additional teachers.

Section I. Job Share

The Board will consider job share proposals brought forward by the specific teachers that would be involved. Job sharing arrangements will require the approval of the applicable building Principal(s) as well as the Superintendent. The decision to approve a job share is at the discretion of the Board, and cannot be grieved or otherwise contested.

ARTICLE VII

LEAVES

Section A. Personal Leave

1. Full time unit members (as defined in Article VI, Section 8) will be entitled to up to three (3) days of unrestricted personal leave each school year. Personal leave may be used only in increments of either full or half days. Personal leave is not cumulative, except for the rollover provision in Section (A)(4) below.
2. Request for personal leave should be entered into the automated system as far in advance as is possible, and must be submitted at least seventy-two (72) hours in advance except in the case of emergencies. If the automated system is not available, the unit member must speak directly with the building administrator or designee. A minimum of two (2) unit members per building per day will be permitted to take personal leave, but not more than ten percent (10%) of the unit members per assigned building, as of the start of the school year, will be permitted to take personal leave on the same day. If requests exceed the 10% maximum, they will be considered in the order in which they were received.
3. Except in the case of emergency or unusual circumstances, as determined by the Superintendent, personal leave may not be used on the first or last student days of any semester. Personal days may be used on scheduled parent-teacher conference days or open house days only if the teacher attends the parent-teacher conferences or open house.
4. Unit members will be permitted to rollover two unused days to the next year, but only if the member has at least 3 unused days as of June 30. The maximum number of personal days that anyone can have at any one time is five.
5. Unused personal leave that is not rolled over will either be converted to sick leave at the end of each contract year, or will be paid at the then current daily sub rate, at the option of the unit member. Payment will be made no later than June 30. A maximum of three days per year may be converted to sick leave or cashed out.

Section B. Short-Term Paid Professional Leave

1. Each unit member may be granted leave for attendance at professional meetings or visitation to another school. Application for such leave is made directly with the building Principal or other administrator to whom the unit member is responsible. Each unit member will be encouraged to attend at least one (1) professional meeting per year. The maximum amounts that will be reimbursed are as follows:

- a. For conferences in Ohio and contiguous states, actual costs up to:
 - Registration fees (100%)
 - Hotel (\$55 per day)
 - Food (\$25 per day)
 - Transportation (mileage and actual parking cost)
- b. For conferences in all other places, actual costs up to:
 - Registration fees (100%)
 - \$75 per diem cap on all other expenses
2. Application for reimbursement of actual expenses must be substantiated by actual receipts. The unit member and Principal will make the judgment well in advance of the total expenses which may occur. Conference registrations will be reimbursed upon receipt from the unit member of a canceled check or receipt from the seminar or conference provider.
3. If a unit member desires to attend a particular conference, the unit member must request authorization from the appropriate administrator. Such requests may be granted up to a maximum Board expenditure of six thousand dollars (\$6,000). To the extent permissible, Eisenhower or other external funding sources shall be used first. The Board will pay expenses incurred in the attendance at meetings authorized pursuant to Section 1 above. All expenses authorized in this Section will be split evenly between the two semesters, with any amounts remaining from the first semester carrying over into the second semester. Amounts unused at the end of the second semester will expire and not carry over to the next school year. All expenses count toward the maximum Board expenditures listed in this Section, including mileage, meals and hotel costs.
4. If the Board requires a unit member to attend a conference, or otherwise believes that the cost of a particular conference should be fully paid by the Board, the Board of Education shall pay for one hundred percent (100%) of the costs of the unit member attending the particular conference.
5. If the professional development funds are exhausted, each unit member will be permitted, upon Superintendent approval, to attend one professional development conference at their own expense.
6. Failure of the Board to approve professional leave requests will negate any evaluation of attendance at conferences.
7. All professional leaves will be granted in a fair and equitable manner.

Section C. Association Leave

Designated Association Representatives may be excused from teaching duty without loss of pay for an aggregate of five (5) days each school year to serve as Association Representatives to Ohio Education Association meetings. The Association must notify

the Superintendent of the identity of the persons for whom leave is requested and the dates on which such leave is requested not less than two (2) weeks prior to the time for which the leave is requested. The Board will not be responsible for travel or other expenses connected with the use of the Association leave.

Section D. Sabbatical Leave

Sabbatical leave of absence for study and research for a period of up to one (1) school year will be granted by the Board to full-time, annually contracted unit members under the following conditions:

1. In order to apply for sabbatical leave, the unit member must be properly certified/licensed in his/her area of instruction, and must have completed five (5) consecutive years of regular employment in the District immediately prior to application.
2. Not more than three percent (3%) of the eligible teaching staff may be granted such sabbatical leave of absence in any year.
3. The applicant must not have been granted a sabbatical leave of absence within the preceding seven (7) years.
4. The applicant must sign an agreement to return to service in the District immediately upon termination of the sabbatical leave and continue in such service for a period of two (2) years.
5. Application for sabbatical leave shall be made in writing to the Superintendent not later than March 15 or October 15, preceding the school semester within which the leave is desired. The application shall include an acceptable plan for spending the leave in a manner of study and research calculated to contribute to the professional effectiveness of the application as a teacher and to the best interests of the school system.
6. A unit member on sabbatical leave shall not render teaching service for compensation in another educational institution, provided, however, that this shall not preclude the acceptance of a fellowship or other assistance in research.
7. Upon completion of sabbatical leave, the unit member shall file within sixty (60) days with the Superintendent a written report of his/her educational pursuits while on sabbatical leave.
8. The unit member returning from sabbatical leave shall be placed on the salary schedule reflecting earned credits and with no loss of longevity steps due to the leave.

9. The unit member returning from sabbatical leave shall be placed in a teaching position for which he or she is certified/licensed.
10. A unit member on sabbatical leave may receive all Board group insurance benefits during the duration of the sabbatical at the unit member's expense. The unit member shall make the appropriate payment to the Board Treasurer on the first of each month.

Section E. Military Leave

Unit members shall be granted military leave in compliance with ORC Sections 3319.14 and 5923.05.

Section F. Mandatory Court Appearance and Jury Duty

The Board will grant leave with pay to unit members in the case of jury duty. When on jury duty, pay for days of such absences shall be based on the difference between the unit member's regular compensation and the remuneration received for serving as a juror exclusive of mileage paid by the court. The Board will also grant leave with pay to unit members when subpoenaed to make a court or administrative agency appearance, unless the unit member is a party to the action, or is making an appearance adverse to the Board.

Section G. Religious Observance

Unit members with truly held religious beliefs which prohibit performance of the regular duties of employment on any day for which duties are scheduled will notify their building Principal or immediate supervisor by September 1 of each year. Such members will be permitted to use up to two (2) paid days per year. Additional days of leave may be provided without pay upon approval of the Superintendent.

Section H. General Conditions of Unpaid Leaves

All unpaid leaves of absence provided in this Agreement shall be subject to the following provisions:

1. Time Spent on Unpaid Leave of Absence
 - a. Seniority. Time spent on unpaid leave of absence authorized under this Agreement shall not be included in the service time of the member for purposes of determining the seniority of that member for reduction in force purposes but such leave shall not be considered a break in service.
 - b. Eligibility for Continuing of Multi-Year Contract. Any year in which a unit member is absent for one-hundred twenty (120) school days or more by reason of an unpaid leave of absence authorized under this Agreement shall not be counted as a year of service for purposes of eligibility of either continuing or multi-year limited teaching contracts of employment or for

eligibility for application of a just cause standard for the nonrenewal of a limited teaching contract.

- c. Tolling of Period of Limited Contract. Any school year in which the unit member is absent from duty for one hundred twenty (120) school days or more by reason of an unpaid leave of absence shall not be considered a year of service for purposes of determining the expiration of a limited teaching contract held by the unit member at the commencement of such leave.

