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# MASTER AGREEMENT

Between the

Versailles Education Association  
and the  
Versailles Board of Education

July 1, 2018 – June 30, 2021



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# PROFESSIONAL NEGOTIATIONS AGREEMENT

## **Preamble**

Recognition that providing a high quality education for the children of the Versailles School District is the paramount aim of this school district, and that good morale in the teaching staff is necessary for the best education of the children, we do hereby declare that:

- 1) The Board of Education, under law, has the final responsibility of establishing policies for the District.
- 2) The Superintendent and his or her staff have the responsibility of carrying out the policies established.
- 3) The professional teaching personnel have the ultimate responsibility of providing the best possible education in the classroom.

The Versailles Exempted Village School Board and the Versailles Education Association recognize that the best interests of public education will be served by establishing procedures to provide an orderly method for the Board of Education and representatives of the Versailles Teachers Association to discuss matters of common concern, and to reach an agreement on these matters.

## **Article 1. Recognition**

### **A. The Local Board of Education**

The Local Board of Education, hereinafter referred to as the Board, is recognized as the locally elected body charged with the responsibility of establishing policies for the school district. It is further recognized that the Board is guided in this matter by existing and revised laws of the State of Ohio.

### **B. The Superintendent**

The Superintendent is recognized as the executive officer of the school district and the chief advisor to the Board of Education. The Superintendent and his or her administrative staff have the responsibility of carrying out the Board established policies.

### **C. The Instructional Staff**

The Instructional Staff is recognized as having the ultimate responsibility of providing the best possible educational opportunity for the children enrolled in the school district.

**D. The Versailles Education Association**

The Versailles Education Association (VEA) is recognized for the purpose of negotiations as the sole and exclusive representative of the teachers, counselors, and librarians.

The Board agrees not to negotiate with anyone or group of teachers, counselors or librarians, other than the VEA, for the duration of this agreement.

**E. Policy Recognition**

The above bodies each have a role in policy development that ultimately will make the quality educational program of the school district the best possible and in the best interest of the community.

**Article 2. Negotiable Items and Definitions**

The Board and VEA shall negotiate in good faith on matters such as wages, hours, or terms and other conditions of employment and the continuation, modification, or deletion of an existing provision of this master agreement.

Board of Education – The local Board of Education duly elected by residents of the local school district to serve as the policy-making body of the local public schools.

Superintendent – The local Superintendent, chief executive officer of the local Board of Education and advisor to the Board of Education.

Instructional Staff – (Bargaining Unit) – All persons recognized to be certificated/licensed or acting as teacher aides employed by the local Board and represented in professional negotiations by the VEA. This includes all classroom teachers, special teachers (art, music, physical education, etc.) project directors, department heads, guidance counselors, certificated employees of the Board who do not have evaluation authority with respect to hiring and firing of Instructional Staff personnel and are eligible for membership in the VEA. The instructional staff shall not include the Superintendent, principals, or any other full-time administrators who may be charged with evaluating staff members.

Sole and Exclusive Representative – The Negotiations Committee, granted such status annually by the majority of the instructional staff by petition, shall be recognized by the Board as the official voice of all members of the instructional staff, regardless of membership or non-membership in the organization. The exclusive representative shall further represent members of the instructional staff regardless of their race, color, creed, national origin, sex, age or marital status.

Negotiations – To confer, discuss, propose, consider, make concessions, and counter-proposals, in good faith, in an effort to reach mutual agreement on items under consideration. Such negotiations shall be conducted by representatives of the Board and the VEA with authority to negotiate in



“good faith”. Final approval of any negotiated item shall be first by action of the association and then official adoption of the Board.

Negotiations Meeting Period – That period of time beginning with the initial negotiations meeting between the official negotiating teams of the Board and the VEA. The Negotiations Meeting Period shall end when agreement has been reached on all items or sixty (60) days have elapsed, whichever comes first.

Negotiations Session – The actual conferring of the representatives of the Board and the VEA.

Negotiations Team – The body of official representatives of the Board or the VEA.

Executive Session – A meeting with admittance to be limited to the discretion of the participants calling the meeting or the provisions for such a session as provided in this negotiations procedure.

Recess – The period of time between negotiations sessions, once the negotiation meeting has commenced. A negotiation session shall not be recessed for a period longer than seventy-two hours, unless mutually agreed by both negotiation teams.

Caucus – A limited break in the negotiation session of not more than thirty minutes.

Day – A working day.

Good Faith – The willingness to consider, propose, make concessions and counter-proposals in an effort to reach a mutually agreed position. Good faith does not mean that either negotiations team is given authority to make final commitment for the Board or the VEA.

News Release – A report on the status of negotiations, given directly to public news media personnel; i.e., the newspaper, radio, or television news bureaus.

Progress Report – Reports made to the Board or the VEA while negotiations are in progress.

Ad Hoc Study Committee (Joint Study Committee) – A group given a specific assignment to develop a more meaningful understanding of a given area to assist the negotiations team in coming to a mutual agreement. The responsibility of such study committees shall be determined by the negotiations teams at the time that the study committee is organized. Information reported by the study committee shall be advisory only and not a directive or in any way impose a recommendation or compliance to members of the negotiations teams.

SERB – State Employment Relations Board is an official office of state government under the authorization of the National Labor Relations Board which provides mediation services for public employee/employer contract disputes along with contract information.

Fact Finding – An alternate dispute resolution procedure in which a neutral, third-party individual reviews and researches the facts involved in a dispute in order to make a recommendation to the parties to assist in a resolution of the dispute.

Impasse - Disagreement, a deadlock on a given item being negotiated. Impasse is reached when no further change of position by the members of the negotiations teams is taking place and agreement is not reached.

Ratification - Approval by the majority of the members of the VEA and the Board.

Strike - Strike means the failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstinence in whole or in part from full, faithful, and proper performance of the duties of the employment, for the purpose of inducing, influencing or coercing a change in the conditions, compensation, rights privileges, or obligations or employment, or of influencing others from remaining in or from assuming their employment duties. A strike is permitted under ORC 4117.14 when a contract has expired and the Board and SERB have been provided with a 10-day strike notice.

### **Article 3. Negotiations**

#### **A. Directing Requests**

All requests for negotiations meeting shall be made in writing. Requests initiated by the VEA shall be directed to the Superintendent, acting as the representative of the Board. Requests initiated by the Board shall be directed from the Superintendent to the President of the VEA. The written request for professional negotiations shall include:

- 1) Date of writing.
- 2) Statement of purpose of meeting.
- 3) List of items to be negotiated by requesting party.
- 4) Name, address, and phone number of the person to contact representing the requesting party to arrange a mutually satisfactory time for the initial negotiations meeting.

A written reply shall be sent by the receiving party within ten (10) days to the official representative of the requesting party. This communiqué shall include:

- 1) Date of writing.
- 2) Recognition of request for professional negotiations meeting.
- 3) List of items to be negotiated by the receiving party.
- 4) Time, place and date of a mutually agreeable initial negotiations meeting.

#### **B. The Negotiations Procedure**

- 1) The first negotiation session shall be held within fifteen (15) days of the date listed on the initial request for negotiations. Proper notification to the State Employees Relations

- Board (SERB) of impending negotiations between the Board and VEA will also be completed within fifteen (15) days of the date listed on the initial request.
- 2) Prior to the first negotiations meeting, an agenda will be made listing the item(s) submitted for negotiations by both the Board and the VEA. This shall be provided by the Superintendent.
  - 3) At the first negotiation session, the first item of business will be the approval of the agenda. During this meeting both parties will exchange written bargaining proposals reflective of the agenda items listed. Once approved by both negotiation teams, no new written proposals shall be introduced for consideration during the course of these negotiations meetings without mutual consent of both teams.
  - 4) All negotiations meetings shall be closed to the public, but news releases may be made as mutually agreeable. Said releases shall be in writing and each team shall have a copy of the statement prior to release.
  - 5) During the course of negotiations, items agreed to shall be reduced in writing and initialed by representatives of each negotiation team and set aside.
  - 6) Each negotiation team shall have no more than four members.
  - 7) Each negotiation team may use consultants as they feel essential in the course of negotiations. Consultants are constituents of the team.
  - 8) No other person or persons shall be present during the negotiations meeting unless mutually agreed upon by members of both negotiation teams.
  - 9) Either team may declare a recess when it appears that meaningful progress cannot be attained. A recess can only commence after mutual agreement for the time and place for the continuation of the negotiations has been determined, and item agreement (see No. 5), has been followed. A recess shall be for no more than seventy-two (72) hours, unless extended by mutual agreement.
  - 10) Either team may call for a caucus at any time. A caucus shall not be for longer than thirty (30) minutes unless an extension is mutually agreeable to both teams.
  - 11) The negotiation period shall be for a period not to exceed sixty (60) days. All sessions are to be completed within this time period unless extended by mutual agreement. If, after sixty (60) days, progress with negotiations has halted or communications have ceased, impasse may be called by either party. Provisions and procedures stipulated within Article V - Impasse, within this master agreement, will be followed.
  - 12) The Board and Superintendent agree to furnish the VEA's Negotiation Committee, upon request, all available information concerning financial resources of the district and such other information as will assist the VEA in helping to develop intelligent, accurate, and constructive programs on behalf of the teachers, students, and the educational program.
  - 13) Members of the respective negotiations team have the power and authority to negotiate, that is to make proposals, consider proposals, make concessions, and sign tentative agreements in the course of discussion.
  - 14) All sessions of the negotiations meetings shall be in "good faith".

- 15) Progress reports may be made to the represented bodies by either negotiations team at the discretion of the team.
- 16) During the course of negotiations meeting, joint study committees may be created by mutual consent of the negotiation teams. Members of the study committee will be determined by members of the negotiation teams. The purpose and particular assignment shall be stated at the time the study committee is created as well as the time for a report of the findings.

#### **Article 4. Agreement**

When agreement is reached on the items being negotiated, a final written copy shall be submitted to the VEA for ratification and then to the Board for its ratification at its next regular or special Board meeting.

The final written copy will contain the following:

- 1) Terms of the provision,
- 2) Effective date of the provision.
- 3) All proposals/provisions containing all additions, deletions, and/or modifications to the negotiated master agreement as tentatively agreed by both parties.

When approved by both parties, it shall be signed by their respective presidents and shall be entered into official minutes of the Board. Thereupon, the items agreed to shall constitute a revision of school policies. When applicable, provisions will be reflected in the individual contract or statement or conditions of service as submitted to employees.

After formal approval by both the VEA and the Board, official copies of the Master Agreement and agreed to provisions shall be reproduced and distributed, by the VEA, to all bargaining unit members and to the Superintendent, at the same time.

Agreed to items shall remain in effect for the duration of the Master Agreement. If neither side requests a previously agreed to item to be placed on the agenda for negotiations, it will be assumed to be in effect for the duration of the next contract.

The agreement shall not discriminate against any member of the staff regardless of membership or non-membership in the VEA.

## **Article 5. Impasse**

### **A. Responsibilities**

The parties pledge themselves to negotiate in good faith and, in the event agreement is reached, to utilize in good faith such mediatory facilities as provided.

### **B. Conflict Resolution Procedure**

If impasse exists, or fifteen (15) days before the expiration date of the contract, the parties may mutually request that SERB appoint a mediator to assist the parties in the collective bargaining process. At any time after either party declares impasse, either party may request the appointment of a fact-finder by SERB in accordance with the procedures set forth under Ohio Revised Code 4117.14 and by the Ohio State Employment Relations Board. Cost to be covered equally by both parties.

## **Article 6. Provisions Contrary to Law**

If any provision of this master agreement or any application of this Document to any certificated/licensed person or persons shall be found contrary to law or in violation of SERB ruling, then this provision or application shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in full force. However, in an effort to keep this Document current, should a new law or interpretation of a law invalidate any portion of this master agreement, the Superintendent and a VEA representative (usually the chief negotiator or president) shall meet within thirty (30) days of the invalidation to discuss the impact and to attempt to bring the Document into compliance. Any agreement reached must be ratified by the Board and the VEA.

This master agreement supersedes and prevails over all statutes for the State of Ohio, except as specifically set forth in section ORC 4117.10(A), All civil service rules and regulations, administrative rules of the director of state personnel and all policies, rules, and regulations of the Board.

## **Article 7. General Provisions**

### **Individual and Organizational Rights**

- 1) Fair Practice Clause - The VEA agrees to admit persons to membership without discrimination on the basis of race, creed, color, national origin, sex, or marital status.
- 2) Individuals have the right to join or not to join any organization for their professional or economic improvement.
- 3) The VEA shall admit to membership all members of the Instructional staff in accordance with the Constitution and By-Laws of the VEA.
- 4) No reprisal of any kind shall be taken by or against any participant in negotiations with the Administration or the Board by reason of such activity.

## **Article 8. Grievance Procedure**

### **A. Definitions**

- 1) Grievance - A claim by an employee or the VEA, involving the alleged violation of a provision(s) of this negotiated agreement.
- 2) Grievant - The VEA, a person, or group alleging that some violation of this agreement has actually occurred.
- 3) Schools Days - Monday, Tuesday, Wednesday, Thursday, Friday excepting holidays.
- 4) Representative - An advocate chosen to represent the interests and the rights of the grievant during the grievance process.

### **B. Rights of the Grievant:**

- 1) A grievant may appear on his or her own behalf or may be represented at any and all steps by a representative of his/her own choosing.
- 2) The fact that an employee files a grievance shall not be recorded in his or her personnel file nor used in the transfer, assignment, promotion process, or reemployment process. No retributions of any kind shall be exercised against anyone for having filed a grievance.
- 3) If a grievance appears to arise from the actions of an authority higher than the principal of a school and affects a group or class of teachers, it may be submitted at Step II described below.

The purpose of these procedures is to secure, at the lowest possible administrative level, equitable solutions to grievances. All parties agree that proceedings shall be kept confidential.

### **C. Time Limits**

- 1) The number of days indicated at each step is considered a maximum. The time limits indicated may, however, be extended by written agreement of both parties.
- 2) Failure at any step of these procedures to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step.

#### D. Grievance Procedure:

- 1) Informal Procedures: If a teacher believes there is a basis for a grievance, the teacher must first discuss the matter with the building principal in an effort to resolve the problem informally.

Grievances may be adjusted informally provided the adjustment is not inconsistent with the provisions of this agreement and if the chosen VEA member or chosen representative has been given the opportunity to state the association's views on the grievance to both the principal and the grievant.

- 2) Formal Procedures:

##### Step 1

If the grievance is not resolved informally, the grievant may present his or her formal claim by submitting a written grievance in the following form.

- a) Three copies: one for the principal, two to be returned to the grievant, one of which can be forwarded to the Superintendent if the grievance is to be appealed in Step 2.
- b) Date of occurrence.
- c) A statement of the nature of the grievance and provisions of negotiated agreement that has been allegedly violated.
- d) Relief sought.

The principal shall indicate his or her or her disposition of the grievance in writing within five (5) school days. (Two (2) copies to the grievant)

##### Step 2

If the grievant is not satisfied with the disposition of the grievance in Step 1, or if no disposition has been made with the above limits, the grievant may submit the grievance to the Superintendent. Within five (5) school days, the Superintendent shall meet with the grievant and indicate in writing his or her disposition of the grievance.

If the grievance is not forwarded by the grievant to the Superintendent within five (5) school days after the receipt of the disposition in Step 1, the grievance shall be considered waived and further action barred.

### Step 3

If the grievant is not satisfied with the disposition made by the Superintendent, or if no disposition has been made within the above stated time limits, then the grievant may submit the grievance to the Board by filing a copy with the Treasurer of the Board of Education. Notification of such appeal shall be given to the Superintendent, the Principal, and the VEA President by the grievant.

The Board, at its next regularly scheduled meeting shall meet with the aggrieved person, his/her chosen representative, the Superintendent, and the Principal to review such grievance in executive session, or give such other consideration as the Board shall deem appropriate. The decision by the Board shall be made within five (5) school days of the meeting. A written notification of such decision shall be furnished the grievant.

If the grievant fails to forward the grievance to the Board within five (5) days after receipt of the disposition from the Superintendent (Step 3) then the grievance shall be considered waived.

### Step 4

If Step 3 does not resolve the grievance to the satisfaction of the grievant, the Association may submit the grievance to arbitration. The Association shall notify the Board in writing of its intent to submit the grievance to arbitration within fourteen (14) work days of either (1) receipt of the response of the Board Treasurer, or (2) the passing of fourteen (14) working days after the Step 3 meeting without response from the Board. Only grievances approved by the VEA Executive Committee will be taken forward by the VEA.

The request for arbitration shall be made to the American Arbitration Association (“AAA”) within thirty (30) days following the notice to the Board. The arbitrator shall be chosen using AAA’s procedures.

In the event it is claimed by the administration that any matter filed as a grievance is not a grievance as defined under definition, such dispute, as such, may be appealed to arbitration with the arbitrator having the authority only to rule on the arbitrability of the dispute prior to convening a hearing on the merits of the dispute. The arbitrator shall not have the power to add to, subtract from, disregard, alter, or modify any of the terms of this agreement.

