Wed, 11/05/2025 11:45:27 AM SERB

2026-01
23-MED-09-0843
46115

PROFESSIONAL NEGOTIATIONS AGREEMENT

between the

PLYMOUTH-SHILOH LOCAL BOARD OF EDUCATION

and the

PLYMOUTH EDUCATION ASSOCIATION
OEA/NEA

Effective: July 1, 2024
thru
June 30, 2027

TABLE OF CONTENTS

Page

ARTICLE I PROFESSIONAL NEGOTIATIONS AGREEMENT

101 .....Recognition 1
102 .....Negotiating Procedures 2
103 .....Agreement 4
104 .....Disagreement 5
105 .....Definitions 5
106 .....Amendment Procedure 5

ARTICLE II GRIEVANCE PROCEDURE

201 .....Definitions 6
202 .....Purpose 6
203 .....Informal Procedure Guidelines 6
204 .....Formal Procedure 8
205 .....Scope of Application 9
206 .....Professional Rights Provisions 10

ARTICLE III LEAVE PROVISIONS

301 .....Sick Leave 11
302 .....Personal Leave 13
303 .....Professional Leave 14
304 .....Leaves of Absence 15
305 .....Assault Leave 17
306 .....Sabbatical Leave 17
307 .....Jury Duty/Court Leave 18
308 .....Family Leave 18
309 .....AESOP and Substitutes 20
310 .....Permissive Leave 20

ARTICLE IV SALARY AND FRINGE BENEFITS

401 .....Regular Salary 21
402 .....Miscellaneous Provisions Related to Salary 24
A. Reimbursement for Additional Training 24
B. Mileage 25
C. Severance Pay 25
D. Payroll Deductions 27
E. Internal Substitution 29
F. Direct Deposit 29

TABLE OF CONTENTS (continued)

Page

403.....Supplemental Salary - Extra-Duty Assignments 29
A. Options 29
B. New Position 30
C. Supplemental Assignments/Pay Scale 30
404.....Fringe Benefits 32
A. General Provisions 32
B. Insurance Plans 35
1. Hospital, Surgical, and Major Medical 35
2. Dental 35
3. Group Life Insurance 35
4. Vision Service 35
5. Liability Insurance 35
6. IRS Section 125 Plan 36
405.....STRS Pick-Up 36
406.....Members' Children - Tuition Free 37
407.....Licensure Reimbursement 37

ARTICLE V MEMBERS' RIGHTS

501.....Fair Dismissal 38
502.....Member Evaluation 38
503.....Evaluation of School Counselors 56
504.....Personnel Files 58
505.....Vacancies, Transfers and Assignments 59
506.....Member Lunch Period 61
507.....Preparation Time 62
508.....Workday 62
509.....Preschool Teachers 62
510.....Mentor Teacher Program/Resident Educator (RE) Program 63

ARTICLE VI CONTRACTS

601.....Limited 67
602.....Continuing Contracts 67
603.....Supplemental Limited Contracts 68
604.....Limited and Continuing Contracts Content 69
605.....Reduction in Force 70
606.....Seniority 73
607.....School Calendar 75

ARTICLE VII ASSOCIATION RIGHTS 77

TABLE OF CONTENTS (continued)

Page

ARTICLE VIII EMPLOYMENT PRACTICES AND COMMITTEES

801 .....Employment Practices 81
802 .....Rehiring of Retired Teachers 81
803 .....Communication Committees 82
804 .....Supplies 83
805 .....Facilities 83
806 .....Student Discipline 83
807 .....Complaint Procedure 84
808 .....Classroom Relocation 85
809 .....High School Schedule 85
810 .....Class Size 85
811 .....Professional Development Committee 86
812 .....Committee and Outside Workday Compensation 87
813 .....Labor Management Committee 88

ARTICLE IX HEALTH AND SAFETY 89

ARTICLE X EFFECTS AND DURATION OF CONTRACT

1001 .....Effects of Contract 91
1002 .....Copies of the Contract 91
1003 .....Personnel Policies and Practices 91
1004 .....Severability 91
1005 .....Term of Contract 92

TABLE OF CONTENTS (continued)