2. Return from Leave

- a. Unit members on disability leave of absence may be required to submit evidence of ability to perform the usual duties of employment prior to return from leave.
- b. Unit members must confirm their intent to return from an unpaid leave six weeks prior to the last work day of the scheduled leave. The District will make its best effort to contact unit members to obtain this confirmation.
- c. Failure of the unit member to return from a leave of absence upon the expiration of the leave or any authorized extension of the leave will be considered abandonment of employment and all further rights of the member will terminate at that time.

Section I. Child Care Leave of Absence

1. Unit members may request and receive an unpaid leave of absence for a period of up to one (1) school year for the purpose of caring for an infant child (a child three years of age or less), whether born to or adopted by the member. Such request shall be submitted not less than ninety (90) days prior to the date of commencement of the leave and shall be accompanied by such documentation as may be requested to verify the circumstances of the leave. In the event of an anticipated adoption the request will be submitted at the time of the adoption application and confirmed not less than forty-eight (48) hours prior to the commencement of the leave. Any such request must be renewed each school year.
2. Child care leave terminates at the end of a semester or at the commencement of the next succeeding school year, as determined by the unit member at the time of the leave request. Return from leave at any other time shall be permitted only on approval of the Superintendent

Section J. Sick Leave

1. Accrual of Sick Leave. Unit members will accrue sick leave at the rate of 1.25 days per month for a total of fifteen (15) days per year. Unit members employed

for less than full time will accrue sick leave at a prorated rate based on the member's regular hours of assignment compared with a full work day (7½ hours).

2. Advancement of Sick Leave. Newly employed unit members will be advanced sick leave credit of up to five (5) days (37½ hours) at the commencement of employment. Unit members with more than one (1) full year of service who have used all available sick leave will be advanced up to five (5) days sick leave (37½ hours) credit in any one school year. Eligibility for advancement of sick leave will expire at the conclusion of each school year. Any advancement of sick leave will be reduced as sick leave credit is earned and any unit member who leaves employment without first having recouped the full amount of any advanced sick leave days will pay the value of those days to the Board.
3. Accrual of Unused Sick Leave. Unused sick leave may be accrued to a maximum of two hundred forty (240) days. Unit members who have, as of the beginning of any school year, reached the two hundred forty (240) day maximum and who use fifteen (15) or fewer days of sick leave in that year will not be reduced below two hundred forty (240) days.
4. Use of Sick Leave. Request for sick leave should be entered into the automated system as soon as possible. If the automated system is not available, the unit member must speak directly with the building administrator or designee. Upon approval of the responsible administrative authority of the District, sick leave may be used for:
 - a. Personal Illness. Physical or mental incapacity of the unit member to report for or discharge the member's customary duties of employment.
 - b.
 - (1) Illness, serious injury, or death in the unit member's immediate family requiring the attendance of the unit member. "Immediate family" includes the member's spouse, children, parents, foster parents, brothers, sisters, stepchildren, grandparents, a person for whom the unit member is the legal guardian (as determined by a court), and any relative living in the same household.
 - (2) Serious injury or death in the unit member's family requiring the attendance of the unit member. Up to three (3) sick days per incident may be used for such family members. "Family" includes grandchildren; parents-in-law; nieces, nephews, aunts, uncles, cousins, and those holding those relationships by marriage; and brothers-in-law and sisters-in-law.
 - (3) Attendance at the funeral of a person who is the equivalent of the unit member's spouse or parent (substantiation may be required).
 - c. Illness or disability resulting from pregnancy as determined by the attending physician.

- d. Sick leave must be taken in at least one-half (½) day increments.
5. Proof of Illness. Proof of illness or other circumstance authorizing the use of sick leave must be established with the Superintendent.
 - a. Each absence must be explained on a form provided. The member will certify the reason for the absence on the appropriate form.
 - b. If medical attention is required, the member's statement shall list the name and address of the attending physician and the dates when the physician was consulted.
 - d. Falsification of a statement is grounds for suspension or termination of contract under Section 3319.16 of the ORC.

Section K. Work Related Injury Leave

1. Unit members injured in the course of employment and unable to work as a result of such injury will be provided with paid injury leave for a period of up to thirty (30) days in accordance with this Article. During the first seven (7) days of absence resulting from such injury the unit member will use accumulated sick leave. For the next thirty (30) days of absence due to such injury the unit member will be provided injury leave under this Article. Work related injury leave will not be deducted from sick leave.
2. Persons requesting injury leave will submit such information as may be requested regarding the circumstances and extent of the injury. Such persons may be required to undergo medical examination to verify the nature and extent of the injury. Such members will authorize the release of the results of such examination to the Board. Any such medical examination requested by the Board will be paid by the Board of Education. Any dispute about eligibility for such leave will be resolved in the same fashion as claims for worker's compensation. As a condition of receiving work-related injury leave the unit member will authorize payment to the Board of any worker's compensation wage claims which relate to the same period of absence.
3. Unit members applying for injury leave benefits must also apply for Workers Compensation on the appropriate Workers Compensation form.
4. Any Workers Compensation benefits received by the unit member for the period of time while on work related injury leave shall be turned over to the Board.

Section L. Family and Medical Leave Act

The Board and the Association each retain and reserve all of their respective rights and obligations under the Family and Medical Leave Act of 1993.

ARTICLE VIII

COMPENSATION, FRINGE BENEFITS AND INSURANCE

Section A. Salary

The BA-0 base salary will be \$33,646 effective July 1, 2012.

Section B. Salary Schedule Placement

1. Newly employed unit members by the Board shall be granted "years of service" credit for placement on the salary schedule based upon their experience as follows:
 - a. One year service credit, not to exceed five (5) years, for each twelve (12) months of active military service.
 - b. One year service credit for each school year in which the unit member was employed full-time by a public school district, or a non-public district chartered by the State of Ohio. "Full-time" employment means actually working at least one hundred twenty (120) days during a school year as a regular unit member.
 - c. No newly hired unit member, or a unit member re-employed by the Board after an absence of more than three (3) years, shall receive credit for more than ten (10) years total prior service credit for salary placement purposes.
2. A unit member may be advanced a step on the salary schedule, when increments so provide, upon being under contract and working for one hundred twenty (120) six (6)-hour days or more in the prior school year.
3. In order for placement on the 150 hours column, a unit member must have 150 semester hours inclusive of an earned Bachelor's Degree from an accredited teacher education college or university.
4. In order for placement on the Master's plus 15 column, a unit member must have earned 15 semester hours in graduate courses and/or undergraduate courses, after receipt of a Master's Degree from an accredited teacher education college or university recognized by the Ohio Department of Education.
5. Three (3) quarter hours shall equal two (2) semester hours for purposes of this Article.
6. For advancement on the salary schedule, the official transcript must be submitted to the Treasurer's office for approval at the next regular Board meeting. The

advancement on the salary schedule will be effective starting with the next work day after Board approval.

Section C. Pay Intervals

1. Salary for the performance of contract duties derived from Appendix A will be paid in twenty-four (24) equal installments per year, on the 8th and 23rd of each month, subject to the following:
 - a. Paychecks for pay dates falling on a holiday will be available for distribution on the last workday prior to the holiday.
 - b. All unit members will automatically have their paychecks direct deposited.

Section D. Severance Pay

All unit members who present evidence of service retirement from the State Teachers Retirement System shall at the time of service retirement be eligible for severance pay for unused accumulated sick leave according to the following provisions:

1. To be eligible for severance pay, the unit member must have worked in the District for a minimum of ten (10) years, and must apply in writing to the Board of Education not later than sixty (60) days after the last paid date of service with the District.
2. The written application must be accompanied by an appropriate document from the retirement system verifying that the employee has retired.
3. Severance payment shall be made by March 1 of the year following the year of retirement, upon the Treasurer's receipt of proof of retirement.
4. Payment shall be made only upon service retirement and is not authorized in the event of death of the employee prior to the approval of the application for retirement by the appropriate retirement system.
5. Payment of severance pay for unused sick leave shall eliminate all accrued sick leave of the unit member.
6. Severance pay shall not exceed 1/4 of the unit member's accrued, but unused, sick leave credit.
7. The maximum severance payment shall be sixty (60) days.
8. Upon retirement, unit members who have worked for at least thirty (30) consecutive years in the District will receive fifteen (15) additional days of severance pay.