All costs associated with an arbitration such as arbitrator fees (i.e. travel, per diem, review of briefs, writing a decision), court reporter fees, transcription costs shall be solely borne by the party failing to win its favorable decision by the arbitrator. Each party, however shall be separately responsible for all costs associated with materials, consultant fees, printing costs, and other expenses acquired by the party to sustain their own position. Unless contrary to law, the decision of the arbitrator shall be final and binding upon the Board, the Administration, the Association, and the grievant involved in the matter.



## **Article 9. Negotiated Items, Identification of**

All items negotiated between the Board and the VEA shall be so designated in the policy books. This shall include all previously negotiated items.

## **Article 10. Clerical Supplies, Equipment and Work**

The Board agrees to furnish the use of duplicating machines and facilities. Use of copy machine for periodic association documents that need to be circulated to VEA members will be provided without cost to the association.

## **Article 11. VEA Membership**

The Board agrees not to prohibit any certified/licensed staff member from membership in the VEA as a condition of their employment in the Versailles Exempted Village School District.

Furthermore, the Board agrees not to prohibit any certified staff member from holding office or committee position in the VEA unless staff member is teaching/licensed three (3) hours or less. (Teaching in this instance shall mean classroom instruction, guidance, librarian, work-study supervision, and other similar duties.)

## **Article 12. Fair Share Fee**

Association Financial Security - In recognition of the VEA's services to the bargaining unit, members of the bargaining unit shall either be members of the VEA or share in the financial support of the VEA by paying to the VEA a service fee not to exceed the amount of dues uniformly required of members of the VEA. VEA members may either pay the dues directly to the VEA or by dues deduction made pursuant to a properly executed Payroll Deduction Authorization form delivered to the Board.

Fair Share Fee - The teacher shall either (1) be a member of the VEA paying dues according to its structure; or (2) pay a service fee for representation in an amount not to exceed the total annual unified dues of the Versailles Education Association/Western Ohio Education Association/ Ohio Education Association/National Education Association. Bargaining unit members may remit payments directly to the VEA.

Fair Share Provisions -

- a) Each person in the bargaining unit, after the first ten (10) school days of the school year or first ten (10) school days following initial employment, must decide whether to become a member of the VEA. Each non-member shall be obligated to pay the VEA, as a condition of employment, a "Fair Share Fee" for the VEA's efforts as the collective bargaining representative. This obligation does not require any person in the bargaining

unit to become a member of the VEA, nor shall the “Fair Share Fee” exceed VEA dues covering the same period of time.

- b) The deduction of the “Fair Share Fee” by the Treasurer of the Board from the payroll check of the employee and its payment to the VEA shall be automatic and does not require the written authorization of the teacher. The obligation of the Board to deduct the fee shall cease upon the removal of the bargaining unit member from the Board’s active payroll for any reason.
- c) By September 1 of each year, the VEA President shall give the Treasurer of the Board a statement as to the amount of the “Fair Share Fee” deduction for the upcoming school year. The VEA shall send a copy of the statement to any member of the bargaining unit upon request.
- d) The VEA/OEA shall establish and operate a rebate procedure by which unit members obligated to pay a “Fair Share Fee” may recover that portion of their fee which is expended for purposes other than acting as the collective bargaining representative. This rebate procedure must provide the unit member with the opportunity to appeal the VEA/OEA’s decision to the State Employment Relations Board, and must fully conform to all requirements of federal and state law.
- e) The VEA/OEA shall provide a copy of its rebate procedure to the Board and shall make this information available to any bargaining unit member upon request. The VEA/OEA shall also supply the Board and make available to all bargaining unit members upon request, copies of any changes in its rebate procedure.
- f) The VEA/OEA shall obtain and make available to all bargaining unit members appropriate State Employment Relations Board forms upon which the unit member may challenge the VEA/OEA rebate procedure.
- g) Any unit member who, because of bona fide religious beliefs or the teachings of a religious organization with which he/she is affiliated, objects to paying the “Fair Share Fee” shall not be required to pay the “Fair Share Fee” in compliance with federal and state law. Any unit member who wishes to avoid paying the “Fair Share Fee” due to religious conviction must apply for an exemption to the State Employment Relations Board. The VEA/OEA shall provide forms to apply for this exemption to any interested unit member. The VEA/OEA shall place any “Fair Share Fee” from any unit member applying for a religious exemption in escrow until such time as there has been a final adjudication on the exemption, at which time the “Fair Share Fee” and escrowed monies shall either be paid to the VEA/OEA or to a mutually agreed on charity pursuant to O.R.C. 4117.09 (C).

## **Article 13. Deduction – Professional Dues**

Teachers shall indicate to the Board by written assignment the association for which they wish to have deductions made. The deduction shall be made on each paycheck. Request for dues deduction shall be made in writing to the Treasurer of the Board.

Each teacher commits himself/herself to pay the entire dues of the Association he/she joins, the balance being deducted from the last check.

The District Treasurer shall deduct VEA dues and Fair Share Fees from the employee's regular payroll check beginning with the second payroll check in January and shall continue to deduct same in equal installments from each of the next 10 regular payroll checks in equal amounts. The dollars deducted shall be delivered to the Treasurer of the VEA no later than five (5) workdays after the deductions are made.

## **Article 14. Deduction, Annuity & Others**

The enrollment period for the normal routine deductions for organization dues, hospitalization, and annuities, will run August 1 – October 15, and similar deductions will run for the same number of pays. Enrollment periods and guidelines for non-scheduled events such as “drives” will be established by the Superintendent.

The VEA and the Board agree to make every effort to have a minimum of agencies handle as many deductions as possible. A minimum of four enrollees for a particular annuity company will be required in order to add **and maintain** that annuity company to the approved list. **When the number of enrollees falls below the minimum of four, the enrollees will have three (3) months from notice to change deductions to an approved annuity company.** The agencies have prepared jointly a MEA (Maximum Exclusion Allowance) calculation when more than one agency is utilized and whenever a change is made if two or more agencies are employed by an enrollee. In addition, the annuity company must execute a reasonable agreement protecting the District from any liability attendant to procuring the annuity. The number of payroll deductions for the payment of annuity premiums shall equal the number of disbursements to the annuity provider. Disbursements to the annuity provider shall be made at the time each payroll deduction is made by the employer provided the annuity company bills the District accordingly.

## **Article 15. Employment Procedure**

Applicants shall file an application form with the Superintendent's office. Those considered eligible will be interviewed by the Superintendent, Principal, and other staff when possible. The Superintendent, before making a recommendation to employ, will when possible, consult with the building principal and Department Head or supervisor of that area.

## **Article 16. Assignment of Staff**

Teachers are assigned to buildings, classrooms, and subject areas by the Superintendent according to the needs of the schools and the areas for which the individual teacher is certificated/licensed.

Any teacher desiring a change of assignment should discuss the matter with the building principal and then submit a request for transfer in writing, (Personal Intent Form) to the Superintendent on or before March of the current year. Changes of assignment are completed on or before August 1. Unless notified of a change, assignments made by the Superintendent in the spring will remain in effect.

The teacher is assigned within the bounds of his or her certifications/licensures.

The stipulations of a teacher's contract can be changed in an emergency situation by mutual agreement between the teacher and the Board and may be established by the exercise of a Memorandum of Understanding (MOU) between the Superintendent and the VEA President.

Notification that an emergency situation exists shall be given the teacher by no later than August 1.

If changes are necessary and the teacher does not agree to his or her reassigned position, the Board will accept his or her resignation.

After July 10, the Superintendent may declare the vacancy as an emergency and fill it after notification to those staff members who have indicated their interest on a personal intent form.

## **Article 17. Vacancies**

The Board agrees to use the "Personal Intent Form" and authorizes its issuance by February 1 of each school year. A copy of the Personal Intent Form to be used is found in the appendix of the negotiated agreement.

All staff position vacancies or newly created positions shall be made known to the staff by Superintendent's bulletin, board minutes, digital and/or electronic messaging, or other communications which are distributed to all present staff. No position will be filled for five (5) days after the mailing or distribution of said notice. After July 10, the Superintendent may declare the vacancy an emergency and fill it after notification to those staff members who have indicated their interest on a personal intent form.

## **Article 18. Rehiring of Retired Teachers**

The following provisions shall govern the rehiring of certified/licensed teachers who have retired from employment with the Versailles Exempted Village School District.

Any person who has retired and then rehired will be automatically considered as being non-renewed at the end of each one (1) year contract and said position will be posted, advertised, and applications accepted. Personnel in that position may state their intent to reapply for said position but must go through the identical process as all other applicants.

Retired teachers must declare their retirement prior to rehiring and be currently certified/licensed.

Teacher who have retired from Versailles Exempted Village School District and are rehired shall be placed on the salary schedule at the five (5) year experience level at their appropriate level of education.

For the purpose of seniority, retirement for a period of not less than sixty (60) days constitutes a break in service, so the retired employee must begin again to accrue seniority of service in the District.

Employees of the District, who have received severance pay based on their accrued, but unused sick leave days, upon retirement, shall be deemed to have closed the sick leave account.

Retired teachers rehired by the Board shall begin over to accumulate new sick leave days as provided by this agreement. Retired teachers who are hired or rehired by the District shall receive the full terms and conditions of the collective bargaining agreement except for the provisions contained in this article. Retired teachers rehired will not be eligible for severance.

## **Article 19. Job Sharing**

Job sharing shall refer to two teachers sharing one full time teaching position and having no other instructional responsibilities. In order to be eligible for job sharing a teacher must have a minimum of five (5) years experience in the district.

A written plan shall be submitted to the building principal and shall include the following elements:

- 1) The duration of the plan. The plan shall be in effect for a period of one full year.
- 2) The plan shall identify the grade level, building and subject to be shared.
- 3) The participating teachers shall jointly develop teaching methods and techniques, and grading practices that ensure the consistency and compatibility of the program.
- 4) The plan shall include the percentage of the regular full time workday and exact time schedule that each participant shall be present on the work site.
- 5) The plan shall define how calamity days (fog, snow, etc.), delayed starts, and altered day schedules will be divided.
- 6) Specific subject areas and content areas taught will be assigned by the principal after consultation with the teachers.

The written plan must be mutually agreed to by the participants, approved by the building principal and submitted to the Superintendent for final approval **no later than April 1** of the year preceding the commencement of the job share program.

Teachers requesting job sharing shall receive written disposition granting or denying their request and their final assignment for the coming school year no later than June 1.

The decision of the building principal and/or the decision of the Superintendent to grant or to deny a request to share a job is final and not subject to the provisions of the grievance procedure.

Voluntary Participation – A teacher who wishes to participate in job share must identify a partner who is willing to share a position. No current staff member shall be required to participate in job sharing.

Rights of Participants – All teachers involved in a job sharing shall have all rights and protections under the Master Contract/Agreement as all other members of the bargaining unit except as specifically defined in this provision.

Salary and Benefits – All negotiated salary and benefits shall be split according to the percentage of a regular full-time workday served by the participant. All leave provisions (e.g., sick, personal, professional, assault, etc.) shall be earned and used in half (1/2) day increments.

Salary Schedule Advancement – Employees sharing positions shall receive the salary step advancement at the start of the school year and receive additional step increases following the accumulation of one year of full time service (example: 2 year at ½ time = 1 year advancement on the salary schedule.)

Seniority – Participants shall earn seniority credit for layoff on a pro-rated basis, for example, one half-time service provides one-half seniority credit.

Contract Status, Evaluation and Layoff – Job-sharing teacher participants shall be considered for contract status, evaluation, and layoff on the same basis as other teachers.

Non-Instructional Duties – Each participant must attend all contractually required duties that are required of a full-time teacher. (e.g., parent-teacher conferences, required principal/building meetings, inservice meetings, etc.) Day to day duty responsibilities (e.g., lunchroom, playground, etc.) shall be assigned by the building principal and shall be balanced equally between the job share participants.

Notification of Superintendent – The participants must provide written notice to the Superintendent on or before April 1 of each year stating their desire to continue or not to continue in the job share arrangement.

Interim Reports and Grade Report Cards – The participants will also work together to cooperatively complete report cards and interim progress reports.

Substitution – Job sharing participants cannot be required to substitute for other job sharing participants. If they agree to substitute, they shall be compensated at their pro-rated per diem rate.

Discontinuation of the Job Share Arrangement – In the event that one or both staff members desire to end the job share arrangement, that teacher(s) shall resign his or her position with the District and will then be reconsidered for reemployment based on future openings for which they are certified/licensed. If the Superintendent chooses to discontinue the job share arrangement, both teachers must be offered full time employment in position(s) for which they are property certified/licensed. Each teacher may apply to return to full time teaching and will be considered based on certification/licensure.

## **Article 20. Additional Teaching Responsibilities**

A. The Board and VEA agree that each teacher should have at least one (1) preparation period per day. Both parties also recognize that in some cases a teacher will be absent and a substitute cannot be obtained to fill the vacancy. The teachers agree that in such cases the principal can assign a teacher to another teacher's duties during this preparation period. The teachers agree to accept at least five (5) instructional hours each school year without compensation. Any such time in addition to the above five (5) hours will be compensated to the teacher, if requested, no later than the second payroll date of June of the applicable school year in which the duty was performed, in the following manner:

- 1) If the assignment is in the teacher's field, that teacher will receive 1/1260 of his or her regular salary per hour of additional instruction.
- 2) If the assignment is of a supervisory nature only, that teacher will receive compensation at a rate of fifteen dollars (\$15.00) per hour of additional time.

It is agreed that the principal will make all attempts to assign additional duties to teachers in the absent teacher's department (or grade level).

It is further agreed that if a teacher is assigned an additional duty for twenty (20) consecutive school days, then said teacher will receive full compensation for all hours of service rendered as specified above, and the five (5) hours mentioned above shall not be deducted from the days served, in order to calculate the compensation due.

Records of extra duty teaching will be kept by each building principal if submitted in writing by the teacher within two (2) school days following the extra assignment. A form for reporting the extra duty shall be designed by the administration and be available in the principal's office.

### **B. Medical Duties**

Except under extenuating circumstances, regular education teachers are not expected to perform invasive medical procedures which may include, but are not limited to, catheterizations, tube feedings, rectal suppository insertions, toileting/diapering of students. By state regulations teachers are not permitted to dispense medications of any kind.

## Article 21. Evaluation System, Teacher

### Overview

A District-wide committee was established to restructure the evaluation process and procedures. The District will utilize the Ohio Teacher Evaluation System (OTES) as the foundation of the evaluation process. These standards provide the instructional staff and administration with a common language and a set of skills to enable administration to successfully evaluate educators.

As a result of HB 153, SB 316 and Substitute HB 362 the Versailles Exempted Village Schools Board of Education has adopted a teacher evaluation policy in accordance with the standards-based statewide teacher evaluation framework adopted by the State Board of Education.

- A. The Versailles Exempted Village Schools Board of Education adopts the Ohio Teacher Evaluation System “OTES” model as approved by the State Board of Education.
- B. Each evaluation will have a rating of (1) Accomplished; (2) Skilled; (3) Developing; or (4) Ineffective.
- C. The rating must be based on both teacher performance and student growth measures (50% each).
- D. The teacher performance measures require two formal observations and walkthrough visits.
- E. All evaluations must be completed by May 1 and the teachers must be provided with a written copy of the evaluation results by May 10.

"OTES" stands for the Ohio Teacher Evaluation System as adopted by the Ohio State Board of Education in 2011, or as otherwise modified by the State Board of Education.

This evaluation program has been developed in consultation with teachers employed by the Versailles Exempted Village Schools Board of Education.

A District Evaluation Advisory Committee (“Committee”) composed of up to five (5) teachers appointed by the **VEA President** and up to four (4) administrators appointed by the Superintendent shall be established. The Committee shall convene at least annually no later than March to make recommendations regarding the teacher evaluation procedure. The Committee shall also meet to discuss any changes in the law regarding the Ohio Teacher Evaluation System. The committee shall convene within two (2) weeks of the date on which the applicable legislation is signed into law.

All committee procedures and functions shall be determined by action of the committee.

The timelines set forth above may be altered by a mutual, written agreement of the Committee signed by an administrator and a teacher on the Committee.



This policy shall be implemented as set forth herein and shall be included in the collective bargaining agreement with the Versailles Education Association (VEA), and in all extensions and renewals thereof.

### **Standards-Based Teacher Evaluation**

Teacher evaluations will utilize multiple factors, with the intent of providing meaningful feedback to each teacher and assigning an effectiveness rating based in equal part upon teacher performance and student growth.

Each teacher evaluation will result in an effectiveness rating of:

- A. Accomplished;
- B. Skilled;
- C. Developing; or
- D. Ineffective.

The specific standards and criteria for distinguishing between these ratings/levels of performance shall be the same as those developed by the State Board of Education, which are incorporated herein by reference.