		Page
APPENDICES		
Appendix A	Absence Leave Form	93
Appendix B	Leave of Absence Form	94
Appendix C	Severance Payment Form	95
Appendix D	Sabbatical/Educational Leave Form	96
Appendix E	Grievance Procedure Form	97
Appendix F	Decision on Grievance Form	98
Appendix G-1	Media Specialist Evaluation Form	99
Appendix G-2	Head Coach Evaluation Form	101
Appendix G-3	Assistant and/or Middle School Coaches Evaluation Form	103
Appendix G-4	Pre-Observation Conference Form	104
Appendix G-5	Post-Observation Teacher Summary Form	105
Appendix G-6	OTES 2.0 Self-Assessment Summary Tool	106
Appendix G-7	OTES 2.0 Professional Growth Plan	107
Appendix G-8	OTES 2.0 Improvement Plan	109
Appendix G-9	OTES 2.0 Assessment of Teacher Performance Rubric	112
Appendix G-10	OTES 2.0 Final Holistic Rating/Summative Rating Forms	121
Appendix G-11	OTES 2.0 Classroom Walkthrough/Information Evaluation Form	123
Appendix H	Salary Schedule Index - Effective July 1, 2024	124
H-1	Salary Schedule - Effective July 1, 2024	125
H-2	Salary Schedule – Effective July 1, 2025	126
H-3	Salary Schedule – Effective July 1, 2026	127
Appendix I	Transfer Request Form	128
Appendix J	Medical Mutual Traditional Dental Plan	129
Appendix K	Medical Mutual of Ohio	131
Appendix L	Prescription Drug Program	133
Appendix M	Personal and Dependent Vision Care Services	134
Appendix N	Extended Service Days	135
Appendix O	Personal Leave/Attendance Payout	136
Appendix P	Committee and Outside Workday Compensation	137

ARTCLE I

PROFESSIONAL NEGOTIATIONS AGREEMENT

101 RECOGNITION

A. The Plymouth-Shiloh Local Board of Education, hereinafter referred to as the Board, recognizes the Plymouth Education Association (PEA), an OEA/NEA affiliate, hereinafter referred to as the Association, as the sole and exclusive representative of the members of the bargaining unit (hereinafter, the member or the members), as defined by ORC 3319.09, including those members who are on an approved leave of absence or in a lay-off status except for management level employees, supervisors, and seasonal and casual employees. Such recognition shall continue until such time that a new representative is recognized in accordance with the pertinent provisions of Chapter 4117 of the ORC.

The Association recognizes the Board as the locally elected body charged with the establishment of policies for public education in the Plymouth-Shiloh Local School District and the employer of all members of the school system.

The Association agrees that the functions, rights, powers, responsibilities, and authority of the Board in regard to the management of the work force and the operation of the district shall remain exclusively those of the Board unless specifically limited or modified by an express provision or terms of this Contract. It is understood, however, that the Board's duty to bargain with the Association as the sole and exclusive representative of the bargaining unit shall be as is prescribed by Section 4117.08 of the Ohio Revised Code.

The Association and the Board recognizes the superintendent as the chief executive officer and primary professional advisor of the Board.

Both parties recognize that members have the right to freely organize, to join, and to support any organization for their professional and/or economic improvement, and that membership in any organization shall not be required as a condition of employment. Such organization may set criteria for membership but may not exclude teachers as members on the basis of sex, marital status, race, creed, or national origin.

B. All attempts will be made to fill positions within the bargaining unit and its jurisdiction with full-time employees.

102 NEGOTIATING PROCEDURES

A. Scope of Negotiations

Negotiable matters shall be all matters with respect to wages, hours, terms and conditions of employment and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement.

B. Initiation of Negotiations and Timeline for the Bargaining Process

1. Either the Board or the Association may cause negotiations for a successor agreement to commence by giving written notification to the other party it desires to bargain collectively for the purpose of modifying the existing Collective Bargaining Agreement or negotiating a successor agreement. Such notice by the Association shall be served on the superintendent of schools and notice by the Board shall be served on the president of the Association. The party initiating the negotiations shall also serve upon the State Employment Relations Board a copy of its written notice to commence negotiations and a copy of the existing Collective Bargaining Agreement. The collective bargaining process for a successor contract shall commence no more than one hundred twenty (120) nor less than sixty (60) days prior to the expiration date of the existing Collective Bargaining Agreement and shall be at a mutually acceptable time within fourteen (14) days of the date that the initiating notice was served.

2. The parties shall continue in full force and effect all the terms and conditions of the existing Collective Bargaining Agreement, without resort to strike or lock-out, for a period of sixty (60) days after the party gives notice or until the expiration date of the Collective Bargaining Agreement, whichever occurs later.

C. Negotiation Sessions

1. Representatives of the Board shall meet with representatives of the Association to negotiate in good faith. Representation shall be limited to four (4) representatives each of the Board and of the Association. Neither party in any negotiations shall have control over the selection of the negotiating or bargaining representatives of the other party. While no final agreement shall be executed without ratification by the Association, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.