9. Payment shall be based upon the unit member's daily rate of pay at the time of retirement.

Section E. STRS Pick-Up

The Board herewith agrees to pick up (assume and pay) contributions to the State Teachers Retirement System (or State Employees Retirement System) on behalf of the unit members in the bargaining unit on the following terms and conditions:

1. The amount to be picked up and paid on behalf of each unit member shall be the then-existing unit member's contribution as determined by STRS (or SERS) and required by law. The unit member's annual compensation shall be reduced by an amount equal to the amount picked up and paid by the Board.
2. The pick-up percentage shall apply uniformly to all unit members.
3. No unit member covered by this provision shall have the option to elect a wage increase or other benefits in lieu of the employer pick-up.
4. The pick-up shall apply to all compensation including supplemental earnings.

Section F. Tuition Reimbursement

1. All unit members completing additional college credit any year and returning to the system the following year will receive \$125 per quarter hour/\$175 per semester hour of college credit earned with a passing grade, subject to the caps outlined below. Courses shall be in the field of certification/ licensure, courses to add a field of certification/licensure, education courses or courses part of a planned degree program.
2. The maximum total amount available for reimbursement each year shall be \$30,000. No requests will be honored after the \$30,000 for that year has been used.
3. The tuition reimbursement system will operate on an August – July year. All requests from the previous year (ending spring quarter) must be turned in by July 31. Requests not turned in by that date will be considered null and void, and will not be reimbursed. Payment will be made once a year, in September following the reimbursement year. Payment will be calculated as follows:
 - a. All hours shall be converted to semester hours for the purpose of reimbursement.
 - b. Reimbursement shall be determined by the following process:
 - 1) Determine the total number of eligible semester hours.

- 2) Divide that number into the reimbursement cap to determine a semester hour cost.
 - 3) Match that semester hour cost with the amount actually paid per semester hour by each teacher.
 - 4) Teachers who actually paid less than the semester hour reimbursement amount will be reimbursed only for what they actually paid. Reimbursement cannot exceed the "per hour" caps contained in Section F(1) above.
 - 5) Remaining dollars are divided by remaining hours to determine the semester hour reimbursement for all other participants.
4. The LPDC will accept and process applications and present requests for payment to the Board Treasurer. The LPDC must approve courses in advance.
 5. This reimbursement applies only to fees incurred by the unit member.

Section G. Insurance Coverages

The following "insurances" are available and enrollment cards are provided upon request, for all coverages.

1. A "Term Life" insurance policy shall be provided for each full-time unit member in the amount of \$40,000.
2. A supplemental term life insurance policy will be made available to each unit member in the amount of \$40,000. The program is voluntary and 100% of the premiums will be paid by the unit member.
3. Health insurance is available to each full-time unit member upon enrollment:
 - a. The Board shall pay 90% of the premium cost for each unit member signing up for single health insurance coverage who is not covered, and is not eligible to be covered without additional cost, under their spouse's health insurance plan. Unit members who sign up for single coverage and who are covered, or are eligible to be covered without additional cost, under their spouses' health insurance plan shall pay 50% of the total premium for single coverage.
 - b. The Board shall pay 80% of the premium cost for each unit member signing up for family health insurance coverage.
 - c. The deductible and coinsurance amounts are outlined in the benefit booklet.
4. Dental insurance is available to each full-time unit member upon enrollment:

- a. The Board shall pay 90% of the premium cost for single dental coverage, and 80% of the premium cost for family dental coverage.
- b. The deductible amounts for dental insurance are \$25 per year for single coverage and \$75 per year for family coverage. There is no deductible for preventive dentistry.
- c. The co-insurance amount is 80/20, except that orthodontia is 60/40 up to \$1,000 maximum per lifetime.
- d. There is a calendar year maximum of \$1,250.00 per person.

The District will provide a voluntary vision insurance plan. The District will administer the plan. Employees who choose to enroll will pay 100% of the vision plan premiums.

5. Specialty Pharmacy (step therapy)

- a. Effective with newly prescribed medications, after January 1, 2007, the most cost effective drug (step-one or first-line), rather than more costly drug (step-two or second-line) will be dispensed first. Drugs that qualify for this step-therapy are often costly and highly advertised. Drugs for a given condition will be dispensed beginning with first-line, and then progress to more costly drugs as medical conditions warrant. The purpose of this provision is to use drugs in a sequential therapy program.
- b. Specialty Code drugs are newer, very high cost drugs. When there is a medical need for these drugs, dispensation is placed in a specialty pharmacy management program.
- c. Specialty Code drugs are available by mail order only in a 30-day supply. Co-payment for each prescription filled is \$100 with an annual out-of-pocket maximum of \$1,200 for specialty pharmacy drugs.
- d. Specialty Code drugs are outside the \$10,000 limit for routine prescriptions; however, the cost will apply to the lifetime maximum of \$3,000,000.

6. Miscellaneous

- a. The Board agrees to maintain a "Section 125 Plan," which will allow unit members to pay for premium amounts with pre-tax dollars. The Board will establish flexible spending accounts for medical expenses not paid for by insurance, and for dependent care.
- b. The Board will pay \$400 per year to anyone who does not sign up for medical and dental insurance coverage through the Board of Education. This stipend shall be paid in a lump sum at the end of the fiscal year to

anyone who was not covered by the Board's health insurance coverage at any time during the preceding school year.

- c. The Board shall retain the right to change carriers and/or plans so long as there is no decrease in coverage from the PPO Plan in effect as of January 1, 2003.
- d. The open enrollment period for medical and dental insurance coverage is currently the month of September.

ARTICLE IX

MISCELLANEOUS

Section A. Waiver of Negotiations

1. No agreement, alteration, variation, waiver or modification of any of the terms or conditions contained in this Agreement shall be binding upon the parties hereto unless executed in writing by the parties. The waiver of any breach or condition of this Agreement by either party shall not be considered a waiver of the right to require full and complete compliance in the future of any or all of the terms and conditions herein. The nonexercise of rights retained by the Board shall not be deemed to waive any such rights or the right to exercise them in some other way in the future.
2. The parties acknowledge that this Agreement, together with any written modifications thereof, embodies the complete and final understanding reached by the parties as to the wages, hours and other terms and conditions of employment for all unit members covered by this Agreement. Except as may be expressly provided in any reopener clause provided herein, the Board shall not be obligated to bargain collectively with the Association during the term of this Agreement on any matter included in the Agreement.

Section B. Health and Safety

1. The Board's Occupational Safety and Health program shall comply with the requirements of ORC 4167.
2. The Board shall ensure that there is reasonable access to adequate first aid kit(s) at each work site, which shall be maintained at designated locations. The first aid kit will include an adequate supply of disposable rubber gloves and CPR masks.
3. It is the Board's prerogative to implement monitoring techniques in the hallways and buses for security purposes. There will be a Safety Committee to establish methods to make the District as safe as possible.

Section C. Student Teacher Cooperating Teacher

1. Any payment given to the school district by a college or university in return for allowing students to student teach at the District will be put into a fund and earmarked for the classroom of the cooperating teacher(s).

Section D. Fair Share Fee

1. Payroll Deduction of Fair Share Fee

The employer shall deduct from the pay of members of the bargaining unit who elect not to become or to remain members of the BCEA, a fair share fee for the Union's representation of such non-members during the term of this contract. No non-member filing a timely demand shall be required to subsidize partisan political or ideological causes not germane to the Union's work in the realm of collective bargaining.