The Superintendent shall annually file a report to the department of education the number of teachers for whom an evaluation was conducted as well as the number of teachers assigned each rating as set forth above, aggregated by teacher preparation programs from which and the years in which the teachers graduated.

Fifty percent (50%) of each evaluation will be based upon teacher performance and fifty percent (50%) on multiple measures of student growth and shared attribution or other methods as provided as set forth herein in accordance with ORC 3319.114.

The Board of Education (Board) of Versailles Exempted Village Schools (District) adopts the following teacher evaluation policy in accordance with the standards-based statewide teacher evaluation framework adopted by the State Board of Education in November 2011. The Board acknowledges that this teacher evaluation policy aligns with the *Standards for the Teaching Profession* as set forth in State law.

Policy will be reviewed by reconvening the District Evaluation Committee annually and the committee will revise the policy as necessary.

The Board directs the Superintendent to implement this policy in accordance with State law.

## Definition of "Teacher"

This policy applies to District employees who meet one of the following categories:

- A. A teacher working under a license issued under Ohio Revised Code (ORC) Sections 3319.22, 3319.26, 3319.222 or 3319.226 who spends at least 50% of his/her time providing content-related student instruction; or
- B. A teacher working under a permanent certificate issued under ORC 3319.222 as existed prior to September 2003 who spends at least 50% of his/her time providing content-related student instruction; or
- C. A teacher working under a permanent certificate issued under ORC 3319.222 as it existed prior to September 2006 who spends at least 50% of his/her time providing content-related student instruction; or
- D. A teacher working under a permit issued under ORC 3319.301 who spends at least 50% of his/her time providing content-related student instruction.

This policy does not apply to the Superintendent, assistant Superintendent(s), business manager, treasurer or "other administrator" as defined by ORC 3319.02. This policy also does not apply to substitute teachers.

## Assigning an Effectiveness Rating

Each evaluation will result in an effectiveness rating of "Accomplished," "Skilled" "Developing," or "Ineffective." An effectiveness rating is based on the following two categories: 1) Teacher Performance; and 2) Student Growth Measures. Fifty percent (50%) of the evaluation will be attributed to teacher performance and fifty-percent (50%) will be attributed to multiple measures of student growth.

Teacher Performance and Student Growth Measures ratings shall be combined to reach the summative teacher effectiveness rating.

The Board shall annually submit to the Ohio Department of Education (ODE), in accordance with ODE guidelines, the number of teachers assigned an effectiveness rating, aggregated by the teacher preparation programs from which, and the years in which, the teachers graduated.

## Calculating Teacher Performance

Teacher Performance is evaluated during the two cycles of formal observations, evidence provided by the teacher during pre-observation and post-observation conferences and periodic classroom walkthroughs. Fifty-percent (50%) of the effectiveness rating will be attributed to Teacher Performance through a holistic process based upon the following *Ohio Standards for the Teaching Profession* and training for credentialed evaluators:

- A. Understanding Student Learning and Development and Respecting the Diversity of the Students they Teach;
- B. Understanding the Content Area for which they have Instructional Responsibility;
- C. Understanding and Using Varied Assessment to Inform Instruction, Evaluate and Ensure Student Learning;
- D. Planning and Delivering Effective Instruction that Advances Individual Student Learning;
- E. Creating Learning Environments that Promote High Levels of Learning and Student Achievement;
- F. Collaborating and Communicating with Students, Parents, Other Educators, District Administrators and the Community to Support Student Learning; and
- G. Assuming Responsibility for Professional Growth, Performance and Involvement.

The Superintendent/designee shall select or develop, in consultation with teachers and the District Evaluation Committee, evaluation tools to be used in calculating the Teacher Performance fifty-percent (50%), which must be aligned to the *Ohio Standards for the Teaching Profession* and the Ohio Teacher Evaluation System Performance Rubric.

The Versailles Exempted Village Schools will use the Ohio Teacher Evaluation System Performance Rubric as its evaluation tool. This includes the four (4) defined criteria of teacher performance: accomplished, skilled, developing, and ineffective.

## Calculating Student Growth Measures

For purposes of the Ohio Teacher Evaluation System (OTES), "student growth" means the change in student achievement for an individual student between two or more points in time. This component of the evaluation includes some combination of the following: 1) Teacher-level Value-Added Data; 2) ODE-Approved Assessments; and/or 3) Locally-determined Measures as follows:

**TABLE 1**

Teacher Category	Value-Added 25% - 50%	Vendor Assessments 10% - 50%	LEA Measure		TOTAL
			SLO/Other	Shared Attribution	
<b>A1</b> (Value-Added Only)	50%	0%	0%	0%	50%
<b>A2</b> (Value-Added/LEA)	25%**	0%	0%	25%**	50%
<b>B</b> (Vendor Assessments)	0%	0%	0%	0%	0%
<b>C</b> (LEA Measures)	0%	0%	0%	50%	50%
** Based on Teacher Schedule					

In the calculation for student academic growth, a student who has forty-five (45) or more excused or unexcused absences for the school year will not be included.

Data from these multiple measures will be scored on five (5) levels in accordance with ODE guidance and converted to a score in one of three levels of student growth: 1) "Above;" 2) "Average;" and 3) "Below."

## Evaluation Timeline

Except as otherwise provided in this policy, all instructors who meet the definition of "teacher" under ORC 3319.111 and this policy shall be evaluated based on at least two (2) formal observations and periodic classroom walkthroughs each school year.

Teachers on a limited contract who are under consideration for renewal/nonrenewal shall receive three (3) formal observations in addition to periodic classroom walkthroughs unless, the evaluator waives the third observation.

A Teacher who received a rating of "Accomplished" on his/her most recent evaluation shall be evaluated in accordance with the process set forth in this policy once every three (3) school years so long as the teacher's student academic growth measure, for the most recent school year for which data is available, is average or higher as determined by the Ohio Department of Education, provided, however, that a teacher who is on a one-year limited contract or in the last year of a multi-year limited contract and who the employer intends to recommend for non-renewal shall be evaluated in the school year in which his or her contract is about to expire and will receive at least three (3) formal observations.

In any year that a teacher is not evaluated in accordance with the process set forth in this policy, an individual qualified to evaluate a teacher pursuant to applicable law shall conduct one (1) observation of the teacher. The observation shall be a maximum of thirty (30) minutes in duration. A pre-conference shall be required prior to the observation.

If a teacher's student academic growth measure is lower than average, the teacher will be evaluated in accordance with the process set forth in this policy during the subsequent school year. For example, if a teacher received a rating of Accomplished during the 2013-2014 school year, but his/her student academic growth measure is below average during the 2014-15 school year, he/she shall be evaluated in accordance with the process set forth in this policy during the 2015-2016 school year.

A teacher who received a rating of "Skilled" on his/her most recent evaluation shall be evaluated in accordance with the process set forth in this policy once every two (2) school years so long as the teacher's student academic growth measure, for the most recent school year for which data is available, is average or higher as determined by the Ohio Department of Education provided, however, that a teacher who is on a one-year limited contract or in the last year of a multi-year limited contract and who the employer intends to recommend for non-renewal shall be evaluated in the school year in which his or her contract is about to expire and will receive at least three (3) formal observations.

In any year that a teacher is not evaluated in accordance with the process set forth in this policy, an individual qualified to evaluate a teacher pursuant to applicable law shall conduct one (1) observation of the teacher. The observation shall be a maximum of thirty (30) minutes in duration. A pre-conference shall be required prior to the observation.

If a teacher's student academic growth measure is lower than average, the teacher will be evaluated in accordance with the process set forth in this policy during the subsequent school year. For example, if a teacher received a rating of Skilled during the 2013-2014 school year, but his/her student academic

growth measure is below average during that school year, he/she shall be evaluated in accordance with the process set forth in this policy during the 2014-2015 school year.

### **Retiring Teachers**

Any teacher who is eligible to retire pursuant to the State Teachers Retirement System of Ohio's rules and regulations and who submits a binding notice of retirement to the Board of Education on or before October 1 of his/her last year of employment, shall not be evaluated or required to complete any of the requirements that an Accomplished or Skilled teacher is required to complete the year or years in which the teacher is not evaluated. For example, if a teacher, eligible for retirement, submits a binding notice of retirement to the Board on or before October 1, 2015, he/she shall not be evaluated during the 2015-2016 school year. The teacher's retirement must take effect the day after the last contracted work day of the applicable school year. It is expected that the employee shall submit such notice of retirement in good faith. The Board of Education shall have the discretion to permit the employee to rescind his/her notice of retirement in the event that the employee's spouse passes away or the employee's spouse becomes terminally ill, the employee unexpectedly loses his/her primary residence, or other catastrophic major life event. In such event, the employee's effectiveness rating from the previous school year shall be carried forward to the next school year. The employee shall be subject to a full evaluation the following school year. For example, if an employee is permitted to rescind his/her notice of retirement which would have taken effect the day after the last contracted work day of the 2014-2015 school year, he/she shall be subject to a full evaluation for the 2015-2016 school year regardless of previous effectiveness ratings, including the rating carried over from the 2013-2014 school year.

The employee must submit notice of intent to rescind his/her retirement in writing to the Treasurer within ten (10) calendar days from the date on which the event occurred. In no event, shall an employee be permitted to submit notice of intent to rescind his/her retirement more than once for the duration of his/her employment. The Board's decision shall be final and shall not be subject to the Grievance Procedure in the Master Agreement between the Board and the Versailles Education Association.

A teacher who is on leave for fifty percent (50%) or more of the school year need not be evaluated.

The Board may elect not to evaluate a teacher who is participation in the Ohio Teacher Resident Educator Program in the year during which the teacher takes at least half of the performance-based assessments as prescribed by the State Board of Education for the first time.

Evaluations will be completed by May 1 and each teacher will be provided a written report of the results of his/her evaluations by May 10. If nonrenewal is being considered written notice of nonrenewal will be provided by June 1.

In evaluating teacher performance in these areas, the Board shall utilize the measures set forth by the Ohio Department of Education's OTES "Teacher Performance Evaluation Rubric" for instructional planning, instruction and assessment, and professionalism, as demonstrated in the rubric:

## **Formal Observation Procedure**

The first formal observation shall be preceded by a conference between the evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed. The first formal observation shall be completed during the first semester of the applicable school year. The second observation shall also have pre-observation and post-observation conferences during which time the teacher may provide additional evidence to support his/her evaluation rating. The second formal observation shall be completed during the second semester of the applicable school year. A post-observation conference shall be held within ten (10) working days (unless extenuating circumstances exist) after each formal observation. During both pre-observation and post-observation conferences, teachers shall be given the opportunity to provide additional evidence of support. All such evidence shall be accepted, reviewed and fully considered by the evaluator when determining a teacher's performance rating.

## **Walkthrough Procedure**

Classroom walkthroughs shall take place periodically throughout the year. It is recommended that walkthroughs will be no less than five (5) minutes and no more than twenty (20) minutes. Data gathered from the walkthrough will be recorded on the Teacher Walkthrough Form. A completed form will be shared with the employee within five (5) work days. There will be a minimum of two (2) walkthroughs per school year.

## **Grievance Procedure**

Only procedural compliance with the evaluations procedure may be grieved, not the substance of any evaluation.

## **Credentialed Evaluators**

The Board shall authorize the Superintendent/designee to approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy. Each teacher evaluation conducted under this policy shall be conducted by someone 1) who is eligible to be an evaluator in accordance with ORC 3319.111(D); and 2) who holds a credential established by ODE for being an evaluator. Every evaluator must complete state-sponsored evaluation training and is required to pass an online credentialing assessment.

## Assessment of Student Growth

In determining student growth measures, the Board adopts the Ohio Department of Education's OTES, which calculates student growth by assessing achievement for an individual student occurring between two points in time. It is important to note that a student who has forty-five (45) or more excused or unexcused absences for the school year will not be included in the determination of student academic growth.

In general, the Board will utilize the following categories to determine this aspect of a teacher's evaluation, depending on the instructor involved:

- (A1) Teachers instructing in value-added subjects exclusively;
- (A2) Teachers instructing in value-added courses, but not exclusively;
- (B) Teachers instructing in areas with Ohio Department of Education approved vendor assessments with teacher-level data available (at the adoption of this policy, Versailles Exempted Village Schools will not have any teacher in this category);
- (C) Teachers instructing in areas where no teacher-level value-added or approved vendor assessments are available.

Shared attribution shall be utilized in accordance with Table 1 above.

An SLO must be based upon the following criteria: Baseline and Trend Data, Student Population, Interval of Instruction, Standards and Content, Assessments, Growth Targets, and Rationale for Growth Targets. When new SLOs are developed or revised, the process will include consultation with other teachers and approval by SLO Committee.

Data from these approved measures of student growth will be scored on five levels in accordance with the Ohio Department of Education/OTES guidance and converted to a score in one of three levels of student growth:

- A. Above
- B. Average
- C. Below



## Final Evaluation Procedures

Each teacher’s performance rating will be combined with the assessment of student growth measures to produce the summative evaluation rating. Teachers will receive a final summative rating of teacher effectiveness, in accordance with Table 2:

**TABLE 2**

Student growth		Performance		Final summative rating	
• Most Effective (5)	600	• Accomplished (4)	600	• Accomplished	500-600
• Above Average (4)	400	• Skilled (3)	400	• Skilled	300-499
• Average (3)	300	• Developing (2)	200	• Developing	100-299
• Approaching Average (2)	200	• Ineffective (1)	0	• Ineffective	0-99
• Below Average (1)	0				

## **Professional Growth and Improvement Plans**

Based upon the results of the annual teacher evaluation, , each teacher must develop either a professional growth plan or a professional improvement plan as follows:

- A. Teachers whose final summative rating is “Accomplished” will develop a professional growth plan, and may choose their credentialed evaluators from those available to the Board for that purpose, utilizing the components set forth in the “Teacher Evaluation Form”.
- B. Teachers whose final summative rating is “Skilled” will develop a professional growth plan collaboratively with his/her credentialed evaluator and will have input on their evaluator for the next evaluation cycle, utilizing the components set forth in the “Teacher Evaluation Form”.
- C. Teachers whose final summative rating is “Developing” will develop a professional growth plan with their credentialed evaluator. The administration will assign the evaluator for the subsequent evaluation cycle and approve the professional growth plan, utilizing the components set forth in the “Teacher Evaluation Form”.
- D. Teachers whose final summative rating or performance rating is “Ineffective” will develop a professional improvement plan with their credentialed evaluator. The administration will assign the evaluator for the subsequent evaluation cycle and approve the professional improvement plan, utilizing the components set forth in the “Teacher Evaluation Form”. In the event that the teacher and evaluator cannot agree on the goals of the professional improvement plan, the evaluator shall implement an improvement plan no later than October 15 of the school year.

The teacher shall have the right to make a rebuttal to the evaluation and to have it attached to the evaluation report to be placed in the teacher’s personnel file.

## **Testing for Teachers in Core Subject Areas**

Beginning with the 2015-16 school year, if a teacher has received an effectiveness rating of “Ineffective” on evaluations for two (2) of the three (3) most recent school years, such teachers who teach in a "core subject area" are required to register for and take all written examinations of content knowledge selected by ODE. "Core subject area" means reading and English language arts, mathematics, science, foreign language, government, economics, fine arts, history, and geography.

## **Board Professional Development Plan**

The Board will provide for the allocation of financial resources to support professional development to the extent required by State law and the State Board of Education evaluation framework.

### **Retention and Promotion Decisions**

It is the purpose of this Standards-Based Teacher Evaluation Policy to improve the quality of instruction, enhance student learning and strengthen professional competence through meaningful feedback and targeted professional development. In addition, the evaluations produced will serve to inform the Board on employment decisions, i.e., retention, promotion of teachers, renewal of teaching contracts, and the removal/nonrenewal of poorly performing teachers.

#### **Definitions:**

**"Retention"** for purposes of this policy refers to employment decisions on the question of whether or not to suspend a contract pursuant to a reduction in force, nonrenewal a limited or extended limited contract, or terminate employment for good and just cause. In the case of a reduction in force, seniority will not be considered when making decisions on contract suspensions, except in the instance of comparable evaluations. The decision to nonrenew or terminate the contract of a poorly performing teacher may be informed by the evaluation (s) conducted under this policy. However, decisions to nonrenew or terminate a teaching contract are not limited by the existence of this policy. Such decisions shall adhere to all applicable standards and procedures of the Ohio Revised Code (R.C. 3319.16; R.C. 3319.11) or the Collective Bargaining Agreement, as applicable.

**"Promotion"** as used in this context is of limited utility given the fact that teachers covered by this policy are not currently employed in any discernible hierarchy. Nevertheless, when making decisions relative to such matters as determining department or grade level chairpersons, selections to curricular or strategic planning bodies, or teaching assignments, the Board will consider teacher performance as indicated by evaluations.

**"Poorly Performing Teachers"** refers to teachers identified through the evaluation process set forth in this policy who demonstrate an inability and/or unwillingness to meet the reasonable expectations of this standards-based evaluation system.