2. The parties may call upon competent professional and lay representatives to consider matters under discussion and to make suggestions. Up to two (2) consultants may be used by each of the parties in any of the negotiation meetings.

3. Both parties agree to provide the other party with all available relevant data within a reasonable time. While negotiations are in progress the Association and the Board agree to confer in good faith in accordance with the laws of the State of Ohio.

4. The Association and the Board agree that all negotiations will be conducted in executive session.

5. The Association and the Board agree that each party will designate an official spokesperson to represent their committee, though all members of both committees may participate in negotiations.

6. The Association and the Board agree that each shall be represented at all negotiations meetings by a team of negotiators, not to exceed four (4) members per team. In addition to said team, each party shall be authorized to admit no more than two (2) observers to each meeting. Such observers shall be without the right to speak or to otherwise comment to either party.

7. The Association and the Board agree that the chairperson of either party may, independently, call for a caucus at any time during the negotiation session.

8. The Association and the Board agree that the process of tabling may be used. Tabling means "the temporary suspension of negotiation on a specific item."

9. The Association and the Board agree that either party may, at its discretion and with prior notification, bring into the negotiations any outside legal and professional advisors. Prior notification shall mean a written communication to the chairperson of the group to be informed. This communication must be received at least seventy-two (72) hours before the negotiation session at which the advisor will be present. Receipt of such communication must be acknowledged in writing and returned within twenty-four (24) hours to the sender.

10. The Association and the Board agree that negotiating shall take place in the Board Room or the High School Library.

11. The Association and the Board agree that all items which were submitted for negotiations and upon which tentative agreement is

reached shall be reduced to writing and incorporated into a single tentative agreement. Such tentative agreement would be submitted to the ratification process described in Section 103.

12. The Association and the Board agree that definite dates for meetings and starting times shall be determined with the mutual consent of the teams.

13. The Association and the Board agree that bargaining sessions shall be three (3) hours unless mutually agreed to lengthen or shorten and no caucus shall go over one-half (1/2) hour without the mutual consent of both parties.

14. The Board shall make available to the Negotiating Committee of the Association for inspection all public records of the Plymouth-Shiloh Local School System.

15. The Association and the Board agree that any attempt to coerce, to dominate, to censor, or to penalize any participant in these negotiations shall be recognized as a breach of good faith.

16. The Association and the Board agree that as negotiation items received tentative agreement, they shall be reduced to writing and initialed by each party.

17. The Association and the Board agree that while negotiations are in progress any releases prepared for news media must be approved by both parties.

D. The Association and the Board may mutually agree to adopt changes and/or modifications to the process delineated in subsections B and C herein. Any such mutually adopted changes shall be reduced to writing and initialed by the representative(s) of each representative body whereupon they shall be subject to any ratification process which each respective party's constituency may deem necessary.

103 AGREEMENT

When an agreement is reached through negotiations, the outcome shall be reduced to writing and submitted to the Association and the Board for formal approval in accordance with Section 102, part C, number 11. Following ratification by the Association, the Board shall adopt a resolution setting forth the agreement.

The agreement shall be signed by the parties and shall become part of the official minutes of the Board.

104 DISAGREEMENT

In the event the parties are unable to reach agreement, either party may declare impasse. Upon declaration of impasse, the party declaring impasse shall prepare a joint request for a federal mediator from the Federal Mediation and Conciliation Service. The mediation period shall be thirty calendar days from the date of the first meeting with the federal mediator, after which the Association shall have the rights provided by ORC 4117.14 (D) (2).

In the event the Association issues a strike notice, the parties shall have the right to issue press releases regarding their position on the remaining issues.

The above procedure shall be deemed an Alternative Dispute Resolution Procedure as authorized by R.C. 4117.14 (C).

105 DEFINITIONS

Bargain Collectively – To bargain collectively means to perform the mutual obligation of the Board by its representatives and the representatives of the Association to negotiate in good faith in reasonable times and places with respect to wages, hours, terms and other conditions of employment and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement, with the intention of reaching an agreement, or to resolve questions arising under the agreement. This includes executing a written contract incorporating the terms of any agreement reached. The obligation to bargain collectively does not mean that either party is compelled to agree to a proposal nor does it require the making of a concession.

Full-time – A member who is employed to perform a full day's work as defined by this contract for a minimum of 120 days or more in a work year.

Part-time – A member who works less than a full day as defined by this contract and/or less than the minimal standard of 120 workdays per work year.

Bargaining Unit Work – All work performed by a member(s) of the bargaining unit and any work that is similar to such work.