2. 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 Union, shall be transmitted by the Union 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 employer agrees to promptly transmit all amounts deducted to the Union.

3. Schedule of Fair Share Fee Deductions

a. All Fair Share Fee Payers

Payroll deduction of such annual fair share fees shall commence on the first pay date which occurs on or after January 15 annually. In the case of unit employees newly hired after the beginning of the school year, the payroll deduction shall commence on the first pay date on or after the later of sixty days employment in a bargaining unit position or January 15.

b. Transmittal of Deductions

The employer further agrees to accompany each such transmittal with a list of the names of the bargaining unit members for whom all such fair share fee deductions were made, the period covered, and the amounts deducted for each.

4. Procedure for Rebate

The Union represents to the employer 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 representation fee has been established and will be given to each member of the bargaining unit who does not join the Union 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.

5. Entitlement to Rebate

Upon timely demand, non-members may apply to the Union for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Union.

6. Should any employee resign from the district in midyear, the Board shall deduct remaining annual dues from the employee's last paycheck.

Section E. Sample Dues Deduction Form

The Employer agrees to deduct from the wages of any employee-member of the Union, the dues, initiation fees and assessments of the Union, upon presentation of a written deduction authorization from any employee-member of the Union. All monies deducted for such purposes shall be paid promptly to the Union.

Deductions will be made in as nearly equal pay-period installments as possible during the school year and in an amount determined by the Union. Deductions shall begin with the first pay period in October.

The Employer, on a monthly basis, shall transmit to the Union a single check in the amount of all dues so deducted.

In the event an employee severs employment the Treasurer shall deduct all owed and remaining dues from that employee's last check.

The Union on or before _____ shall transmit to the Employer a list of those employees who have properly signed payroll deduction authorizations and submitted them to the Union. The Union shall collect and maintain a file of member authorization payroll deduction cards. Such cards shall contain the following:

This is to authorize payroll deductions for dues from my pay in the amount determined by the Union and as contractually provided. This authorization will remain in effect unless cancelled in writing fifteen (15) days prior to the expiration of the Contract in effect on this date.

Date _____

Signature _____

ARTICLE X

DURATION AND IMPLEMENTATION

- A. This Agreement shall be effective from July 1, 2012 and shall continue in full force and effect until midnight, June 30, 2014.
- B. This Agreement supersedes policy, rules, regulations, or practices of the Board which are contrary or inconsistent with the terms of this Agreement.
- C. A unit member shall have the right to Association representation in any action to enforce a right or privilege granted by this Agreement.
- D.
 - 1. In the event there is a conflict between a provision of this Agreement and any state statute or state regulation, the Agreement shall prevail except as prohibited by Section 4117.10(A) of the ORC or as otherwise provided by the parties in this Agreement.
 - 2. If, during the term of this Agreement, there is a change in state or federal law, or valid rule or regulation adopted by a state or federal agency pursuant thereto, which could invalidate any provision of this Agreement as determined by a court of competent jurisdiction, the parties shall meet to negotiate any necessary amendments to the Agreement relative to the affected provision within sixty (60) days by demand of either party, provided such amendment to the Agreement is mandated or implicit by the express terms of the statute, law, rule or regulation. All other provisions of this Agreement which are not in such conflict shall continue in full force and effect.

SIGNATURE PAGE

BLOOM-CARROLL
EDUCATION ASSOCIATION

BLOOM-CARROLL
BOARD OF EDUCATION

Kristin E. Thrus 16 Aug 2012
President /Date

Monica Watfield Price 8/17/12
President /Date

Kimberly A. DeKay 8/16/12
Vice President /Date

Walt Janni Chover 8/20/12
Vice President /Date

[Signature] 8-16-12
Member, Negotiations Team /Date

[Signature] 8/20/12
Superintendent /Date

[Signature] 8-16-12
Member, Negotiations Team /Date

[Signature] 8/20/12
Treasurer /Date

Melissa Kay 8-16-12
Member, Negotiations Team /Date

Randy Bank 8/14/12
Designated Representative /Date

[Signature] 8-16-12
Member, Negotiations Team /Date

Carol Blacke 8-16-12
Designated Representative /Date

APPENDIX A
SALARY SCHEDULE

2012-2013

<u>YEARS</u>	<u>BA</u>	<u>BA150</u>	<u>MA</u>	<u>MA+15</u>
0	\$33,646	\$34,925	\$36,843	\$39,400
1	\$34,925	\$36,372	\$38,458	\$41,183
2	\$36,203	\$37,819	\$40,073	\$42,966
3	\$37,482	\$39,265	\$41,688	\$44,750
4	\$38,761	\$40,712	\$43,303	\$46,533
5	\$40,039	\$42,159	\$44,918	\$48,316
6	\$41,318	\$43,606	\$46,533	\$50,099
7	\$42,596	\$45,052	\$48,148	\$51,883
8	\$43,875	\$46,499	\$49,763	\$53,666
9	\$45,153	\$47,946	\$51,378	\$55,449
10	\$46,432	\$49,393	\$52,993	\$57,232
11	\$47,711	\$50,840	\$54,608	\$59,016
12	\$48,989	\$52,286	\$56,223	\$60,799
13	\$50,268	\$53,733	\$57,838	\$62,582
15	\$51,546	\$55,180	\$59,453	\$64,366
20	\$52,825	\$56,627	\$61,068	\$66,149
25	\$54,103	\$58,074	\$62,683	\$67,932

SALARY SCHEDULE

2013-2014

<u>YEARS</u>	<u>BA</u>	<u>BA150</u>	<u>MA</u>	<u>MA+15</u>
0	\$33,983	\$35,274	\$37,211	\$39,794
1	\$35,274	\$36,735	\$38,842	\$41,595
2	\$36,566	\$38,197	\$40,474	\$43,396
3	\$37,857	\$39,658	\$42,105	\$45,197
4	\$39,148	\$41,119	\$43,736	\$46,998
5	\$40,440	\$42,580	\$45,367	\$48,799
6	\$41,731	\$44,042	\$46,998	\$50,600
7	\$43,022	\$45,503	\$48,629	\$52,402
8	\$44,314	\$46,964	\$50,261	\$54,203
9	\$45,605	\$48,426	\$51,892	\$56,004
10	\$46,896	\$49,887	\$53,523	\$57,805
11	\$48,188	\$51,348	\$55,154	\$59,606
12	\$49,479	\$52,809	\$56,785	\$61,407
13	\$50,770	\$54,271	\$58,416	\$63,208
15	\$52,062	\$55,732	\$60,048	\$65,009
20	\$53,353	\$57,193	\$61,679	\$66,810
25	\$54,644	\$58,654	\$63,310	\$68,611

APPENDIX B
EXTRA-CURRICULAR SALARY SCHEDULE

GROUP	Experience (Years)											
	0	1	2	3	4	5	6	7	8	9	10	11
A	15%	16%	16%	17%	17%	18%	18%	19%	19%	20%	20%	21%
B	13%	14%	14%	15%	15%	16%	16%	17%	17%	18%	18%	19%
C	12%	13%	13%	14%	14%	15%	15%	16%	16%	17%	17%	18%
D	6%	7%	7%	8%	8%	9%	9%	10%	10%	11%	11%	12%
E	5%	6%	6%	7%	7%	8%	8%	9%	9%	10%	10%	11%
F	4%	5%	5%	6%	6%	7%	7%	8%	8%	9%	9%	10%
G	3%	4%	4%	5%	5%	6%	6%	7%	7%	8%	8%	9%
H	500	500	500	500	500	500	500	500	500	500	500	500

Percentages are the percent of \$ 25,000

GROUP A:

Varsity Football
Boys Faculty Manager
Girls Faculty Manager
M.S. Faculty Manager
Girls Varsity Basketball
Boys Varsity Basketball
Marching Band Director

GROUP B:

Varsity Baseball
Varsity Wrestling
Varsity Softball
Varsity Boys Track
Varsity Girls Track
Varsity Volleyball
Varsity Soccer
Golf
Cross Country
Varsity Girls Tennis
Varsity Boys Tennis
Varsity Cheerleader Advisor (2 seasons)
Yearbook Advisor
Swimming

GROUP C:

Assistant Marching Band Director
Assistant Football
Assistant Boys Track
Assistant Girls Track
Assistant Wrestling
JV Cheerleader Advisor (2 seasons)
JV Boys Basketball
JV Girls Basketball
JV Baseball
JV Golf
JV Soccer
JV Softball
JV Volleyball
H.S. Student Council Advisor
Weight Room Coordinator (2 seasons)
Chamber Singers

GROUP D:

M.S. Cheerleader Advisor (2 seasons)
9th Grade Football
9th Grade Boys Basketball
9th Grade Girls Basketball
9th Grade Volleyball
M.S. Boys Track
M.S. Girls Track
M.S. Wrestling
M.S. Cross Country
8th Grade Boys Basketball
8th Grade Girls Basketball
8th Grade Volleyball
8th Grade Head Football
7th Grade Boys Basketball
7th Grade Head Football
7th Grade Girls Basketball
7th Grade Volleyball
Assistant Varsity Boys Basketball

Assistant Varsity Girls Basketball
Assistant Varsity Baseball
Assistant Varsity Softball
7th Grade Baseball
8th Grade Baseball
7th Grade Softball
8th Grade Softball

GROUP E:

Academic Quiz Team Advisor
Winter Guard Advisor
Color Guard Advisor
Vocal Director for Musical
Drama Director
H.S. Science Fair Advisor
7th Grade Assistant Football
8th Grade Assistant Football
9th Grade Cheerleader Advisor (2 seasons)
Jazz and Pep Band Director

GROUP F:

H.S. Newspaper Advisor
H.S. Science Club Advisor
Orchestral Director for Musical
Future Business Leaders Club Advisor
French Club Advisor
Spanish Club Advisor
M.S. Student Council Advisor
FHA Advisor
Musical Stage and Prop Manager
Key Club Advisor

GROUP G:

Department Chairperson
M.S. Science Fair Advisor
Senior Class Advisor
Piano Accompaniment for Musical
Choreographer for Musical
Musical Coordinator
M.S. Newspaper
M.S. Invention Convention
Resident Educator Mentor
Advanced Placement Instructor

GROUP H:

National Honor Society
Junior-Senior Prom
Elementary Coordinator for musical
Academic Awards
New Teacher Mentor
Junior Class Advisor
M.S. Trip Advisor
M.S. Yearbook Advisor
Dual Enrollment Instructor

GROUP I

Special Education Teachers – 2 additional days per year

APPENDIX B

Regulations for Extra-Curricular Activities

1. The Board has the right to create and place new supplemental positions during the course of the Agreement. At the termination of said Agreement, positions created during the course of that Agreement will be subject to negotiation of placement.
2. Supplemental contracts shall be for one year only and shall automatically be nonrenewed effective at the end of the contract without any action or notice by the Board.
3. Coaching of any given sport within the District on a lower level than the varsity level shall be counted as experience on the varsity level at the rate of at least 50% of the total years of coaching experience within the District in that sport.
4. Varsity and reserve coaching experience within the District will apply for placement on the freshman and junior scales at 100%.
5. Extracurricular experience may be transferred within the same extracurricular position in the District at 100%.
6. Previous years experience in a particular position in the District shall be granted for newly added supplemental positions.
7. The Board has the discretion to grant, but is not required to grant, commensurate experience credit for unit members hired from outside the District to supplemental positions.
8. Year-long positions will be paid in twenty-four (24) pays. Seasonal positions will be paid in a separate lump sum check within thirty (30) days of completion of the required duties.

BLOOM-CARROLL LOCAL SCHOOL DISTRICT
FORM A CLASS OBSERVATION REPORT APPENDIX C
 TO BE USED FOR ALL CLASSROOM TEACHERS (OBSERVATIONS TO HELP IMPROVE INSTRUCTION)

Educator _____
 Grade/Class _____ Time _____

Observation Date _____
 Class Activity _____

Items the Evaluator will be observing:

PLANNING THE LESSON: √-Indicates item was observed by evaluator

<input type="checkbox"/>	Objectives are clearly stated
<input type="checkbox"/>	Objectives relate to goals in course of study
<input type="checkbox"/>	Lesson Materials are varied and appropriate
<input type="checkbox"/>	Activities planned for individuals and groups
<input type="checkbox"/>	Planned procedures are varied and appropriate
<input type="checkbox"/>	Procedures for evaluation are evident
<input type="checkbox"/>	Evidence of working on educational goals

Comments:

CONDUCTING THE LESSON: √-Indicates item was observed by evaluator

<input type="checkbox"/>	A stimulating learning environment exists
<input type="checkbox"/>	Materials are prepared for day's activities
<input type="checkbox"/>	Purpose of lesson is clear
<input type="checkbox"/>	Communication is effective
<input type="checkbox"/>	Questioning techniques elicit thought/discussion and understanding
<input type="checkbox"/>	Activities/tasks are varied and appropriate
<input type="checkbox"/>	Assignment are meaningful and reasonable
<input type="checkbox"/>	Teacher assists students during independent study
<input type="checkbox"/>	Teacher assists students involved and attentive
<input type="checkbox"/>	Technology is being used
<input type="checkbox"/>	Students' strengths and weaknesses are recognized and addressed

Comments:

CLASSROOM MANAGEMENT: √-Indicates item was observed by evaluator

<input type="checkbox"/>	Is effective
<input type="checkbox"/>	Is fair, consistent, and demonstrates respect
<input type="checkbox"/>	Positive rapport is demonstrated

Comments:

Observer's Overall Comments:

Teacher's Comments:

Recommendations:

Goals for next observation (Mutually agreed upon):

SIGNATURES do not necessarily mean concurrence; rather that the process was carried out.

_____	_____	_____
Date	Teacher	Observer
_____	_____	_____
Observer's Signature		Date
_____	_____	_____
Teacher's Signature		Date

Educator _____
Grade/Subject Taught _____

Date of Observation _____
Beginning/End Time _____

RATING SYSTEM

- D = Distinguished
- P = Proficient
- B = Basic
- N = Needs Improvement

N/O Not Observed at this time

DOMAIN I: PLANNING AND PREPARATION

- ___ (a) Knowledge of Content and Pedagogy
- ___ (b) Demonstrates Knowledge of Students
- ___ (c) Articulates Instructional Goals
- ___ (d) Demonstrates Knowledge of Resources
- ___ (e) Gives Coherent Instructions

DOMAIN II: THE CLASSROOM ENVIRONMENT

- ___ (a) Creates and Environment of Respect & Rapport
- ___ (b) Establishes Climate for Learning
- ___ (c) Manages Classroom Procedures
- ___ (d) Manages Student Behavior
- ___ (e) Physical Space is Conducive to Learning

Comments:

DOMAIN III: INSTRUCTION

- ___ (a) Communicates Clearly & Effectively
- ___ (b) Use of Varied Questioning Techniques to extend learning
- ___ (c) Engages Students in Learning
- ___ (d) Provides Feedback to Students
- ___ (e) Demonstrates Flexibility and Responsiveness

DOMAIN IV: PROFESSIONAL RESPONSIBILITIES

- ___ (a) Reflecting on Teaching
- ___ (b) Maintains Accurate Records
- ___ (c) Communicates with Parents/Guardian
- ___ (d) Relationships with Colleagues
- ___ (e) Professional Growth
- ___ (f) Demonstrates Professionalism

Comments:

Observer's Overall Comments:

Teacher's Comments:

Recommendations:

Goals for next Evaluation (mutually agreed upon):

SIGNATURES do not necessarily mean concurrence; rather that the process was carried out.