**"Comparable Evaluations"** – Teachers shall be considered to have “comparable evaluations” in accordance with Ohio Revised Code 3319.17(C) as follows:

- 1) Accomplished
- 2) Skilled
- 3) Developing
- 4) Ineffective.

Seniority shall not be a basis for making retention decisions, except when making a decision between teachers who have comparable evaluations.

### **Removal of Poorly-Performing Teachers**

Poorly performing teachers may be removed, upon recommendation of the Superintendent, either through nonrenewal or termination, when the following has been demonstrated:

- A. Failure of a core subject area teacher required to take a written examination to pass such examination.
- B. Failure of a core subject area teacher required to take a written examination to complete required professional development.
- C. Failure of core subject area teacher to complete all required written examinations.
- D. Receipt of an "Ineffective" rating by a core subject area teacher in the evaluation following passage of a written examination and completion of required professional development.
- E. A teacher receiving an "Ineffective" rating for two consecutive years is subject to nonrenewal or termination.

Removal of poorly performing teachers will be in accordance with the nonrenewal and termination statutes of the Ohio Revised Code.

## Article 22. School Counselor Evaluation

The Board of Education will utilize the Ohio School Counselor Evaluation Rubric when evaluating school counselors. The Ohio School Counselor Evaluation Rubric (“Evaluation Rubric”) consists of six standard areas which are based upon the *Ohio Standards for School Counselors* adopted by the Ohio State Board of Education in October, 2015 and a seventh area focused on metric(s) of student outcomes.

### Standard Areas

The evaluation rubric consists of indicators based on the *Ohio Standards for School Counselors*. The evaluation rubric describes four levels of school counselor performance for each standard area. The indicators under each standard area describe the knowledge, skills, and competencies of school counselors at each performance level (Ineffective, Developing, Skilled, and Accomplished). School counselors must demonstrate their ability in all six standard areas.

- Standard 1: Comprehensive School Counseling Program Plan.  
Standard 1 is based up on the following *Ohio Standard for School Counselors*: School counselors collaboratively envision a plan for a comprehensive school counseling program that is developmental, preventative, and responsive, and in alignment with the school’s goals and mission.
- Standard 2: Direct Services for Academic Career and Social/Emotional Development.  
Standard 2 is based upon the following *Ohio Standard for School Counselors*: School counselors develop a curriculum, offer individual student planning and deliver responsive services in order to assist students in developing and applying knowledge, skills and mindsets for academic, career, and social/emotional development.
- Standard 3: Indirect Services: Partnerships and Referrals.  
Standard 3 is based upon the following *Ohio Standard for School Counselors*: School counselors collaborate and consult with school personnel, parent/guardians, community partners, and agencies/organizations to coordinate support for all students.
- Standard 4: Evaluation and Data.  
Standard 4 is based upon the following *Ohio Standard for School Counselors*: School counselors collaboratively engage in a cycle of continuous improvements using data to identify needs, plan, and implement programs, evaluate, impact and adjust accordingly.
- Standard 5: Leadership and Advocacy.  
Standard 5 is based upon the following *Ohio Standard for School Counselors*: School counselors lead school efforts and advocate for policies and practices that support an equitable, safe, inclusive, positive learning environment for all students.

Standard 6: Professional Responsibility, Knowledge, and Growth.  
Standard 6 is based upon the following *Ohio Standard for School Counselors*:  
School counselors adhere to the ethical standards of the profession, engage in ongoing professional learning and refine their work through reflection.

### **Metric(s) of Student Outcomes**

The evaluation rubric describes four levels of school counselor performance for the metric(s) of student outcomes area. In this portion of the evaluation rubric the school counselor will provide data demonstrating a variety of professional responsibilities falling under the 6 standards of the *Ohio Standard for School Counselors*. Such responsibilities may include, but are not limited to, designing classroom interventions and academic accommodations, promoting career and college planning (e.g. job fair, college week, CCP), and providing peer support and individual counseling. Such responsibilities are intended to affect the student's skills, knowledge, well-being, and behaviors. The school counselor must clearly demonstrate and provide evidence of planned, implemented programs with the goal of impacting student outcomes, encouraging academic success, fostering emotional well-being and supporting post-secondary aspirations.

The evaluator and school counselor will collaboratively pre-determine the metrics that they will utilize for this portion of the evaluation rubric at the beginning of the evaluation cycle. If/when appropriate, the evaluator and the school counselor will include metrics from the Board of Education's report card issued under Section 3302.02 of the Ohio Revised Code.

### **School Counselor Final Summative Rating**

Using the evaluation rubric, the evaluator will determine the final summative rating for the school counselor: Ineffective, Developing, Skilled or Accomplished.

### **Evaluators**

The evaluation of school counselors must be conducted by evaluators who are approved by the Board of Education and who have successfully completed the School Counselor Evaluation state training.

### **Evaluation Cycle**

Except as otherwise provided for herein, school counselors will be evaluated annually. The annual evaluation process will consist of two formal observations that are each a minimum of thirty (30) minutes in duration and informal observations. Formal and informal observations must occur during times where non-confidential activities are scheduled so no breach in confidentiality occurs.

### **Skilled School Counselors**

The Board of Education will evaluate a school counselor who received a final summative rating of Skilled on his/her most recent evaluation once every two (2) school years so long as the metric of student outcomes, for the most recent school year for which data is available, is Skilled or higher on the evaluation rubric during the year in which the school counselor is not fully evaluated, the Board

will conduct at least one (1) observation and one (1) conference. The observations(s) must occur during a time(s) where non-confidential activities are scheduled so no breach in confidentiality occurs.

If the school counselor's metric of student outcomes, for the most recent school year for which data is available, is developing or ineffective, the school counselor will be fully evaluated in accordance with this agreement.

### **Accomplished School Counselors**

The Board of Education will evaluate a school counselor who received a final summative rating of Accomplished on his/her most recent evaluation once every three (3) school years so long as the metric of student outcomes for the most recent school year for which data is available, is Skilled or higher on the evaluation rubric. During the year in which the school counselor is not fully evaluated, the Board of Education will conduct at least one (1) observation and one (1) conference. The observations(s) must occur during a time(s) where non-confidential activities are scheduled so no breach in confidentiality occurs.

If the school counselor's metric of student outcomes, for the most recent school year for which data is available, is Developing or Ineffective, the school counselor will be fully evaluated in accordance with this agreement.

### **Growth Plan/Improvement Plan**

A school counselor with a final summative rating of Accomplished will develop a professional growth plan. A school counselor with a final summative rating of Skilled will develop a professional growth plan collaboratively with his/her evaluator. A school counselor with a final summative rating of Developing will develop a professional growth plan with his/her evaluator. The school counselor must obtain approval for his/her professional growth plan from his/her evaluator. A school counselor with a final summative rating of Ineffective will develop an improvement plan with his/her evaluator. The evaluator directs development of the improvement plan. The school counselor must obtain approval for his/her improvement plan from his/her evaluator. A school counselor new to the field or new to the Board of Education will begin the school year on a professional growth plan. Notwithstanding anything in this agreement to the contrary, an evaluator has discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system and provide reasonable time and support.

### **Written Report**

The evaluation will be completed by the first day of May and the school counselor will receive a written report of the results of the evaluation by the tenth day of May.

## Article 23. District Teacher Evaluation Committee

### A. Establishment of the committee

The Association and the Board agree to establish a standing, joint Evaluation Committee (EC) for the purpose of advising on the policy, procedure and process, including the evaluation instrument, for the evaluation of teachers and to regularly review the effectiveness of the policy, procedure and process, including the evaluation instrument, for the evaluation of teachers of the Versailles Village School District.

### B. Composition

The EC will be comprised of four (4) Association representatives appointed by the VEA president and up to four (4) members appointed by the Superintendent or her/his designee.

### C. Operation

The EC will meet a minimum of once per school year. Operations and policies of the district teacher evaluation committee shall be established by the members of the committee

### D. Committee authority

- 1) The EC is responsible for developing, reviewing and recommending the policy, procedure and process, including the evaluation instrument, for teacher evaluation.
- 2) The EC will not have the authority to negotiate wages, hours, nor terms and conditions of employment.
- 3) If either party wishes to consider any change or revision to the evaluation procedure and/or content, including the evaluation instrument, during the term of this agreement, it will discuss the matter with the committee. If the discussion results in a recommendation by the EC to revise the evaluation procedure and/or content, including the evaluation instrument, said recommendations will be made to the superintendent and the VEA president.
- 4) Any recommended changes to the teacher evaluation content and/or process that impacts any articles and/or content of this master agreement must be negotiated as a subject of bargaining.



## **Article 24. Dismissal, Teacher**

The procedures as stated in Section 3319.16 and Section 3319.161 will be followed when any teacher (tenured or non-tenured) has been notified of intent to dismiss (to break contract in force).

## **Article 25. Class Size**

The Board and VEA agree that the number of students in a given class to an extent determines the effectiveness of the teacher to deal with individual student differences. Both parties also agree that the number of students assigned a teacher must reflect a degree of efficient use of that teacher in the school system. The building principal is responsible for the equitable distribution of teaching duties among the members of the staff.

Therefore, it is agreed that the following pupil-teacher ratios shall be used as a guideline by the persons responsible for such assignments. Departure from these norms may be authorized by the Superintendent only when he/she deems it necessary and in the best interest of the education of the students of this district.

At the request of the VEA, the Superintendent will advise the VEA of any such departures and the reasons for such change. If, in the opinion of the VEA, the Superintendent's reasons for change are questionable, the VEA shall have the right to discuss with the Board (or a committee thereof) an appropriate class size for the case in question.

### Pupil-Teacher Ratio Guide

- |                 |                                   |
|-----------------|-----------------------------------|
| 1) 20-30 Pupils | Physical Education                |
|                 | Intermediate - Grades 5 through 8 |
|                 | English                           |
|                 | Social Studies                    |
|                 | Math                              |
|                 | Science                           |
|                 | Foreign Language                  |
|                 | Business Education                |

- 2) 15-25 Pupils
  - Keyboarding
  - Home Economics
  - Industrial Arts
  - Art
  - Kindergarten
  - Primary - Grades 1 through 4
  
- 3) 12-25 Pupils
  - Special Education
  - Vocational Agriculture

## **Article 26. Department Heads or Team Chairs**

The certified/licensed staff will be divided into the following department or grade level organization for the purposes of administrative collaboration and to provide leadership of teams:

- A. Versailles High School (grades 9-12) will be divided into the following departments:
  - 1) Vocational Education
  - 2) Language Arts, including World Languages
  - 3) Math
  - 4) Science
  - 5) Social Studies
  - 6) Special Services
  
- B. Versailles Middle School (Grades 5-8) will be divided into the following grade or department level teams:
  - 1) Fifth Grade or Math
  - 2) Sixth Grade or Science
  - 3) Seventh Grade or Social Studies
  - 4) Eighth Grade or English Language Arts
  - 5) Special Services
  
- C. Versailles Elementary Schools (Grades K-4) will be divided into the following grade level teams:
  - 1) Kindergarten
  - 2) First Grade
  - 3) Second Grade
  - 4) Third Grade
  - 5) Fourth Grade
  - 6) Special Services

D. Grades Kindergarten - Twelfth will be divided into the following departments:

- 1) Fine Arts, K-12 (Music, Art)
- 2) Physical Education, K-12 (Includes Health, Grades 7-12)

A coordinator knowledgeable in his or her area will not be a full-time administrator.

The supplemental payment to department coordinators in the amount of two thousand five hundred dollars (\$2500) for meetings will be made over twenty-six (26) payments throughout the year.

### **Article 27. I.E.P. Development**

The Board agrees to provide up to three (3) days of released time with prior special education director approval to special education teachers for the development of individualized education plans and/or testing of students.

### **Article 28. School Day/Preparation Time**

A. Student Day: 8:00 a.m. - 3:05 p.m.

B. Teacher Day:

The regular full-time teacher's day will be seven (7) hours and thirty-five (35) minutes. **Each teacher shall be provided a minimum thirty (30) minute duty-free lunch period. Any teacher may leave the building during his/her lunch period providing such absence does not interfere with his/her professional duties or assignments and if the teacher notifies the appropriate building secretary prior to leaving the building and upon return.**

Teachers must report to their building for duty at the following time: 7:35 a.m. - 3:10 p.m.

Teachers will be required to attend scheduled building meetings, department or grade level meetings or parent conferences as necessary.

Teachers will be required to be present for scheduled parent-teacher conferences during the regular teacher work day, except when excused for other school duties or emergencies by the building principal. When such parent-teacher conferences extend beyond the regular teacher work day, compensatory released time shall be granted during a regularly scheduled school day.

C. Preparation for teachers:

Each teacher in the Versailles Exempted Village School District shall be scheduled for at least two hundred seventy-five (275) minutes per week of preparation time within the teacher day.

No secondary teacher shall have more than four (4) class preparations a day in the academic subjects unless by mutual agreement. Each modified, accelerated, and enriched class requiring different preparations shall be considered a single preparation.

In consideration of pertinent factors including but not limited to State and North Central Association requirements, the master schedule structure, student needs and available intervention time, and other elements related to teacher time as contained in this master agreement, every effort should be made to have intervention done by teachers who are certified/licensed in the area of intervention and/or teachers who have three or less class preparations.

Preparation time for less than full-time teachers will be scheduled as follows:

- Less than three (3) hours per day teaching - no plan time
- Three (3) to four point forty-nine (4.49) hours per day teaching - one hundred fifty (150) minutes/week
- Four point five (4.5) or more hours per day teaching - two hundred twenty-five (225) minutes/week

## **Article 29. Calendar, School**

### **A. Length of School Year**

Regular teaching employees - one hundred eighty-four (184) days scheduled

- ◆ One hundred eighty (180) student days \*\*
- ◆ Two (2) work days - one (1) day before the first student instructional day and one (1) day after the last student instructional day of the current school year. A work day is defined as a standard school day in which students are not present and related classroom work is accomplished onsite. To this end, no more than one (1) staff meeting, and not lasting more than one (1) hour, will be scheduled on a work day. Open house may not be held until after the workday is completed, unless agreed upon by the majority of the building staff.
- ◆ Two (2) staff development days

\*\* Given ODE approval up to two (2) waiver days may be substituted for student days for the purpose of staff development.

- B. The number of days scheduled under this Article shall not impact the District's ability to require additional days worked to ensure compliance with the State minimum number of hours of instruction per year. The District shall continue the practice of permitting up to five (5) calamity days per year, as long as the District remains in compliance with mandatory State minimum number of hours of instruction. **Employees shall not be required to report for duty during these first five (5) calamity days.** If additional contingency days are required to ensure compliance with mandatory State minimum number of hours of instruction, teachers shall be required to report to such contingency days without additional compensation. When E-days are utilized, teachers, working from home, are expected to check their district email account hourly and respond to each emailed question from students or staff. The District prefers to

have instructional time with teachers in the classroom. Deciding when to use a contingency day as opposed to an E-day shall be determined solely at the discretion of the Superintendent.

C. Calendar input from staff

The VEA will propose one (1) future school calendar per school year and submit it to the Superintendent by January 10. The suggested calendars will take effect one (1) year from the conclusion of the current school year. For example: The VEA calendar proposal for the 2020-2021 school year will be turned in by January 10, 2019. The suggested calendars will be submitted to the Board of Education by its June Board meeting. Final decisions on the calendar rest with the Board of Education.

### **Article 30. Paraprofessionals, Use of**

The Board agrees to place paraprofessionals in the schools whenever circumstances demonstrate a high priority need and when school district finances are available to support these positions.

### **Article 31. Contract, Supplemental**

The Board will issue supplemental contracts to teachers who are being compensated for duties that are in addition to their regular teaching duties.

### **Article 32. Tuition Exemption for Certified/Licensed Employees' Children**

The Versailles Board of Education shall provide tuition exemptions for all full-time certified/licensed employees' children. This exemption shall also include all full time rehired/retired employees' children. This exemption shall be granted to all full-time certified/licensed employees upon request on or before August 15 of the ensuing school year.

### **Article 33. Teacher Lounges - Workroom**

- A. The Board and the VEA agree that preparation is an important part of the teacher's workday.
- B. The Board, therefore, agrees to provide an appropriate teacher workroom lounge, to be used solely for the purpose, in each building in the district.
- C. The Board further agrees to provide and maintain at least one (1) computer and a phone in each workroom-lounge. The proceeds from vending machines in the lounges shall be the responsibility of the building representative in each building and administered through the Versailles Education Association accounts. Accumulated money shall be spent as deemed necessary by the VEA.

- D. Maintenance of said vending machines shall be the responsibility of the VEA.

### **Article 34. Supervision, Large Group**

In the event supervised study groups exceed one hundred fifty (150) assigned pupils, there will be two (2) supervisors assigned for supervision, if at all possible, except by mutual agreement between the supervising teacher and the building principal.