106 AMENDMENT PROCEDURE

This Contract may be amended, or provision(s) altered only by the mutual consent of the Board and the Association. Such amendment and/or altering may be 1) at the request of either the Board or the Association or 2) as may be required by ORC 4117. In any case, the finalization of such amendment(s) or altering shall be in accordance with the provisions of Article I, Sections 103 and 104. The party proposing the amendment may withdraw the amendment if agreement is not reached.

###

ARTICLE II

GRIEVANCE PROCEDURE

201 DEFINITIONS

A grievance shall mean a complaint by a member of the bargaining unit or the Association alleging that there has been a violation, misinterpretation, or inequitable application of any provision of this Agreement. The term "grievance" shall not apply to any matter to which the Board is without authority to act.

An "aggrieved person" is the member or group of members or the Association making the complaint.

202 PURPOSE

The purpose of this procedure is to secure, at the lowest possible administrative level, in the quickest possible time, equitable solutions to grievances of all members. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.

203 INFORMAL PROCEDURE GUIDELINES

1. The aggrieved shall first discuss it with his principal either directly, through an Association Grievance Committee member or his Association building representative with the objective of resolving the matter informally.

2. So that the grievance can be processed as rapidly as possible, time limits at each level should be considered as maximum and every effort should be made to expedite the process. Time limits may be extended by mutual agreement of all parties.

3. So that the grievance procedure may be exhausted prior to the end of the school terms or as soon thereafter as is practicable, no grievance may be filed after May 1 without the approval of the Grievance Committee.

4. If the Association Grievance Committee, in conjunction with the Association Executive Committee, decides at any level of the grievance procedure that a grievance is without merit or that an equitable answer has been given to the aggrieved person, it may withdraw its approval. The aggrieved person may not be represented by any other organization or group at any time.

5. If, in the judgment of the Association Grievance Committee, a grievance affects a group or class of members in more than one building, the Grievance Committee may submit such grievance in writing to the superintendent directly and the processing of such grievance will be commenced at Level Two.

6. Every effort will be made to avoid interruption of classroom activities and to avoid the involvement of students and the public in all phases of the grievance procedure.

7. Only authorized forms for filing grievances made available by the Association Grievance Committee chairperson shall be used by the parties in interest. Sample copies of authorized forms are in the Appendixes.

8. The Board of Education agrees that the Plymouth Education Association, as sole official representative of all members of the bargaining unit of the School District, shall be the only organized representative of members in grievance processing.

9. The Association shall furnish to each school principal and the superintendent, before October 31 of each school year, the names of the Association Grievance Committee member. If the superintendent has not received notification by October 31, the administration shall have the right to decline acceptance of grievances until such time as the Association has provided names of Association Grievance Committee members.

10. A grievance will not be recognized unless it is presented at the appropriate level within fifteen (15) school days after the aggrieved person knew of the act or condition on which the grievance is based.

11. A grievance which is filed does not have to be co-signed by the Grievance Committee.

12. Any party of interest may be represented at any or all stages of the grievance procedure as required by this article, by a person from the Association, a representative of the Association, or of the legal profession.

    In all cases, the Association president shall receive notification of date, time, and place of hearings and the Association shall be entitled to representation at such hearings in accordance with ORC 4117. Such representation shall be determined solely by the Association. The adjustment of a grievance(s) shall not, under any circumstances, be inconsistent with the terms of this Professional Negotiations Agreement.

204 FORMAL PROCEDURE

1. Level One – If the aggrieved person is not satisfied with the outcome of the informal procedures, he may present his claim as a formal grievance in writing to his principal and the Association Grievance Committee chairperson.

   The principal or immediate superior shall, within three (3) school days after receipt of the written grievance, render his decision and the reasons therefore in writing with copies going to the aggrieved person, the chairperson of the Association Grievance Committee, and to the superintendent.

2. Level Two – If the aggrieved person is not satisfied with the disposition of his grievance at Level One, he may file his written grievance with the Association Grievance Committee within three (3) school days.

   The Association Grievance Committee shall, within five (5) school days after receipt of the written grievance, review the grievance and the answer. It will refer the matter in writing to the superintendent or his authorized representative and may state whether or not they support it.

   The superintendent shall within five (5) school days after receipt of the written grievance, meet with the aggrieved person. The grievant is entitled to representation of his/her choice, but a representative of the Association is entitled to be present at all grievance hearings.

   The superintendent shall within three (3) school days after this hearing render his decision and the reason(s) in writing to the aggrieved person with copies going to the Association Grievance Committee chairperson and the principal.

   If no action is taken by the aggrieved within three (3) school days after receipt, it will be assumed he will abide with the decision.

3. Level Three – If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, he may, within three (3) school days, request in writing that the chairperson of the Association Grievance Committee submit his grievance to the Board of Education.