Educator: _____
Signature

Date

Evaluator: _____
Signature

Date

DOMAIN I: PLANNING AND PREPARATION

		LEVEL OF PERFORMANCE			
	ELEMENT	DISTINGUISHED	PROFICIENT	BASIC	NEEDS IMPROVEMENT
1a.	Knowledge of Content and Pedagogy	Teacher displays continuing search for best practice and anticipates student misconceptions.	Pedagogical practices reflect current research on best pedagogical practice within the discipline but without anticipating student misconceptions.	Teacher displays basic pedagogical knowledge but does not anticipate student misconceptions.	Teacher displays little understanding of pedagogical issues involved in student learning of the content.
1b.	Demonstrates Knowledge of Students	Teacher uses, where appropriate, knowledge of students' varied approaches to learning in instructional planning. Teacher displays knowledge of students' skills and knowledge for each student, including those with special needs.	Teacher displays solid understanding of the different approaches to learning that different students exhibit. Teacher displays knowledge of students' skills and knowledge for groups of students and recognizes the value of this knowledge.	Teacher displays general understanding of the different approaches to learning that students exhibit. Teacher recognizes the value of understanding students' skills and knowledge but displays this knowledge for the class only as a whole.	Teacher is unfamiliar with the different approaches to learning that students exhibit, such as learning styles, modalities, and different "intelligences." Teacher displays little knowledge of students' skills and knowledge and does not indicate that such knowledge is valuable.
1c.	Articulates Instructional Goals	Not only are the goals valuable, but teacher can also clearly articulate how goals establish high expectations and relate to curriculum frameworks and standards.	Goals are valuable in their level of expectations, conceptual understanding, and importance of learning.	Goals are moderately valuable in either their expectations or conceptual understanding for students and in importance of learning.	Goals are not valuable and represent low expectations or no conceptual understanding for students. Goals do not reflect important learning.
1d.	Demonstrates Knowledge of Resources	In addition to being aware of school and district resources, teacher actively seeks other materials to enhance instruction, for example, from professional organizations or through the community.	Teacher is fully aware of all resources available through the school or district	Teacher displays limited awareness of resources available through the school or district.	Teacher is unaware of resources available through the school or district.

LEVEL OF PERFORMANCE					
	ELEMENT	DISTINGUISHED	PROFICIENT	BASIC	NEEDS IMPROVEMENT
1e.	Gives Coherent Instructions	The lesson's or unit's structure is clear and allows for different pathways according to student needs.	The lesson or unit has a clearly defined structure that activities are organized around. Time allocations are reasonable.	The lesson or unit has a recognizable structure, although the structure is not uniformly maintained throughout. Most time allocations are reasonable.	The lesson or unit has no clearly defined structure, or the structure is chaotic. Time allocations are unrealistic.
1f.	Assessment of Student Learning	The proposed approach to assessment is completely congruent with the instructional goals, both in content and process.	All the instructional goals are nominally assessed through the proposed plan, but the approach is more suitable to some goals than to others.	Some of the instructional goals are assessed through the proposed approach, but many are not.	Content and methods of assessment lack congruence with instructional goals

DOMAIN II: THE CLASSROOM ENVIRONMENT

LEVEL OF PERFORMANCE					
	ELEMENT	DISTINGUISHED	PROFICIENT	BASIC	NEEDS IMPROVEMENT
2a.	Creates an Environment of Respect and Rapport	Teacher demonstrates genuine caring and respect for individual students. Students exhibit respect for teacher as an individual, beyond that for the role.	Teacher-student interactions are friendly and demonstrate general warmth, caring, and respect. Such interactions are appropriate to developmental and cultural norms. Students exhibit respect for teacher.	Teacher-student interactions are generally appropriate but may reflect occasional inconsistencies, favoritism, or disregard for students cultures. Students exhibit only minimal respect for teacher.	Teacher interaction with at least some students is negative, demeaning, sarcastic, or inappropriate to the age or culture of the students. Students exhibit disrespect for teacher.
2b.	Establishes a Climate for Learning	Both students and teacher establish and maintain through planning of learning activities, interactions, and the classroom environment high expectations for the learning of all students.	Instructional goals and activities, interactions, and the classroom environment convey high expectations for student achievement.	Instructional goals and activities, interactions, and the classroom environment convey inconsistent expectations for student achievement.	Instructional goals and activities, interactions, and the classroom environment convey only modest expectations for student achievement.
2c.	Manages Classroom Procedures	Groups working independently are productively engaged at all times, with students assuming responsibility for productivity.	Tasks for group work are organized, and groups are managed so most students are engaged at all times.	Tasks for group work are partially organized, resulting in some off-task behavior when teacher is involved with one group.	Students not working with the teacher are not productively engaged in learning.
2d.	Manages Student Behavior	Standards of conduct are clear to all students and appear to have been developed with student participation.	Standards of conduct are clear to all students.	Standards of conduct appear to have been established for most situations, and most students seem to understand them.	No standards of conduct appear to have been established, or students are confused as to what the standards are.
2e.	Physical Space is Conducive to Learning	The classroom is safe, and students adjust the furniture to advance their own purposes in learning.	The classroom is safe, and the furniture arrangement is a resource for learning activities.	The classroom is safe, and classroom furniture is adjusted for a lesson, or if necessary, a lesson is adjusted to the furniture, but with limited effectiveness.	The classroom is unsafe, or the furniture arrangement is not suited to the lesson activities, or both.

DOMAIN III: INSTRUCTION

		LEVEL OF PERFORMANCE			
	ELEMENT	DISTINGUISHED	PROFICIENT	BASIC	NEEDS IMPROVEMENT
3a.	Communicates Clearly and Effectively	Teacher directions and procedures are clear to students and anticipate possible student misunderstanding.	Teacher directions and procedures are clear to students and contain an appropriate level of detail.	Teacher directions and procedures are clarified after initial student confusion or are excessively detailed.	Teacher directions and procedures are confusing to students.
3b.	Use of Varied Questioning Techniques to Extend Learning	Teacher's questions are of uniformly high quality, with adequate time for students to respond. Students formulate many questions.	Most of teacher's questions are of high quality. Adequate time is available for students to respond.	Teacher's questions are a combination of low and high quality. Only some invite a response.	Teacher's questions are virtually all of poor quality.
3c.	Engages Students in Learning	Students themselves ensure that all voices are heard in the discussion.	Teachers successfully engages all students in the discussion.	Teacher attempts to engage all students in the discussion, but with only limited success.	Only a few students participate in the discussion
3d.	Provides Feedback to Students	Feedback is consistently high quality. Provision is made for students to use feedback in their learning.	Feedback is consistently high quality.	Feedback is inconsistent in quality: Some elements of high quality are present; others are not.	Feedback is either not provided or is of uniformly poor quality
3e.	Demonstrates Flexibility and Responsiveness	Teacher persists in seeking effective approaches for students who need help, using an extensive repertoire of strategies and soliciting additional resources from the school.	Teacher persists in seeking approaches for students who have difficulty learning, possessing a moderate repertoire of strategies.	Teacher accepts responsibility for the success of all students but has only a limited repertoire of instructional strategies to use.	When a student has difficulty learning, the teacher either gives up or blames the student or the environment for the student's lack of success.