### **Article 35. Personnel Files**

Two personnel files may be maintained, one in the principal's office and one in the central office, on each certified/licensed employee. These files shall be limited to work performance, discipline, and routine personnel data. All file entries shall be signed and dated by the person submitting the entry and the bargaining unit member shall receive a copy when the entry is made. No anonymous documents shall be included in the personnel file.

The employee shall be permitted to review the contents of the employee's file in the presence of the principal or Superintendent at all reasonable times and may permit, by written notice, a VEA representative to review the file. A record shall be kept of those who reviewed the personnel file and the date of the review.

The employee shall have the right to rebut or add written comments to any information in the file.

All disciplinary documents placed in the file of current employees, shall automatically be expunged ten (10) years from the date of filing provided the employee has not been guilty of the same infraction within that time period.

### **Article 36. Family and Medical Leave**

A. Notwithstanding other provisions of this agreement, the Board agrees to abide by the provisions of the Family and Medical Leave Act of 1993. The parties to this agreement agree that all benefits guaranteed by the act will be provided to employees covered by this agreement. Any alleged violations of the act may be processed as grievances using the procedure herein. Pursuit of such a grievance in no way prevents an employee from enforcing his or her rights under the act as provided by law.

B. Eligibility

An employee must have one (1) years' service with the Versailles Exempted Village School District and the required hours of work to be eligible for benefits under the act.

C. Leave Provisions

- 1) Each eligible employee is entitled to and shall be granted upon request a combined total of up to twelve (12) weeks (maximum sixty (60) contracted days) of unpaid leave in **any twelve (12) month period** to care for a new child or a sick child, parent or spouse, or to use for the employee's own medical treatment. Such leave may be taken for the care of a newly adopted or newly placed foster child, as well as for a newborn child.
- 2) Any leave beyond twelve (12) weeks (maximum sixty (60) contracted days) in a year for these combined purposes may be granted pursuant to the other leave provisions of this agreement.
- 3) Eligible employees must substitute paid leave granted by other provisions of this agreement for all or part of the unpaid leave granted under this article.
- 4) Leave taken to care for a new child must be taken within one (1) year of birth or placement of the child. The employee must give the Board thirty (30) days' notice of the birth or placement if possible, or as much notice as possible, if less than thirty days.
- 5) Leave under the Act may be taken intermittently, when medically necessary. The employee will attempt to schedule medical procedures so as not to interrupt his/her work unnecessarily.
- 6) At the time the individual learns that his/her situation requires an extended leave, the person will notify the Superintendent of the need for extended leave. FMLA leave will start at that point, regardless of prior sick leave used.

D. Protection of Employment and Insurance

- 1) The Board shall return the employee taking a leave under this article to the same or equivalent position he or she occupied prior to the leave.
- 2) The Board shall continue to pay the Board contribution to the current health insurance coverage including medical, dental and vision insurance for the employee while he or she is on leave under this article provided these insurances were in place for the employee at the time of the FMLA leave request.
- 3) The taking of a leave under this article shall not result in the loss of any employment benefit accrued prior to the date the leave commenced.

E. Medical Certification

The Board may require medical certification from a licensed physician at the time of the leave request, at periodic intervals within the leave, and upon expected return to work of the employee as to the medical necessity for a leave under this article. Such certification will include a statement by the physician that the employee is unable to perform all the duties of his or her position, or that his or her presence is required to care for a seriously ill family member. This section shall be uniformly applied.

F. Return from Leave

If a teacher takes a leave under the FMLA which is to terminate within the last three weeks before the end of a school term, and the leave is of more than five weeks duration, the Board may require the teacher to remain on leave for the remainder of the term. However, the Board shall return this teacher to full pay and full benefits during the remainder of the term, even if all twelve weeks required by law have been used.

## **Article 37. Leave, Personal Days**

### **Personal Days Certified/Licensed**

Teachers may be granted **three (3)** unrestricted personal leave days of absence during each school year, without loss of salary, to transact business of a personal nature that cannot otherwise be accomplished during non-work hours.

Requests for personal leave will be presented to the principal at least two (2) days prior to the time of leave. Unforeseen emergencies shall be viewed as an exception to this procedure.

Personal leave may be used in half-day increments or one (1) whole day at a time.

Teachers who work less than a full-time schedule will be granted three (3) personal leave days prorated to equal their actual work day length.

The granting of requests shall be limited to no more than two teachers per building per day. Requests will be honored on a first-requested first-granted basis. Personal leave may be denied for days immediately prior to or after holidays. Principals may consider granting personal leave for more than two (2) teachers per building/per day in all months except May. The decision to allow personal leave for more than two teachers per building per day shall be solely at the discretion of the Principals.

Every effort should be made not to use personal leave days consecutively. Personal leave days are non-accumulative if not used during each school year.

Unrestricted paid leave cannot be taken the first ten (10) or last ten (10) days of the school year, and days are not to be taken during respective standardized testing dates unless with prior Superintendent approval.

Any teacher who serves as a jurist, on a required-only basis, will not be charged with use of personal leave days for this governmental service.

Any unused unrestricted personal leave days may be compensated by the choice of certified/licensed personnel of one (1) of the following options:

- 1) Paid at the substitute teacher daily rate before July 1 of the applicable year
- 2) Convert all unused personal days to accumulated sick days



Certified/licensed personnel must register their chosen option with the Treasurer's office by June 1. If notification is not provided by June 1, a default choice of conversion to accumulated sick days will be assigned.

### **Article 38. Jury Duty**

If a staff member is summoned to appear for jury duty, he/she will present a copy of the jury summons to his/her building principal and complete a "request for time off" form prior to reporting for jury duty. No sick leave or personal leave will be applied.

Staff members will be fully paid at their regular, daily rate of pay for each day of jury duty that is required by the courts. This includes days required to be present for jury selection, serving on a jury and other compulsory attendance days.

Any check received for jury duty must be turned over to the Treasurer's office within five (5) days after having returned to work.

### **Article 39. Leave, Days Without Pay**

- 1) No days to be taken during the ten (10) days at the beginning or at the end of the school year (teacher days)
- 2) Days cannot be used to extend a holiday
- 3) Days will not be granted if substitute cannot be secured
- 4) Days will not be granted during respective test dates
- 5) Approval will be at Superintendent's discretion

### **Article 40. Leave, Sabbatical**

Purpose - Certificated/licensed personnel may be granted a leave of absence for professional improvement by submitting a program of study in a recognized college or university for approval to the Superintendent. Upon the recommendation of the Superintendent, the Board may grant the leave of absence.

Eligibility - An applicant must have completed a minimum of five years of service ("year" as applied to service means actual service of not less than one hundred twenty (120) days within a school year) in the Versailles School System immediately preceding the professional leave. Anyone receiving a professional leave may apply for an additional leave each five (5) year period. However, requests for a second or subsequent leave have lowest priority of leave available.

Quota - Leaves will not be granted to more than three percent (3%) of the certificated/licensed staff.

Length of Leave - Leave will be granted for one (1) full academic year. Under unusual circumstances, a leave may be granted for one (1) semester.

Compensation - Compensation from the Board shall be the difference between the regular certified/licensed employee's salary and the replacement's salary, based on the teacher's salary schedule excluding extended service and extra duties.

Rights and Privileges - In accepting a professional leave, a certificated employee retains all the rights of tenure, retirement, insurance, etc., and automatic increases in salary as determined by the appropriate schedule as though teaching during the period of leave. At the expiration of the leave the grantee shall be assigned to a position in the Versailles School System for which he/she is qualified and which is comparable to the position held immediately prior to the leave.

Applicant Responsibility - The applicant must submit a "Professional Growth Plan" to the Superintendent in writing. A detailed report showing satisfactory completion of the approved plan must be submitted in writing to the Superintendent at the end of the leave.

Obligation - The grantee is required to return to employment in the Versailles School System for one year immediately following the "leave", or to refund the sum of paid hospitalization, retirement paid by the Board, and the salary received from the Board during the leave.

Failure to complete satisfactorily the approved professional growth plan shall result in refunding the sum of hospitalization payments, retirement paid by the Board, and the salary received from the Board during the leave, and forfeiting the "rights" for the year of professional leave to retirement, insurance, and automatic salary increases.

#### *Application and Instructions*

Appropriate forms for use in applying for professional leave, and for verifying successful completion of the leave will be provided by the Superintendent. The completed application and required information for leaves for the following school year must be filed with the Superintendent by April 1. Each applicant will be notified of approval or disapproval of his or her application as soon as practicable but no later than May 15. In addition, the Superintendent shall provide instructions regarding procedures to be observed in applying for a professional leave and in filing verification of successful completion of the professional growth plan.

### **Article 41. Leave, Assault**

In addition to the aforementioned sick leave policies, the Versailles Board of Education agrees not to deduct from accumulated sick leave days five (5) days for which a certified/licensed employee is absent from work due to a physical assault upon that employee physically initiated by any student or student's parent of the Versailles Exempted Village School District regardless of whether said assault occurs on or off school property and regardless of whether school is in session or dismissed for a vacation, provided the teacher can prove the assault was school related.

The Superintendent may require medical verification to justify the leave or absence from work.

The above assault leave is not binding upon the Board if the teacher was negligent or did not abide by state statutes.

## **Article 42. Leave, Sick**

- A. The amount of sick leave credited to an employee shall be fifteen (15) days per year with no limitation on the amount of accumulation. Sick leave is credited at the rate of one and one-fourth (1  $\frac{1}{4}$ ) days per month, including the summer months between school sessions. Beginning employees who are new to the district and have no sick leave or other employees who have exhausted their sick leave will be eligible for up to five (5) days of sick leave at the beginning of the year, but such advanced sick leave will be charged to any subsequent accumulation. This is to assure that employees be paid up to at least five (5) days each year for sick leave. Sick days can be taken in half-day and full-day increments only. A half-day is anything up to three and three-fourths (3  $\frac{3}{4}$ ) hours, including lunch and planning time. A full-day is anything over three and three-fourths (3  $\frac{3}{4}$ ) hours.
- B. In the event that an abuse of Article 42. Leave, Sick is suspected, the Superintendent may request that an employee provide an affidavit from the appropriate doctor's office as verification of her/his absence. Falsification of this verification shall be grounds for disciplinary action, including termination.
- C. Employees who are absent before and after holidays upon which schools are closed, and for which they otherwise would have received pay, shall be paid for the holidays regardless of whether their cumulative days have been exhausted or not. This does not apply to employees who are on extended leave or absence specifically granted by the Board.
- D. Employees who have been absent for ten (10) days or more due to illness may be required to present a statement from the physician indicating when they are physically able to resume their duties on a full-time basis.
- E. The maximum number of days leave available to employees during each school year is:
  - 1) Illness in the immediate family - fifteen (15) school days maximum. The term "immediate family" shall be interpreted as meaning spouse, parents, sisters, brothers, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, grandchildren, stepfather, stepmother, stepsister, stepbrother, stepson, stepdaughter, step-grandchild, step-grandparent, children and members of the household in which the employee lives.
  - 2) Each death in the immediate family is limited to five (5) school days. Personal leave may be substituted for all or part of this leave request at the discretion of the employee up to the personal leave limit of three (3) days.

- 3) Each death of relative - one (1) school day plus travel time. Personal leave may be substituted for all or part of this leave request at the discretion of the employee up to the personal leave limit of three (3) days.
- F. Sick leave is not charged for holidays, calamity or vacations, but is charged when sick leave is used as a leave of absence for all scheduled days, including make-up and rescheduled.
- G. Pregnancy/maternity leave using sick leave will be treated the same as sick leave. Pregnancy/maternity leave is defined as that time just prior to and immediately following the actual delivery of a child. It is further limited to that period of time for which an individual is physically unable to work as certified by a physician. The normal utilization of sick leave for pregnancy/maternity purposes shall not exceed six (6) weeks (maximum thirty (30) contracted days) under normal circumstances. Extenuating circumstances as certified by a physician may extend this time limit.
- H. Fathers and/or adoptive parents may use a maximum of five (5) sick leave days for use under pregnancy/maternity/paternity leave prior to and immediately following the actual delivery or adoption of the child.
- I. The Superintendent may use his/her discretion to allow greater number of sick leave days for items E (1-3) .
- J. The Superintendent may allow for teachers to donate sick leave days to other employees during extreme circumstances. For an employee to be eligible to receive donated sick leave days, the employee must have exhausted his/her available sick leave balance. The Superintendent's decision is final.

### **Article 43. Perfect Attendance Incentive**

While the Versailles Board of Education realizes that there are very legitimate reasons for the use of sick leave and personal leave, the Board agrees to pay a “perfect attendance incentive” of one hundred dollars (\$100) per semester or three hundred dollars (\$300) for the entire school year to each full-time certified/licensed employee who is not absent from his or her assigned duties on a contractual day (except for approved professional leave) during the specified time period. Approved sick leave or personal leave scheduled for days when school is scheduled to be made up due to exceeding the five (5) calamity day limit or for making up district-wide state tournament days will not count against an employee’s perfect attendance. The “perfect attendance incentive” shall be paid to a qualifying certified/licensed employee on the first pay date in February for the first semester or on the pay period following the last contractual day of the school year for second semester and full year incentive payments, upon receipt of a form provided in each building and completed by the employee. [In cases where the first semester end is different for grades K-6 and 7-12, the earliest semester end date will be used as the dividing point for first and second semester.] (The above incentive to be pro-rated for part-time certified/licensed employees.)

## Article 44. Insurance - Health

### A. Insurance Premiums:

Employee Contribution - 15%

Employer Contribution - 85%

The Board will pay the above premium per year from July 1, 2015 - June 30, 2018. Teachers who are employed part-time will have the board paid share of their premium prorated in accordance with their full-time equivalency (FTE).

### B. The Group Health Insurance Plan shall include but not be limited to the following provisions:

Hospitalization:	90% (In Network) 70% (Out of Network)
Deductible - Individual:	\$100 (In Network) \$200 (Out of Network)
Deductible - Family:	\$200 (In Network) \$400 (Out of Network)
Out of Pocket Maximum - Individual:	\$1,000 (In Network) \$2,000 (Out of Network)
Out of Pocket Maximum - Family:	\$2,000 (In Network) \$4,000 (Out of Network)
Coinsurance:	90% (In Network) 70% (Out of Network)
Copay Benefits:	
- Primary Care	\$20
- Urgent Care	\$35
- Emergency Room	\$100

*\* Copays do not apply toward deductible/out of pocket maximums*

Lifetime Maximum Benefit:	\$5 Million (Combined Network & Non-Network)
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### Prescription Drug Insurance Plan Provisions

Prescription Drug Coverages:	Prescription drug copays do not apply toward deductible/out of pocket maximums
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Generic:	\$10 Copay
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Brand Name:	\$30 Copay
Non Formulary:	\$50 Copay
Mail Order: (60 day supply)	\$10/\$20/\$30, 60 Days

- C. Insurance benefits herein described shall be subject to coordination of benefits, spousal coordination of benefits, subrogation of benefits, and other insurance contract provisions in accordance with terms of the master agreement(s) between the insurance carrier and the Board.
- D. Medical insurance benefits shall include any payments provided under the Medicare Act (Part A Part B).
- E. Employees may enroll or transfer into the Group Plan during August, annually. New employees may enroll in the Group Plan. Enrollment will be within thirty (30) days of employment date.
- F. The Board may change the carrier for health insurance as recommended by the Insurance Committee. However, a final decision regarding health insurance carrier rests with the Board as the Insurance Committee's role is advisory in nature. Such notice of any proposed change not originated by the Insurance Committee, but with coverage provisions at least equivalent to those provided on the effective date of this contract, will be shared in writing with the V.E.A. along with the coverage provisions of the proposed policy at least thirty (30) days prior to the implementation of the proposed new policy. In the event the V.E.A. determines the coverage provisions to not be equivalent, the V.E.A. and the Board shall work cooperatively to resolve such differences through implementation of the new policy.
- G. Medicare (1.45%) - A deduction of one and forty-five hundredth of a percent (1.45%) of any teacher's gross pay, for Medicare, shall be withheld. This is a required rule by the Federal government.

### **Article 45. Insurance - Dental**

Insurance Premiums:

Employee Contribution - 15%  
Employer Contribution - 85%

The provisions of the Dental Plan shall include but not be limited to the following:

- |                            |                      |
|----------------------------|----------------------|
| <b>Preventive Services</b> | <b>100% Coverage</b> |
| a) Oral Examinations       |                      |
| b) X-rays                  |                      |
| c) Cleaning                |                      |
| d) Fluoride Treatment      |                      |
| e) Space Maintainers       |                      |

<b>Basic Services</b>	<b>80% Coverage</b>
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- a) Emergency Treatment
- b) Amalgam, Silicate, Acrylic Fillings
- c) Endodontics
- d) Periodontics
- e) Oral Surgery
- f) Local Anesthesia
- g) Extractions
- h) Stainless Steel Crowns

**Major Services** **50% Coverage**

- a) Gold Foil Fillings
- b) Inlays and Onlays
- c) Crowns

**Prosthetic Services** **50% Coverage**

- a) Removable or Fixed Bridgework
- b) Partial or Complete Denture

**Orthodontic Services (Optional)** **50% Coverage**

- a) Teeth Straightening Procedures

Deductible	\$50
Annual Non-Orthodontic Maximum	\$1500
Lifetime Orthodontic Maximum	\$1500

The above program “provisions” (not including the Board contribution to premiums) may be altered without a reopening of negotiations provided that a majority of certified and classified employees carrying the dental insurance vote to alter any of the “provisions” noted following a presentation of alternative coverages and a comparison of costs. The Board retains final judgement on whether such changes, as recommended by the majority of employees on the plan, will be implemented.