DOMAIN IV: PROFESSIONAL RESPONSIBILITIES

		LEVEL OF PERFORMANCE			
	ELEMENT	DISTINGUISHED	PROFICIENT	BASIC	NEEDS IMPROVEMENT
4a.	Reflecting on Teaching	Teacher makes a thoughtful and accurate assessment of a lesson's effectiveness and the extent to which it achieved its goals, citing many specific examples from the lesson and weighing the relative strength of each.	Teacher makes an accurate assessment of a lesson's effectiveness and the extent to which it achieved its goal and can cite general references to support the judgment.	Teacher has a generally accurate impression of a lesson's effectiveness and the extent to which instructional goals were met.	Teacher does not know if a lesson was effective or achieved its goals, or profoundly misjudges the success of a lesson.
4b.	Maintains Accurate Records	Teacher's system for maintaining information on student progress in learning is fully effective. Students contribute information and interpretation of the records.	Teacher's system for maintaining information on student progress in learning is effective.	Teacher's system for maintaining information on student progress in learning is rudimentary and partially effective.	Teacher has no system for maintaining information on student progress in learning, or the system is in disarray.
4c.	Communicates with Parent/Guardian	Teacher provides information to parents frequently on both positive and negative aspects of student progress. Response to parent concerns is handled with great sensitivity.	Teacher communicates with parents about students' progress on a regular basis and is available as needed to respond to parent concerns.	Teacher adheres to the school's required procedures for communicating to parents. Responses to parent concerns are minimal.	Teacher provides minimal information to parents and does not respond or responds insensitively to parent concerns about students.
4d.	Relationships with Colleagues	Support and cooperation characterize relationships with colleagues. Teacher takes initiative in assuming leadership among the faculty.	Support and cooperation characterize relationships with colleagues.	Teacher maintains cordial relationships with colleagues to fulfill the duties that the school or district requires.	Teacher's relationships with colleagues are negative or self-serving.
4e.	Professional Growth	Teacher seeks out opportunities for professional development and makes a systematic attempt to conduct action research in his/the classroom.	Teacher seeks out opportunities for professional development to enhance content knowledge and pedagogical skill.	Teacher participates in professional activities to a limited extent when they are convenient.	Teacher engages in no professional development activities to enhance knowledge or skill.

LEVEL OF PERFORMANCE					
	ELEMENT	DISTINGUISHED	PROFICIENT	BASIC	NEEDS IMPROVEMENT
4f.	Demonstrates Professionalism	Teacher takes an active role in team or departmental decision making and helps ensure that such decisions are based on the highest professional standards.	Teacher maintains an open mind and participates in team or departmental decision making.	Teacher's decision are based on limited though genuinely professional considerations.	Teacher makes decisions based on self-serving interests

Improvement Plan for _____

Date _____

I. Diagnosis

Problem (Statement)

Diagnosed By _____

II. Specific Objectives for Improvement

III. Teacher Responsibilities and/or Resources for Achieving Objectives

IV. Appraisal Method and Target Date for Achievement

SIGNATURES do not necessarily mean concurrence; rather that the process was carried out.

Initial Conference:

Final Conference:

Educator _____ / _____
Signature Date

_____ / _____
Signature Date

Evaluator _____ / _____
Signature Date

_____ / _____
Signature Date

Administrative Walk-Through Form

Teacher/Class _____

Date _____

Time _____

Observer _____

The students were:

Comments:

- _____ On task (80% or more)
- _____ Engaged in challenging work
- _____ Writing or creating original work
- _____ Taking a test or quiz
- _____ Completing projects
- _____ Completing worksheets
- _____ Using technology
- _____ Listening and/or responding
- _____ Answering rote or knowledge-level questions
- _____ Initiating higher order questions
- _____ Working in groups
- _____ Self-directed, self-initiated
- _____ Completing or correcting homework assignment
- _____ Reading
- _____ Speaking in front of, or presenting to, class
- _____ Transitioning between classes or activities

The teacher was:

- _____ Specifying expectations and desired outcomes
- _____ Conveying high expectations
- _____ Lecturing or assigning to whole group
- _____ Helping individual students
- _____ Facilitating small groups
- _____ Demonstrating or modeling a task
- _____ Reading to or with students
- _____ Using multiple questioning strategies
- _____ Asking higher order questions
- _____ Asking knowledge-level or procedural questions
- _____ Using wait time effectively
- _____ Using or modeling technology
- _____ In front of class
- _____ Circulating among students
- _____ Sitting or standing behind desk (or podium)
- _____ Giving direct instruction
- _____ In class, downtime
- _____ Transitioning between classes or activities
- _____ Using the Smartboard Technology

Evidence of Schoolwide & District Expectations:

- _____ Objectives clearly stated or cited
- _____ Standards or curriculum objectives are evident
- _____ Student data posted
- _____ Critical thinking/questioning skills used
- _____ Process or strategy charts in room and used by students
- _____ Reading: comprehension strategies
- _____ Writing process (e.g. prompts, conferencing)
- _____ Differentiation of instruction
- _____ Student agenda used and updated
- _____ Problem of the day
- _____ Character initiatives/respect
- _____ Cooperative/collaborative classroom
- _____ Personalization
- _____ Curriculum integration
- _____ Rubrics

Evidence of Positive Climate and Teacher Efficacy:

- _____ High expectations
- _____ Appropriate student praise
- _____ Instruction appropriate to students
- _____ Students work displayed
- _____ Specific constructive feedback
- _____ Equitable, consistent application
- _____ Respectful behavior/positive regard
- _____ Relearning or reevaluation of material
- _____ Room was without clutter
- _____ Effective time management
- _____ Efficient materials management
- _____ Real-world connections/student interest
- _____ Cooperative/collaborative classroom
- _____ Positive personal interactions with students
- _____ Procedures in place and being used

COPY OF FORM MUST BE SUBMITTED TO TEACHER WITHIN THREE (3) SCHOOL DAYS OF THE WALK-THROUGH

Date Copy Given to Teacher: _____

GRIEVANCE FORM

Grievance # _____ Date Filed _____

Grievant _____

Building _____ Assignment _____

LEVEL ONE

(Informal with Principal/Evaluating Administrator)

A. Date of Alleged Grievance Occurred _____

B. Date of Informal Conference with Principal/Evaluating Administrator _____

C. Signatures indicating that the Informal Conference occurred:

_____	_____	_____	_____
Grievant	Date	Principal/ Evaluating Administrator	Date

LEVEL TWO

(Submitted to Principal)

A. Date Alleged Grievance Occurred _____

B. Specific section of the contract alleged to be violated _____

C. Statement of Grievance _____

D. Relief Sought _____

Signature of Grievant

Date

E. Disposition of the Principal _____

Signature of Principal

Date

LEVEL THREE
(Submitted to Superintendent)

A. Position of Grievant and/or Association _____

Signature of Grievant

Date

B. Disposition of the Superintendent or Designee _____

Signature of Superintendent or Designee

Date

LEVEL FOUR
(Submitted to Mediation)

A. Position of Association _____

B. Date submitted to Superintendent for Mediation _____

Signature of Grievant

Date

Signature of Association

Date

LEVEL FIVE
(Submitted to Arbitration)

A. Position of Association _____

B. Date submitted to Arbitration _____

Signature of Grievant

Date

Signature of Association

Date

ACADEMIC SUPPLEMENTAL EVALUATION FORM

 (Name of Employee) (Position) (Level/School)

Performance: Satisfactory Needs Improvement Unsatisfactory

- Develops respect by example in appearance, manners, behavior, language and conduct _____
- Provides proper supervision before, during and after activities _____
- Maintains student discipline _____
- Develops an appropriate schedule _____
- Works with administration, staff and others to coordinate events _____
- Maintains good rapport with students _____
- Is innovative, well versed and knowledgeable in given subject matter _____
- Shows interest in other student activities _____

Responsibilities:

- Is cooperative in sharing facilities _____
- Maintains self-control and poise during activities _____
- Displays enthusiasm _____
- Keeps principal informed about unusual events _____
- Works cooperatively with other school and community groups _____
- Encourages student participation in activity/club _____
- Follows school guidelines in administering activity account _____

Professional and Personal Relationships:

- Follows applicable board policies and school rules _____
- Works cooperatively with principal and other school employees _____
- Cooperates and communicates with parents as needed _____
- Fosters school spirit and promotes all student activities _____
- Participates in related school events and/or activities _____

- Maintains good public relations
- Dresses appropriately for activity

ACADEMIC SUPPLEMENTAL EVALUATION FORM

General comments:

Strengths:

Goals:

Suggestions and improvement:

Recommendations: (Circle one)

Satisfactory

Recommended for contract rehiring

Needs Improvement

Recommended for contract rehiring; provided an understanding can be reached in areas where improvement is suggested

Unsatisfactory

Not recommended for rehiring of contract

SIGNATURE does not necessarily mean concurrence; rather that the process was carried out.