As long as the Board remains a member of the Southwestern Ohio Educational Purchasing Cooperative and contracts for dental insurance coverage through the Cooperative, decisions about carriers will remain with the Cooperative as long as the provisions of this plan are maintained. Independent of the Cooperative, the Board may change the carrier for dental insurance provided they give written notice of the intent to change carriers to the V.E.A. at least thirty (30) days prior to the proposed implementation date, provided that the coverage provisions are at least equivalent to those provided on the effective date of the contract , and provided that a copy of the specifications/provisions of the proposed policy is provided to the V.E.A. at least thirty (30) days prior to the proposed implementation date. In the event that the V.E.A. determines the coverage/provisions to not be equivalent, the V.E.A. and the Board shall work cooperatively to resolve such differences through implementation of the new policy.

If a premium is less than the amount established by the formula only the premium amount will be paid.





## **Article 47. Insurance Opt-Out**

Insurance Opt-Out Payment: \$1,500

Employees of VEVSD may choose to opt-out of the insurance offered through the district. As a form of compensation, those employees who opt-out will receive a stipend of one thousand five hundred dollars (\$1,500).

Those employees who work less than a full work day will receive an equivalent percentage of the stipend (example: a teacher who works 0.45 day would receive  $\$1,500 \times 0.45 = \$675$ ).

To be paid to any employee who opts out of the BOE offered insurance. This will be paid at the end of the school year in one lump sum. Should the employee choose to take advantage of the school insurance at any time during the school year, the opt-out will no longer be available.

In the case where two (2) employees are married, there will only be one (1) opt out per family or couple.

## **Article 48. Spousal Coordination of Benefits**

- ◆ Any spouse of an employee of the Versailles Exempted Village Schools (VEVSD) who is eligible or later becomes eligible for benefits under his or her employer's Medical, Dental, Vision or retiree health insurance plan is required to enroll for at least single coverage in the plan offered by or through his or her employer. Spouses enrolled in their employer's plan may be enrolled as a covered dependent for secondary coverage under VEVSD plans.
- ◆ If the spouse is eligible for coverage and does not enroll, he or she is not eligible to be covered by the Versailles Exempted Village Schools health care benefit plan.

This change in the health insurance plan policy became effective July 1, 2005 and is applicable to you if you currently cover your spouse under the plan and he or she is eligible for health care benefits (Medical, Dental, Vision) through his or her own employer. In order to certify that your spouse is or is not covered by a plan where he or she works, you must complete a *Spousal Coordination of Benefits Policy Form* if you are enrolled in the Versailles Exempted Village Schools' Medical, Dental or Vision insurance plan for family coverage.

Falsification of statements on this form regarding benefits information will be considered grounds for termination of your contract.

Generally, the following waivers apply:

- ◆ If none of the above group mentioned sponsored health care benefit plans are available to the spouse, he or she is exempt from this requirement.
- ◆ Spouse is under sixty-five (65), retired and does not have access to the option to purchase group or system pooled and/or sponsored retiree health care coverage
- ◆ Spouse is unemployed

## **Article 49. District Insurance Committee**

- A. Establishment of the Committee  
The Association and the Board agree to establish a standing, joint Insurance Committee (IC) for the purpose of maintaining and advising on insurance coverage including, but not limited to, changes to member insurance coverage, possible changes in premiums, options available for comparable insurance coverage and comparison of insurance policies available.
- B. Composition  
The IC will be comprised of four (4) association representatives appointed by the VEA president and up to four (4) members appointed by the superintendent or her/his designee.
- C. Operation  
The IC will meet a minimum of once per school year. Operations and policies of the district insurance committee shall be established by the members of the committee.
- D. Committee Authority  
The IC is responsible for jointly studying, reviewing, advising and recommending insurance policies
- 1) The IC will not have the authority to negotiate types, benefits, carriers, nor terms and conditions of insurance coverage.
  - 2) Any changes recommended by IC that impact any articles and/or content of this master agreement must be negotiated as a subject of bargaining.

## **Article 50. Worker's Compensation**

The Board recognizes that employees may need to work outside their normal work hours or work days to effectively perform their duties. The Board will adhere to the definition of an allowable injury included in ORC 4123.01 on worker compensation which states in part that 'injury' includes any injury, whether caused by external accidental means or accidental in character and result, received in the course of, and arising out of, the injured employee's employment." The Board reserves the right to dispute any suspected abuse involving a worker's compensation claim.

## **Article 51. Severance Pay**

- A. An employee of the Versailles Exempted Village Schools may elect, at the time of retirement from active service, with the immediate preceding ten or more years of employment with the Versailles Exempted Village School District, will be paid one-fourth of the value of his/her accrued but unused sick leave or fifty (50) days whichever is smaller between the fraction of accrued, but unused sick leave or the maximum allowable severance days in effect.

Such payment shall be based on the employee's per diem rate of pay at the time of retirement whether he/she was employed on a full or part-time basis.

- B. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at the time. Such a payment shall be made only once to any retiring employee or in the event of the death of an employee who would otherwise have the minimum ten (10) years service requirement and been eligible for normal service retirement with STRS, to the estate of the employee. To be eligible for such payment, the employee's effective date of retirement must not be later than ninety (90) days after the last paid day of service with the Versailles Exempted Village School System. Upon receipt, within the ninety (90) days, by the Board Treasurer of a retiree's written election to be paid for unused accrued sick leave as outlined above and evidence of actual retirement, as verified in writing by the appropriate retirement agency, the payment due shall be made no later than sixty (60) calendar days after receipt of retiree's written communication and the verification of retirement or at the employee's request, in the next calendar year.
- C. 403(b) Plan and 403(b) Plan Severance - The Versailles Board of Education shall continue to offer a 403(b) plan. This plan shall comply with all new IRS regulations effective January 2009 and include the following plan features:
- 1) Hardship withdrawals or loans
  - 2) In-service withdrawals at your age 59½
  - 3) Catch up contributions (age 50+)
  - 4) Rollovers from other plans into your 403(b) account
  - 5) Exchanges to other 403(b) accounts, or transfers to another 403(b) plan in cases where a bargaining unit member leaves the employment of the Versailles Board of Education
  - 6) A Roth 403(b) option
  - 7) Severance feature—bargaining unit employees shall be eligible to have any applicable severance distributions deposited in amounts allowable by law for tax sheltering purposes

This plan shall require no contribution on the part of the Board, other than the costs associated with administration of the plan and accrued severances as selected by the employee.

## **Article 52. Complaint Procedure**

Any parent or citizen concerned about specific problems about the staff will be resolved through the following procedure:

- A. All attempts will be made to have the staff member and citizen meet to resolve the problem.
- B. If the citizen is unwilling to meet the staff member, the administrator hearing the concern will attempt to resolve the problem. In no case, if the problem cannot be verified, will the alleged concern be used in the staff member's evaluation.

- C. An anonymous complaint will be given the due consideration it deserves.
- D. Community complaints made to the Board or administration against teachers, except those from the teachers' supervisors, shall follow the steps below:
  - 1) First, the classroom teacher. If unresolved or additional information and/or assistance is needed, then confer with;
  - 2) Second, the principal. If unresolved or additional information and/or assistance is needed, then confer with;
  - 3) Third, the Superintendent's office. The Superintendent may choose to direct the complaint to a designee who has responsibility in the area of question or concern. If the concern is still unresolved, then confer with;
  - 4) Fourth, the Board of Education may hear the complaint. Any action on the complaint by the Board of Education shall be deemed to be final.
- E. The complaint procedure in the article shall not apply to complaints against a VEA member that requires a report to law enforcement and/or children services.

### **Article 53. Summer School**

Upon consideration of the number of interested students, the cost, and the availability of faculty, the Board of Education will endeavor to provide summer school courses. The salary paid summer school faculty shall be at their current per hourly rate or at a rate mutually agreeable to the teacher and administration.

Calculation of teacher pay shall include one preparation period of (1) hour of each (5) hours of instruction. All planning time shall be at the schools.

### **Article 54. Mileage, Employee**

VEA members who, as a part of their work assignment, are required to travel by their personal motor vehicle, shall be compensated for the mileage they travel at the current IRS rate. Said members shall keep accurate logs of all mileage accumulation. Mileage logs may be verified by the Superintendent/designee before reimbursement is rendered. Preapproval for any anticipated mileage accrued required.

Those eligible for reimbursement of accumulated mileage shall include, but not be limited to: home instructors/tutors driving to/from personal residence to student location, driving to/from mandatory professional development workshops/conferences, driving to/from required meetings related to VEA teaching assignment.

Mileage reports shall be submitted on approved forms to the member's administrator on or before the first of each month. Monies owed to individuals for professional mileage shall be paid in the month following the filing of report.

## **Article 55. Darke County Schools' Professional Development Committee By Laws**

The establishment of Local Professional Development Committees is authorized and required by Senate Bill 230. The Versailles Education Association and the Versailles Board of Education agree to participate in and abide by the by-laws of the Darke County Schools' Professional Development Committee. A copy of the by-laws can be found with the VEA President, at the Board Office, and at the Darke County ESC.

## **Article 56. Staff Development Committee**

### **A. Establishment of the Committee**

The association and the board agree to establish a standing, joint staff development committee (SDC) for the purpose of advising on planning and presenting for staff development programs of teachers.

### **B. Composition**

The SDC will be comprised of teacher leaders (aka: department heads) and invited staff.

### **C. Operation**

The SDC will meet a minimum of once per school year. Operations and policies of the staff development committee shall be established by the members of the committee.

### **D. Committee Authority**

- 1) The SDC is responsible for; advising on planning and presenting for staff development of teachers.
- 2) The SDC will have input on the actual days, times and programs for staff development.
- 3) Any changes recommended by SDC that impact any articles and/or content of this master agreement must be negotiated as a subject of bargaining.

## **Article 57. Inservice, Professional Growth**

The Board of Education and the VEA encourage all staff members to increase their district level teaching competencies. Professional growth should be strived for in the performance of duties and daily teaching tasks to promote an atmosphere which is conducive to successful student achievement.

## **Article 58. C.E.U. Credit**

In order that all certified/licensed staff, not holding a permanent teaching certificate/license, may obtain needed credits for recertification/re-licensure it is agreed that:

- 1) The administration will work cooperatively with the Staff Development Coordinator, the Staff Development Committee and Department Heads to attempt to provide meaningful inservice on Staff Development Day for which Continuing Education Units (C.E.U.'s) can be obtained by interested certified/licensed staff subject to approval by the State Department of Education. Application for specific program approval shall be coordinated by the Staff Development Coordinator with necessary cooperation of Department Heads. The Administration will assume responsibility for all necessary record-keeping.
- 2) Certified/licensed staff may obtain C.E.U.'s toward recertification/re-licensure while attending approved professional leave activities on school time provided there is no additional expense in obtaining C.E.U.'s. Any additional expense for the CEU credit will be assumed by the employee.

## **Article 59. Resident Educator Program**

The Ohio Resident Educator Program began in 2011, and is a comprehensive, four-year initiative to assist beginning teachers with mentoring and professional development as they start their education careers. The Resident Educator Program is designed to improve teacher retention, enhance teacher quality, and result in improved student achievement. The Ohio Resident Educator Program can be envisioned as a professional pathway to continued professional learning, leading educators to more effective practices and excellence in teaching, Ohio Revised Code 3319.223 and Ohio Administrative Code 3301-24-04 provide the basis for the Ohio Resident Educator Program and the requirement to successfully pass the Resident Educator Summative Assessment (RESA). When teachers successfully complete program requirements, including the RESA component, they become eligible for a professional teaching license. Teachers take the RESA in year 3 of the four-year program.

The Versailles School District Resident Educator Program will follow all requirements as stipulated in ORC 3319.223 in conducting a professional and quality mentoring program for all of its entry -year teachers.

Definitions - For purposes of this agreement, teachers participating in the Resident Educator Program shall be designated as follows:

- 1) Mentor - a teacher who will provide formative assistance to an entry-year teacher.
- 2) Entry-Year Teacher - a teacher in the first year of employment under a teaching or educational personnel certificate.

Selection of Mentors - The Superintendent shall assign mentor(s) for each entry-year teacher by September 1 upon the recommendation of the principal and department head.

#### Selection Criteria for Mentors

- 1) Mentors shall be experienced classroom teachers preferably with a minimum of three (3) consecutive years of teaching experience within the District.
- 2) Mentors shall have demonstrated teaching success in the classroom on a consistent basis.
- 3) Mentors shall possess experience and certification/licensure appropriate to the assignment of the entry-year person (i.e. certification/licensure does not necessarily have to be in the same area as the entry-year teacher).
- 4) Mentors shall have successfully completed Resident Educator Mentor Training.
- 5) Mentors shall be chosen because of content knowledge, classroom management skills, and inter-personal communications skills.

#### Responsibilities

- 1) The District would be responsible for providing and paying for the training of mentors.
- 2) The diagnosing of needs, and development of a formative assistance plan for each assigned entry-year teacher shall focus on skill enhancement. This program shall not be developed or utilized as a remediation program.
- 3) No mentor shall participate in any informal or formal evaluation of an entry-year teacher, nor make, nor be requested or directed to make any recommendation regarding the continued employment of an entry-year teacher. This would preclude the mentor from serving as the "second evaluator".
- 4) All interaction, written or oral, between the mentor and the entry-year teacher shall be regarded with confidentiality. Any violation of this tenet by the mentor shall constitute grounds for immediate removal from his or her role as a mentor.
- 5) Experienced teachers will be consulted about the components and content of the entry-year program.

Compensation - For entry year, mentor shall be released from all classroom teaching responsibilities for four (4) days the first semester and two (2) days the second semester for each entry-year teacher assigned. The Board of Education shall provide a substitute teacher to fulfill all responsibilities of the mentor for these days. Each of these days is to be spent with the entry-year teacher observing, critiquing and enhancing skills of the entry-year teacher.

The mentor shall be paid a stipend at a rate stipulated in this Master Agreement for each assigned entry-year teacher per year. The Versailles Board of Education shall compensate all approved mentors at a minimum rate of five hundred dollars (\$500.00) for each assigned entry-year teacher. The five hundred-dollar (\$500.00) stipend will be paid once documentation has been provided indicating that all required

meetings have been attended and all classroom observations have been completed. Stipend payment will be included in one lump sum within the last paycheck of May of the applicable school year.

Evaluation - Program administrators, mentors, and entry-year teachers shall meet as a group prior to the end of each school year to assess and evaluate the program. Recommendations shall be submitted in the form of a written report to the Association and Superintendent by the start of the ensuing school year. Parties (i.e. Superintendent/designee and VEA President) shall meet and confer regarding changes to the Resident Educator Program.

### **Article 60. Inservice Training Certified/Licensed**

1. Training/professional development sessions may be held on a regular school day using a two (2) hour delay schedule. All teachers are required to attend. Failure to attend will result in forfeiture of two sevenths (2/7) of the absentee's per diem pay.
2. Attendance at the yearly scheduled teacher inservice sessions shall be mandatory for all certified personnel.
3. Attendance at a six (6) hour (or combination of six hours) designated school-sponsored technology inservice session can be substituted for attendance at the opening staff development sessions (two (2) half-days or one (1) full day). Teachers would still be required to attend the workday which would include some required meetings.
4. All staff members will be provided opportunities to influence and develop the character of the Teacher Development programs by direct or indirect participation in planning, evaluating, and implementing activities.
5. A reasonable amount of funds will be provided to conduct inservice training.

### **Article 61. Strike – Work Stoppage**

The VEA agrees to abide by all statutes of Ohio Law which pertain to strikes/work stoppages of public employees. It is mutually agreed that during the term of this Negotiated Agreement the Association will not call a strike unless and until honest attempts have been made by both parties to resolve the difference by negotiations.

Should impasse be reached, the impasse procedure outlined in Article V of this Negotiated Agreement shall be implemented. After the impasse procedures have been exhausted and after expiration of the contract, and if at least one party rejects the recommendations of the Advisory Panel, then the VEA may strike after giving a ten (10) day notice.

### **Article 62. Reduction in Number of Teachers: Restoration**

When by reason of finances, change in educational objectives, decreased enrollment of pupils, return to duty of regular teachers after leaves of absence, or by reason of suspension of schools or territorial changes affecting the district, a Board of Education decides that it will be necessary to reduce the



number of teachers, it may make a reasonable reduction. In making such reduction, the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent of schools who shall, within each teaching field affected, give preference to teachers on continuing contracts and to teachers who have greater seniority. Teachers, whose continuing contracts are suspended, shall have the right of restoration to continuing service status in order of seniority of service in the district if and when teaching positions become vacant or are created for which any of such teachers are or become qualified.