Date

(Evaluator's Signature) (Position)

Date

(Advisor's Signature)

HEAD COACH EVALUATION FORM

(NAME OF COACH)

(SPORT/ ASSIGNMENT)

(LEVEL SCHOOL)

(GENERAL COMMENTS ABOUT SEASON)

	Satis- factory	Needs Improvement		Satis- factory	Needs Improvement
PROFESSIONAL AND PERSONAL RELATIONSHIPS					
-Cooperates with the AD and faculty manager in regard to submitting participant lists, parent permission and physical slips, year-end reports, & program information relative to your sport	_____	_____	-Is fair, understanding, tolerant, sympathetic, & patient with team members	_____	_____
-Develops rapport with the athletic coaching staff	_____	_____	-Is innovative using new coaching techniques and ideas in addition to sound, already proven methods of coaching	_____	_____
-Is appropriately dressed at the practices & games	_____	_____	-Is prompt in meeting team for practices and games	_____	_____
-Participates in in-service meetings & other activities to improve coaching performance	_____	_____	-Shows an interest in athletes in off-season activities and classroom efforts	_____	_____
-Develops sound public relations-cooperates with newspapers, radio, TV, boosters, spectators	_____	_____	-Provides leadership and attitudes that produce positive efforts by participants	_____	_____
-Understands and follows rules & regulations set forth by all governing agencies: OHSAA, BOEd & League	_____	_____	-Knows the medical aspects of the position, including first aid, injury policies, working with team doctor and/or family physician	_____	_____
-Participates in Parent Night, banquets, award nights, pep assemblies & letters to colleagues regarding players	_____	_____	-Delegates authority with responsibility while remaining accountable for such delegations	_____	_____
-Maintains suitable sideline conduct at games towards players, officials & other workers	_____	_____	-Provides an atmosphere of cooperation in being receptive to suggestions & giving credit to those responsible for success	_____	_____
-Develops rapport with other teachers, coaches & administrators	_____	_____	-Uses all possible ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, decision-making & lasting values to each individual	_____	_____
-Works cooperatively with M.S. Coaches in developing a coordinated program	_____	_____	-Team performance consistent with quality of athletes available	_____	_____
-Promotes all sports in the athletic program attempting to foster school spirit	_____	_____	RELATED COACHING RESPONSIBILITIES:		
-Cooperates & communicates with parents during the entire year	_____	_____	-Is concerned about the care of equipment, including issue, inventory and storage	_____	_____
-Works cooperatively with athletic director	_____	_____	-Is cooperative in preparation of non-league scheduling	_____	_____
COACHING PERFORMANCE:					
-Develops respect by example in appearance, manners, behavior, language & conduct during a contest	_____	_____	-Is cooperative in sharing facilities	_____	_____
-Provides proper supervision & administration of locker and training room and on bus trips	_____	_____	-Shows self-control & poise in areas related to coaching responsibilities	_____	_____
-Is well-versed and knowledgeable in matters pertaining to the sport	_____	_____	-Displays enthusiasm	_____	_____
-Has individual and team discipline and control	_____	_____	-Keeps athletic director informed about unusual events	_____	_____
-Develops a well-organized practice schedule which utilizes his/her staff & team to its max. potential	_____	_____	-Is cooperative in helping service clubs, recreation department and other organizations in their projects which in turn relate to our athletics programs	_____	_____
-Provides for individual as well as group instruction	_____	_____	-Encourages all potential athletes to participate in the sport provided they aren't involved in another sport at the same time during that particular season	_____	_____
-Helps other coaches become better coaches	_____	_____	-Utilizes practice time for both individual and team development	_____	_____
-Develops integrity within the coaching staffs and among fellow coaches	_____	_____	-Operates sport within the budget as submitted by the coach	_____	_____

SUMMARY

DATE _____

SEASON _____

Number of years coaching in this assignment _____

Number of years coaching in school district _____

ASSISTANT COACH EVALUATION FORM

SPORT _____ HEAD COACH _____

ASSISTANT COACH _____ POSITION _____

NUMBER OF YEARS COACHING IN THIS ASSIGNMENT _____

NUMBER OF YEARS COACHING IN THIS SCHOOL DISTRICT _____

		EXCELLENT	SATISFACTORY	NEEDS IMPROVEMENT
1.	Loyalty to head coach and system	_____	_____	_____
2.	Care of equipment	_____	_____	_____
3.	Knowledge of sport	_____	_____	_____
4.	Teaching ability	_____	_____	_____
5.	Ability to motivate	_____	_____	_____
6.	Rapport between coach and players	_____	_____	_____
7.	Intensity of interest in coaching this sport	_____	_____	_____
8.	Supervision of players in locker room and other areas	_____	_____	_____
9.	Rapport between head coach and rest of coaching staff	_____	_____	_____
10.	General evaluation of this coach by:			
	Head Coach	_____	_____	_____
	Athletic Director	_____	_____	_____

COMMENTS:

The coach's signature indicates only that all phases of the appraisal have been conducted with the full knowledge of the coach.

Assistant Coach's Signature _____ Date _____

Head Coach's Signature _____ Date _____

Athletic Director's Signature _____ Date _____

DISCIPLINE REPORT FORM

Name of employee: _____

Type of discipline being imposed: _____

Date of incident(s): _____

Description of event/circumstances:

Expectations for the future:

Administrator or Supervisor

Employee
(Indicates receipt of form)

Date

Date

VERBAL WARNING FORM

Teacher Name: _____

Date: _____

Nature of Reprimand: _____

On _____ I gave _____ a verbal reprimand.

I also informed _____ that further violations may warrant progressive discipline pursuant to Article V of the Negotiated Agreement.

Administrator Date

Teacher Date
(Signature indicates receipt of form)

APPENDIX G

MEMORANDA OF UNDERSTANDING

Evaluation Committee

The Superintendent and the BCEA President will form a committee comprised of an equal number of administrators and teachers that will evaluate the teacher evaluation process, in light of recent legislative changes.

Exception to the Fair Share Fee Provision

Employees who were hired by the District prior to September 1, 2012, and who were not dues paying members of the BCEA as of July 1, 2012, are exempted from having to pay the fair share fee that will be charged to non-members effective with the start of 2012-2013 school year. This exemption will remain in place for the duration of each “grandfathered” employee’s employment with the District, as long as he/she does not join the BCEA as a dues paying member. If a grandfathered employee joins the BCEA, and later chooses to withdraw from membership, he/she shall then be subject to the fair share fee.

2013-2014 Step Freeze

There will be a step freeze for the 2013-2014 contract year. Unit members will remain at the same step on the salary schedule for the 2013-14 contract year as they were on during the 2012-13 contract year.

Unless an additional step freeze is agreed to by the parties for 2014-15, steps will resume where they left off for the 2014-15 contract year. For example, a unit member who is on Step 5 in the 2012-13 contract year will remain at Step 5 for the 2013-14 contract year, and then would move to Step 6 for the 2014-15 contract year.