If there are no teachers with suspended continuing contracts eligible for a newly created or vacant position a teacher whose limited contract has been suspended shall have the right of restoration to limited contract status. Such right shall exist until the expiration of the teacher's suspended limited contract, or up to July 10 immediately following the two (2) year anniversary of the last official day worked under the contract which was suspended, whichever is longer.

Teachers whose contracts have been suspended will lose their right to restoration, if they:

- a) resign,
- b) fail to accept a position offered for which they are qualified and certificated/licensed,
- c) fail to respond, in writing, within ten (10) days after receiving notice of recall by certified mail, addressee only return receipt requested.

It shall be the responsibility of the teacher to keep an updated address on file with the treasurer.

### **Article 63. Seniority Rights**

Reduction in force procedures, as stipulated in this master agreement, and the teacher's areas of certification/licensure will be considered in all seniority decisions by the Board

Seniority means: The number of years of continuous employment in the Versailles School District. Board authorized or granted leaves-of-absence will not disturb Seniority, but the period of absence will not be included in years of Seniority.

### **Article 64. Costs of Licensure/Certification and Background Checks**

Beginning with the effective date of this master agreement, the Board of Education will reimburse bargaining unit members no more than sixty dollars (\$60) for the combined costs incurred related to state (BCI) and federal (FBI) background checks required by the Ohio Revised Code. Fingerprinting done at locations other than the Darke County ESC will require a receipt for reimbursement. Those fingerprints done at the Darke County ESC will be billed directly to the Versailles Board of Education. The cost of licensure is the sole responsibility of the employee.

## **Article 65. Tuition Reimbursement**

- A. The Board agrees to pay up to fifty percent (50%) of the cost per semester hour to full-time teaching employees who successfully complete (grade B or better) graduate courses taken in general education, administration or guidance at a fully accredited college or university.
- B. An employee may receive reimbursement for a maximum of six (6) semester hours per school year under this provision. Administrator approval prior to enrollment in the course (using the Tuition Reimbursement Form), a certified transcript and a receipt for tuition payments must be submitted to the Board Treasurer by June 30 to be eligible for tuition reimbursement. Certified transcripts unable to be turned in by June 30 due to college/university transcript release date will be eligible for reimbursement the following fiscal year. (Example: A class taken that ends June 15, 2013 and the school does not release the transcript until after June 30, 2013 will be reimbursed for school calendar year 2014.)
- C. An employee must teach in the District for two (2) years following the earning of the coursework credit and tuition reimbursement or the employee must repay the Board the full amount of tuition reimbursement.
- D. The Board will appropriate for tuition reimbursement purposes a maximum of fifteen thousand dollars (\$15,000) per school year for the duration of this master agreement. If the amount of reimbursement reaches the maximum allowable amount in one (1) school year, the new maximum will be increased by five hundred dollars (\$500) beginning the following school year. If the amount of valid tuition reimbursement requests exceeds this amount, eligible employees will be reimbursed on a prorated basis computed by dividing the appropriated amount by the total number of credit hours District wide for which reimbursement is requested. Payment will be made during July following the submission of the required transcripts and receipts.
- E. Additionally, employees who are reimbursed by another agency shall be eligible only for the difference, if any, between reimbursement to which they would be entitled and the amount received from the agency.

## **Article 66. College Credit Plus**

- 1. The opportunity to teach any course offered by the school district through College Credit Plus shall be offered to all members of the bargaining unit who are qualified to teach the course and no outside employees shall be solicited until all members of the bargaining unit have refused.
- 2. Teaching a course that qualifies for College Credit Plus shall be voluntary on the part of the teacher and no teaching employee shall be forced to meet the requirements to teach the course.
- 3. Any teacher who teaches a course that qualifies for College Credit Plus shall be afforded an in-service day to visit the participating institution of higher education to engage in planning with the cooperating college instructor and any other day as required by the college/university. The

teacher shall be paid his/her per diem rate of pay for the in-service day, plus mileage at the IRS rate. The district shall pay the costs for employees to be trained as an adjunct instructor.

4. Courses offered for College Credit Plus shall be determined by May 1 of each school year for the following school year.
5. The District shall pay all tuition costs, fees, and supplies for College Credit Plus (“CCP”) certification coursework for teachers, who need CCP certification in order to comply with the requirements of the Ohio Department of Education, the Ohio Board of Regents, the District’s partnering college(s), or the Ohio Revised Code. Any teacher who desires to seek payment for CCP certification coursework tuition costs, fees, and supplies must submit an application in advance to the Superintendent. The decision to grant or deny payment for CCP certification coursework shall be solely at the discretion of the Superintendent.
6. All VEA members teaching CCP courses and the high school counselor shall receive a stipend of two hundred fifty dollars (\$250.00).

### **Article 67. Hours for Advancement on the Salary Schedule**

On the salary schedule the “150” column means a total of 150 semester hours (graduate or undergraduate) completed before or after receiving the B.A. degree. “M.A. +15” means 15 semester hours of graduate credit hours completed after receiving a M.A. degree.

Hours for advancement on the salary schedule must be approved by the Superintendent or his or her designee. However, coursework will be generally approved providing the work is in an accredited institution in the field of education. The approval will be based on whether the course completed, in the opinion of the Superintendent or his or her designee, will strengthen the educational program of the Versailles Schools. It is highly recommended that such approval be attained in writing from the Superintendent before the class is started.

If a teacher accepts a stipend paid for by the Board of Education to take a course, then the hours received from the course may or may not be used for advancement on the salary schedule. The final decision will be at Board discretion.

The effective date for a teacher to advance on the Experience Step Levels (i.e. “Rows”) on the salary schedule shall be the first day of the succeeding school year immediately following the teacher’s date of hire. One hundred twenty (120) days of full-time employment is the minimum number of days required to constitute one (1) service year, or one (1) year of employment for movement on the salary schedule. Advancement for Training Levels (i.e. “Columns”) on the salary schedule shall be the start date of the semester following the completion of coursework and submission of a transcript verifying all earned semester hours toward advancement.

## **Article 68. State Teachers Retirement System (STRS)**

The Versailles Exempted Village School District Board of Education shall designate each employee's mandatory contribution to the State Teachers Retirement System (STRS) of Ohio as "picked-up/deferred" by the Board although the contribution shall continue to be designated as employee contributions.

The amount of the employee's income reported by the Board and subject to the federal and state income taxes shall be the employee's total gross income reduced by the mandatory employee contribution.

In the event an adverse determination from either the Board's legal advisor or the Internal Revenue Service is rendered which affects the qualifying status of this "pick-up/deferral" plan, the plan shall be rendered null and void.

This change took effect with the September 6, 1985 payroll.

### **Safety**

- A. A complete safety program for Versailles Exempted Village School District will be implemented by the use of safety films, lectures, online, and books based on State Safety Rules and Regulations.
- B. There shall be a Safety Committee consisting of two (2) administrators and two (2) teachers. The committee shall meet to update and review the present safety program and to consider any claimed safety or health problems, at the request of any committee member. Meeting shall occur before or after the regular work day.
- C. Safety is a mutual concern to the Board of Education and the VEA. The VEA will cooperate with the Board of Education in encouraging employees to observe all safety rules and practices necessary to maintain a safe and healthful workplace.
- D. All employees shall promptly report any unsafe conditions to their building administrator. If an employee believes a job and/or vehicle is hazardous to his or her health and safety, or the health and safety of other employees or the public, he/she may request that his or her building administrator be called to discuss the matter.

All employees who are injured or who are involved in an accident during the course of their employment, shall file an accident report on a form furnished by the BOE. No matter how slight the accident, all such injuries should be reported to the employee's building administrator and any necessary medical attention shall be obtained as soon as possible but in no case shall it exceed five (5) days.

## **Article 69. Salary**

**2018-2019 School Year:** 2% increase on the base salary with all appropriate step and column movement. \*For the 2018-2019 contracted school year, a one-time, lump sum payment of seven hundred fifty dollars (\$750) will be paid to each full-time member. Part-time members will receive a pro-rated amount. This signing bonus is not added to the base salary.

**2019-2020 School Year:** 2% increase on the base salary with all appropriate step and column movement.

**2020-2021 School Year:** 2% increase on the base salary with all appropriate step and column movement.

ORC 5705.412 requires that the Board Treasurer, Superintendent and the President of the Board certify that adequate revenues will be available to maintain all personnel and programs for the current school year and for the number of days in the succeeding fiscal years. The Board Treasurer will semiannually file with the Ohio Department of Education Five-Year Forecasts by May 31 and October 31.

New staff, with fewer than ten (10) years of experience, hired during the life of this contract will be placed on the salary schedule at their years of experience level. New staff hired, having ten (10) or more years of experience, will be placed at Step 10.

## Article 70. Contract Effective Date

The beginning and ending dates, respectively, of the negotiated agreement shall be July 1 of the initial contract year under the agreement and June 30 of the final contract year under the agreement.

The Board of Education also agrees, should negotiations not be completed by June 30 of the final year of the contract, to extend Health and Dental insurance coverage until the following September 15 - the subsequent seventy-seven (77) day period of time following the June 30 expiration date of the contract.

## Article 71. Duration of Agreement

This Agreement shall be effective from JULY 1, 2018 through JUNE 30, 2021.

IN WITNESS AND IN AGREEMENT TO ALL OF THE ABOVE, THE REPRESENTATIVES OF THE PARTIES HERETO PLACE AND DATE THEIR SIGNATURES BELOW.

FOR THE BOARD

Heidi Batty 01/22/19  
President Date

Jackie Kremer 1-22-19  
Treasurer Date

Anna Moran 1-22-19  
Superintendent Date

Mark [Signature] 1-22-19  
Representative Date

FOR THE VEA

Amy Carman 12-20-18  
President Date

Amy Carman 12-20-18  
Negotiations Chairperson Date

Jennifer Mylentman 12-20-18  
Bargaining Representative Date

\_\_\_\_\_  
Bargaining Representative Date

## Appendix A - TUITION REIMBURSEMENT FORM

1. Before taking a course(s), fill in all information in the form below. Submit the completed form first to an administrator for his/her signature. Please submit this form along with documentation from the school (or school website) indicating the tuition rate per credit hour.
2. After completing the course(s), submit your itemized bill and certified transcript to the Treasurer's office. Reimbursement will be made for the cost of tuition. No reimbursement will be made for books, parking, and other charges/fees.
3. Employees will receive reimbursement of tuition upon presenting a certified transcript from the school of successful completion of the course according to the following scale: 50 % for a B grade or better, none for less than a B grade.

Employee Name	Employee Signature	Date
<b>Course(s) Name and Number of Credits</b>	<b>Course Expected Start and End Dates</b>	
<b>Brief Description of Course(s)</b>		
Administrator Name	Administrator Signature	Date

# Appendix B - SALARY SCHEDULES

## Versailles Exempted Village Schools 2018-2019 Salary Schedule

Base: \$37,697

Effective July 1, 2018

Steps	BA Index	BA	Steps	BA+150 Index	BA + 150	Steps	MA Index	MA	Steps	MA+15 Index	MA + 15
0	1.050	\$39,582	0	1.120	\$42,221	0	1.200	\$45,236	0	1.250	\$47,121
1	1.085	\$40,901	1	1.155	\$43,540	1	1.249	\$47,084	1	1.299	\$48,968
2	1.120	\$42,221	2	1.190	\$44,859	2	1.298	\$48,931	2	1.348	\$50,816
3	1.155	\$43,540	3	1.225	\$46,179	3	1.347	\$50,778	3	1.397	\$52,663
4	1.190	\$44,859	4	1.260	\$47,498	4	1.396	\$52,625	4	1.446	\$54,510
5	1.225	\$46,179	5	1.295	\$48,818	5	1.445	\$54,472	5	1.495	\$56,357
6	1.260	\$47,498	6	1.330	\$50,137	6	1.494	\$56,319	6	1.544	\$58,204
7	1.295	\$48,818	7	1.365	\$51,456	7	1.543	\$58,166	7	1.593	\$60,051
8	1.330	\$50,137	8	1.400	\$52,776	8	1.592	\$60,014	8	1.642	\$61,898
9	1.365	\$51,456	9	1.435	\$54,095	9	1.641	\$61,861	9	1.691	\$63,746
10	1.400	\$52,776	10	1.470	\$55,415	10	1.690	\$63,708	10	1.740	\$65,593
11	1.440	\$54,284	11	1.510	\$56,922	11	1.739	\$65,555	11	1.789	\$67,440
12			12			12	1.788	\$67,402	12	1.838	\$69,287
15			15			15	1.837	\$69,249	15	1.887	\$71,134
18			18			18	1.862	\$70,192	18	1.936	\$72,981
20			20			20	1.886	\$71,097	20	1.985	\$74,829
22			22			22	1.911	\$72,039	22	2.010	\$75,771
25			25			25	1.940	\$73,132	25	2.040	\$76,902
27			27			27	1.965	\$74,075	27	2.065	\$77,844
30			30			30	1.989	\$74,979	30	2.089	\$78,749

\* Salaries are rounded to the nearest whole dollar.

After-School Intervention = \$28.00 /hour  
 Tutor Rate (.0007 x base) = \$26.39 /hour



**Versailles Exempted Village Schools**  
2019-2020 Salary Schedule

Base: \$38,451

Effective July 1, 2019

Steps	BA Index	BA	Steps	BA+150 Index	BA + 150	Steps	MA Index	MA	Steps	MA+15 Index	MA + 15
0	1.050	\$40,374	0	1.120	\$43,065	0	1.200	\$46,141	0	1.250	\$48,064
1	1.085	\$41,719	1	1.155	\$44,411	1	1.249	\$48,025	1	1.299	\$49,948
2	1.120	\$43,065	2	1.190	\$45,757	2	1.298	\$49,909	2	1.348	\$51,832
3	1.155	\$44,411	3	1.225	\$47,102	3	1.347	\$51,793	3	1.397	\$53,716
4	1.190	\$45,757	4	1.260	\$48,448	4	1.396	\$53,678	4	1.446	\$55,600
5	1.225	\$47,102	5	1.295	\$49,794	5	1.445	\$55,562	5	1.495	\$57,484
6	1.260	\$48,448	6	1.330	\$51,140	6	1.494	\$57,446	6	1.544	\$59,368
7	1.295	\$49,794	7	1.365	\$52,486	7	1.543	\$59,330	7	1.593	\$61,252
8	1.330	\$51,140	8	1.400	\$53,831	8	1.592	\$61,214	8	1.642	\$63,137
9	1.365	\$52,486	9	1.435	\$55,177	9	1.641	\$63,098	9	1.691	\$65,021
10	1.400	\$53,831	10	1.470	\$56,523	10	1.690	\$64,982	10	1.740	\$66,905
11	1.440	\$55,369	11	1.510	\$58,061	11	1.739	\$66,866	11	1.789	\$68,789
12			12			12	1.788	\$68,750	12	1.838	\$70,673
15			15			15	1.837	\$70,634	15	1.887	\$72,557
18			18			18	1.862	\$71,596	18	1.936	\$74,441
20			20			20	1.886	\$72,519	20	1.985	\$76,325
22			22			22	1.911	\$73,480	22	2.010	\$77,287
25			25			25	1.940	\$74,595	25	2.040	\$78,440
27			27			27	1.965	\$75,556	27	2.065	\$79,401
30			30			30	1.989	\$76,479	30	2.089	\$80,324

\* Salaries are rounded to the nearest whole dollar.

After-School Intervention = \$28.00 /hour  
Tutor Rate (.0007 x base) = \$26.92 /hour

**Versailles Exempted Village Schools**  
2020-2021

Base: \$39,220

Effective July 1, 2020

Steps	BA Index	BA	Steps	BA+150 Index	BA + 150	Steps	MA Index	MA	Steps	MA+15 Index	MA + 15
0	1 050	\$41,181	0	1 120	\$43,926	0	1 200	\$47,064	0	1 250	\$49,025
1	1 085	\$42,554	1	1 155	\$45,299	1	1 249	\$48,986	1	1 299	\$50,947
2	1 120	\$43,926	2	1 190	\$46,672	2	1 298	\$50,908	2	1 348	\$52,869
3	1 155	\$45,299	3	1 225	\$48,045	3	1 347	\$52,829	3	1 397	\$54,790
4	1 190	\$46,672	4	1 260	\$49,417	4	1 396	\$54,751	4	1 446	\$56,712
5	1 225	\$48,045	5	1 295	\$50,790	5	1 445	\$56,673	5	1 495	\$58,634
6	1 260	\$49,417	6	1 330	\$52,163	6	1 494	\$58,595	6	1 544	\$60,556
7	1 295	\$50,790	7	1 365	\$53,535	7	1 543	\$60,516	7	1 593	\$62,477
8	1 330	\$52,163	8	1 400	\$54,908	8	1 592	\$62,438	8	1 642	\$64,399
9	1 365	\$53,535	9	1 435	\$56,281	9	1 641	\$64,360	9	1 691	\$66,321
10	1 400	\$54,908	10	1 470	\$57,653	10	1 690	\$66,282	10	1 740	\$68,243
11	1 440	\$56,477	11	1 510	\$59,222	11	1 739	\$68,204	11	1 789	\$70,165
12			12			12	1 788	\$70,125	12	1 838	\$72,086
15			15			15	1 837	\$72,047	15	1 887	\$74,008
18			18			18	1 862	\$73,028	18	1 936	\$75,930
20			20			20	1 886	\$73,969	20	1 985	\$77,852
22			22			22	1 911	\$74,949	22	2 010	\$78,832
25			25			25	1 940	\$76,087	25	2 040	\$80,009
27			27			27	1 965	\$77,067	27	2 065	\$80,989
30			30			30	1 989	\$78,009	30	2 089	\$81,931

\* Salaries are rounded to the nearest whole dollar.

After-School Intervention = \$28.00 /hour  
Tutor Rate (.0007 x base) = \$27.45 /hour



# Appendix C - SUPPLEMENTAL SALARY SCHEDULES

## Versailles Exempted Village School District 2018-2019 Supplemental Salary Schedule Positions

Base: \$37,697 (Base Salary x Index = Supplemental Salary) Effective July 1, 2018

Schedule	0-1 Year		2 Years		3 Years		4 Years		5 Years		6-8 Years		9-11 Years		12+ Years	
AA	0.150	5,655	0.160	6,032	0.170	6,408	0.180	6,785	0.190	7,162	0.210	7,916	0.230	8,670	0.250	9,424
A	0.141	5,315	0.148	5,579	0.155	5,843	0.162	6,107	0.169	6,371	0.176	6,635	0.183	6,899	0.190	7,162
B	0.121	4,561	0.128	4,825	0.135	5,089	0.142	5,353	0.149	5,617	0.156	5,881	0.163	6,145	0.170	6,408
C	0.111	4,184	0.118	4,448	0.125	4,712	0.132	4,976	0.139	5,240	0.146	5,504	0.153	5,768	0.160	6,032
D	0.077	2,903	0.082	3,091	0.087	3,280	0.092	3,468	0.097	3,657	0.102	3,845	0.107	4,034	0.112	4,222
E	0.073	2,752	0.078	2,940	0.083	3,129	0.088	3,317	0.093	3,506	0.098	3,694	0.103	3,883	0.108	4,071
F	0.065	2,450	0.070	2,639	0.075	2,827	0.080	3,016	0.085	3,204	0.090	3,393	0.095	3,581	0.100	3,770
G	0.042	1,583	0.044	1,659	0.046	1,734	0.048	1,809	0.050	1,885	0.052	1,960	0.054	2,036	0.056	2,111
H	0.034	1,282	0.036	1,357	0.038	1,432	0.040	1,508	0.042	1,583	0.044	1,659	0.046	1,734	0.048	1,809
I	0.025	942	0.026	980	0.027	1,018	0.028	1,056	0.029	1,093	0.030	1,131	0.031	1,169	0.032	1,206
J	0.015	565	0.016	603	0.017	641	0.018	679	0.019	716	0.020	754	0.021	792	0.022	829
K	0.010	377	0.011	415	0.012	452	0.013	490	0.014	528	0.015	565	0.016	603	0.017	641

**Schedule AA:**  
Athletic Director

**Schedule A:**  
Head Basketball Coach (B or G) (2)  
Head Football Coach  
Head Wrestling Coach

**Schedule B:**  
Marching Band Director

**Schedule C:**  
Head Baseball Coach  
Head Bowling Coach  
Head Cross Country Coach (HS/JH B&G)  
Head Softball Coach  
Head Swim Coach  
Head Track Coach (B or G) (2)  
Head Volleyball Coach  
Yearbook Advisor (w/o class)  
Assistant FFA Advisor

**Schedule D:**  
Asst. Basketball Coach (B or G) (2)  
Asst. Football Coach (1) (50 or more 9-12)  
Asst. Football Coach (5)  
Asst. Marching Band Director  
Asst. Wrestling Coach  
Athletic Manager  
Color Guard Director

**Schedule E:**  
Asst. Baseball Coach  
Asst. Bowling Coach  
Asst. Cross Country Coach (HS/JH B&G) (1-33)  
Asst. Softball Coach  
Asst. Track Coach (B or G) (2)  
Asst. Volleyball Coach

**Schedule E (cont):**  
Yearbook Advisor (w/ class)  
Asst. Swim Coach

**Schedule F:**  
Asst. Athletic Director (2) ††  
Boy's Golf Coach  
Fr. Baseball Coach/Asst.  
Fr. Basketball Coach/Asst. (B or G) (2)  
Fr. Volleyball Coach/Asst.  
Girl's Golf Coach/Assistant Coach  
Jh. Basketball Coach (B or G) (4)  
Jh. Football Coach (5)  
Jh. Track Coach (B or G) (4)  
Jh. Volleyball Coach (2)  
Jh. Wrestling Coach (2)

**Schedule G:**  
H.S. Academic Team Advisor  
H.S. Play/Drama Club Advisor  
Musical Director  
Student Council Advisor  
Boy's Assistant Golf Coach

**Schedule H:**  
Cheerleader Advisor - Basketball  
Cheerleader Advisor - Football  
Head Cheerleader Advisor

**Schedule I:**  
Cheerleader Advisor - Jh. Basketball  
Competition Cheer Coach  
Grade 11 Advisor  
Grade 12 Advisor  
Jh. Academic Team Adv.  
Newspaper/VJ/N Advisor

**Schedule I:**  
After School Chorus Director  
Grades 5 & 6 Chorus Director  
Cheerleader Adv. - Jh. Football  
FTA Advisor  
Grade 10 Advisor  
H.S. Play Director Assistant  
MS Student Council Advisor  
Musical Director Assistant  
National Honor Society Adv.  
Pep Band Advisor  
Power of the Pen - 7th Grade  
Power of the Pen - 8th Grade  
Show Choir Director

**Schedule K:**  
Art Club Advisor  
College Club Advisor  
French Club Advisor  
Grade 7-9 Class Advisors  
Math/Science Club Advisor  
SADD Advisor  
Spanish Club Advisor  
Varsity V Advisor

**\$2,500 Stipend**  
Grade Level Chairs K-8  
Dept Head 9-12  
Special Services Dept Heads

\* An assistant cross country coach (HS/JH B&G) for every 33 runners in HS & JH Boys & Girls.

Contract Expiration: Teachers and others who are employed and are to be compensated by the Board for approved supplemental duties in addition to regular teaching duties, shall be employed on supplemental contracts. A supplemental contract shall automatically expire at the end of its term without further action or notice by the Board.

**Versailles Exempted Village School District**  
**2019-2018 Supplemental Salary Schedule Positions**

Base: \$38,451 (Base Salary x Index = Supplemental Salary) Effective July 1, 2019

Schedule	0-1 Year		2 Years		3 Years		4 Years		5 Years		6-8 Years		9-11 Years		12+ Years	
AA	0.150	5,768	0.160	6,152	0.170	6,537	0.180	6,921	0.190	7,306	0.210	8,075	0.230	8,844	0.250	9,613
A	0.141	5,422	0.148	5,691	0.155	5,960	0.162	6,229	0.169	6,498	0.176	6,767	0.183	7,037	0.190	7,306
B	0.121	4,653	0.128	4,922	0.135	5,191	0.142	5,460	0.149	5,729	0.156	5,998	0.163	6,268	0.170	6,537
C	0.111	4,268	0.118	4,537	0.125	4,806	0.132	5,076	0.139	5,345	0.146	5,614	0.153	5,883	0.160	6,152
D	0.077	2,961	0.082	3,153	0.087	3,345	0.092	3,537	0.097	3,730	0.102	3,922	0.107	4,114	0.112	4,307
E	0.073	2,807	0.078	2,999	0.083	3,191	0.088	3,384	0.093	3,576	0.098	3,768	0.103	3,960	0.108	4,153
F	0.065	2,499	0.070	2,692	0.075	2,884	0.080	3,076	0.085	3,268	0.090	3,461	0.095	3,653	0.100	3,845
G	0.042	1,615	0.044	1,692	0.046	1,769	0.048	1,846	0.050	1,923	0.052	1,999	0.054	2,076	0.056	2,153
H	0.034	1,307	0.036	1,384	0.038	1,461	0.040	1,538	0.042	1,615	0.044	1,692	0.046	1,769	0.048	1,846
I	0.025	961	0.026	1,000	0.027	1,038	0.028	1,077	0.029	1,115	0.030	1,154	0.031	1,192	0.032	1,230
J	0.015	577	0.016	615	0.017	654	0.018	692	0.019	731	0.020	769	0.021	807	0.022	846
K	0.010	385	0.011	423	0.012	461	0.013	500	0.014	538	0.015	577	0.016	615	0.017	654

**Schedule AA:**  
Athletic Director

**Schedule A:**  
Head Basketball Coach (B or G) (2)  
Head Football Coach  
Head Wrestling Coach

**Schedule B:**  
Marching Band Director

**Schedule C:**  
Head Baseball Coach  
Head Bowling Coach  
Head Cross Country Coach (HS/JH B&G)  
Head Softball Coach  
Head Swim Coach  
Head Track Coach (B or G) (2)  
Head Volleyball Coach  
Yearbook Advisor (w/o class)  
Assistant FFA Advisor

**Schedule D:**  
Asst. Basketball Coach (B or G) (2)  
Asst. Football Coach (1) (50 or more 9-12)  
Asst. Football Coach (3)  
Asst. Marching Band Director  
Asst. Wrestling Coach  
Athletic Manager  
Color Guard Director

**Schedule E:**  
Asst. Baseball Coach  
Asst. Bowling Coach  
Asst. Cross Country Coach (HS/JH B&G) (1-33)  
Asst. Softball Coach  
Asst. Track Coach (B or G) (2)  
Asst. Volleyball Coach

**Schedule E (cont):**  
Yearbook Advisor (w/class)  
Asst. Swim Coach

**Schedule F:**  
Asst. Athletic Director (2) (4)  
Boy's Golf Coach  
Fr. Baseball Coach/Asst.  
Fr. Basketball Coach/Asst. (B or G) (2)  
Fr. Volleyball Coach/Asst.  
Girl's Golf Coach/Assistant Coach  
Jh. Basketball Coach (B or G) (4)  
Jh. Football Coach (3)  
Jh. Track Coach (B or G) (4)  
Jh. Volleyball Coach (2)  
Jh. Wrestling Coach (2)

**Schedule G:**  
H.S. Academic Team Advisor  
H.S. Play/Drama Club Advisor  
Musical Director  
Student Council Advisor  
Boy's Assistant Golf Coach

**Schedule H:**  
Cheerleader Advisor - Basketball  
Cheerleader Advisor - Football  
Head Cheerleader Advisor

**Schedule I:**  
Cheerleader Advisor - Jh. Basketball  
Competition Cheer Coach  
Grade 11 Advisor  
Grade 12 Advisor  
Jh. Academic Team Adv.  
Newspaper/VNN Advisor

**Schedule I:**  
After School Chorus Director  
Grades 5 & 6 Chorus Director  
Cheerleader Adv. - Jh. Football  
FTA Advisor  
Grade 10 Advisor  
H.S. Play Director Assistant  
MS Student Council Advisor  
Musical Director Assistant  
National Honor Society Adv.  
Pep Band Advisor  
Power of the Pen - 7th Grade  
Power of the Pen - 8th Grade  
Show Choir Director

**Schedule K:**  
Art Club Advisor  
College Club Advisor  
French Club Advisor  
Grade 7-9 Class Advisors  
Math/Science Club Advisor  
SADD Advisor  
Spanish Club Advisor  
Varsity 'V' Advisor

**\$2,500 Stipend**  
Grade Level Chairs K-8  
Dept Head 9-12  
Special Services Dept Heads

\* An assistant cross country coach (HS/JH B&G) for every 33 runners in HS & JH Boys & Girls.

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**Versailles Exempted Village School District**  
2020-2021 Supplemental Salary Schedule Positions

Base: \$39,220 (Base Salary x Index = Supplemental Salary)

Effective July 1, 2020

Schedule	0-1 Year		2 Years		3 Years		4 Years		5 Years		6-8 Years		9-11 Years		12+ Years	
AA	0.150	5,883	0.160	6,275	0.170	6,667	0.180	7,060	0.190	7,452	0.210	8,236	0.230	9,021	0.250	9,805
A	0.141	5,530	0.148	5,805	0.155	6,079	0.162	6,354	0.169	6,628	0.176	6,903	0.183	7,177	0.190	7,452
B	0.121	4,746	0.128	5,020	0.135	5,295	0.142	5,569	0.149	5,844	0.156	6,118	0.163	6,393	0.170	6,667
C	0.111	4,353	0.118	4,628	0.125	4,903	0.132	5,177	0.139	5,452	0.146	5,726	0.153	6,001	0.160	6,275
D	0.077	3,020	0.082	3,216	0.087	3,412	0.092	3,608	0.097	3,804	0.102	4,000	0.107	4,197	0.112	4,393
E	0.073	2,863	0.078	3,059	0.083	3,255	0.088	3,451	0.093	3,647	0.098	3,844	0.103	4,040	0.108	4,236
F	0.065	2,549	0.070	2,745	0.075	2,942	0.080	3,138	0.085	3,334	0.090	3,530	0.095	3,726	0.100	3,922
G	0.042	1,647	0.044	1,726	0.046	1,804	0.048	1,883	0.050	1,961	0.052	2,039	0.054	2,118	0.056	2,196
H	0.034	1,333	0.036	1,412	0.038	1,490	0.040	1,569	0.042	1,647	0.044	1,726	0.046	1,804	0.048	1,883
I	0.025	981	0.026	1,020	0.027	1,059	0.028	1,098	0.029	1,137	0.030	1,177	0.031	1,216	0.032	1,255
J	0.015	588	0.016	628	0.017	667	0.018	706	0.019	745	0.020	784	0.021	824	0.022	863
K	0.010	392	0.011	431	0.012	471	0.013	510	0.014	549	0.015	588	0.016	628	0.017	667

**Schedule AA:**

Athletic Director

**Schedule A:**

Head Basketball Coach (B or G) (2)

Head Football Coach

Head Wrestling Coach

**Schedule B:**

Marching Band Director

**Schedule C:**

Head Baseball Coach

Head Bowling Coach

Head Cross Country Coach (HS/JH B&G)

Head Softball Coach

Head Swim Coach

Head Track Coach (B or G) (2)

Head Volleyball Coach

Yearbook Advisor (*se/e class*)

Assistant FFA Advisor

**Schedule D:**

Asst. Basketball Coach (B or G) (2)

Asst. Football Coach (1) (*50 or more 9-12*)

Asst. Football Coach (5)

Asst. Marching Band Director

Asst. Wrestling Coach

Athletic Manager

Color Guard Director

**Schedule E:**

Asst. Baseball Coach

Asst. Bowling Coach

Asst. Cross Country Coach (HS/JH B&G) (1-33)

Asst. Softball Coach

Asst. Track Coach (B or G) (2)

Asst. Volleyball Coach

**Schedule E (cont):**

Yearbook Advisor (*se/e class*)

Asst. Swim Coach

**Schedule F:**

Asst. Athletic Director (2) ~~(3)~~

Boy's Golf Coach

Fr. Baseball Coach/Asst.

Fr. Basketball Coach/Asst. (B or G) (2)

Fr. Volleyball Coach/Asst.

Girl's Golf Coach/Assistant Coach

Jh. Basketball Coach (B or G) (4)

Jh. Football Coach (5)

Jh. Track Coach (B or G) (4)

Jh. Volleyball Coach (2)

Jh. Wrestling Coach (2)

**Schedule G:**

H.S. Academic Team Advisor

H.S. Play/Drama Club Advisor

Musical Director

Student Council Advisor

Boy's Assistant Golf Coach

**Schedule H:**

Cheerleader Advisor - Basketball

Cheerleader Advisor - Football

Head Cheerleader Advisor

**Schedule I:**

Cheerleader Advisor - Jh. Basketball

Competition Cheer Coach

Grade 11 Advisor

Grade 12 Advisor

Jh. Academic Team Adv.

Newspaper/VNN Advisor

**Schedule I:**

After School Chorus Director

Grades 5 & 6 Chorus Director

Cheerleader Adv. - Jh. Football

FTA Advisor

Grade 10 Advisor

H.S. Play Director Assistant

MS Student Council Advisor

Musical Director Assistant

National Honor Society Adv.

Pep Band Advisor

Power of the Pen - 7th Grade

Power of the Pen - 8th Grade

Show Choir Director

**Schedule K:**

Art Club Advisor

College Club Advisor

French Club Advisor

Grade 7-9 Class Advisors

Math/Science Club Advisor

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