   The Association Grievance Committee shall, within five (5) school days after receipt of the request review the grievance and the answer. The Committee will refer the matter in writing to the president and treasurer of the Board of Education with copies supplied to all parties thus far involved and may state whether or not they support it.

The Board of Education shall within five (5) school days after receipt of the written grievance, meet with all involved parties; namely, the aggrieved person, his/her representative, the principal, the superintendent, an Association representative for the purpose of resolving the grievance.

The Board of Education shall within three (3) school days render its decision and reasons in writing to all parties mentioned above.

If no action is taken by the aggrieved within three (3) school days after receipt, it will be assumed he will abide with the decision.

4. Level Four – If the aggrieved person is not satisfied with the decision rendered by the Board of Education, he may within three (3) school days, request arbitration by filing a written notice with the treasurer of the Board of Education.

Following written request for arbitration, the Board of Education, or its representative(s), shall meet with the aggrieved, and his/her/its representative(s), for the purpose of selecting an arbitrator.

If within ten (10) school days following the request for arbitration, an arbitrator has not been agreed upon, the parties shall mutually request the American Arbitration Association to submit the names of seven (7) candidates.

If the Board, or its representative(s), and the aggrieved person, or his/her representative(s), cannot agree as to the arbitrator, he/she shall be selected by the American Arbitration Association in accordance with its rules, which rules shall likewise govern the arbitration proceeding.

The decision of the arbitrator shall be binding upon both parties.

Costs and expenses which may be incurred in securing the services of the arbitrator shall be equally shared by the aggrieved person and the Board of Education. The Association shall not be assessed any costs of arbitration unless the Association and the aggrieved person have jointly filed the request for arbitration.

205 SCOPE OF APPLICATION

This grievance procedure applies to all members of the bargaining unit represented by the Plymouth Education Association.

206 PROFESSIONAL RIGHTS PROVISIONS

No reprisals of any kind will be taken by either party or by any member of the administration against any party in interest, any school representative, any member of the Association Grievance Committee, or any participant in the grievance procedure by reason of such participation.

In the event the grievance is of a contractual nature, the contract shall remain in effect.

Material relative to a member's filing or processing of a grievance through the established grievance procedure shall not become a part of the member's personnel file.

###

ARTICLE III

LEAVE PROVISIONS

301 SICK LEAVE

A. 1. Accumulation of Sick Leave

Each member shall be granted sick leave of 1 ¼ days per month for a total of fifteen (15) days per year. New members or returning members continuing in the employ of the Board over vacation, including summer, who have exhausted their accumulation will be credited with up to fifteen (15) days as needed. Such credited leave will be deducted from the final pay of a member, at his/her per diem rate, if the member leaves the employment of the Board before earning sufficient sick leave to repay the advance. Sick leave accumulation shall be to a maximum three hundred sixty (360) days.

2. Transfer of Sick Leave

In the event of a catastrophic illness or injury, any member of the bargaining unit may transfer up to five (5) days of accrued but unused sick leave per school year to any other member(s) of the bargaining unit, subject to the limitations listed below, by delivering to the treasurer, written and signed instructions stating the name of the member to whom the transfer is to occur and the number of days to be transferred.

a. Catastrophic is defined for purposes of this Section 301 as illness or injury which could lead to an individual's death and/or result in an expectation of short or long-term disability.

b. If a member desires to partake in the acceptance of transfer of sick leave she/he must state such desire in writing (signed and dated) with the projected number of sick days needed based upon her/his doctor's recommendation.

c. The request will be reviewed by a committee made up of the PEA Executive Committee, consisting of at least three (3) PEA officers, with a maximum of four (4), and two (2) members of the Board/designee which shall determine whether or not the individual's request meets the above-described criteria. Decisions of the Committee will be made on a case-by-case basis.

The treasurer shall adjust the accumulated sick leave of both members in accordance with the request. All such transfers shall be irrevocable unless not used by the member receiving the sick leave by the end of the contractual year, in which case, the unused sick leave days will remain in the donating member's sick leave balance.

Sick leave transferred under this provision may be used for the same purposes as earned sick leave, except that no transferred sick leave may be used for the purpose of receiving or increasing severance pay.

No transfer of sick leave shall be permitted under this section unless the member of the bargaining unit to whom it is transferred has exhausted any and all of her/his available paid leave or will exhaust it because of a current illness or injury.

Distribution of sick leave days donated from other members will be based on the order in which the Treasurer received the transfer requests. All days per request will be used before going to the next request.

3. Charging of Sick Leave

Sick leave shall not be charged for days on which school is not in session due to public calamity, disease, epidemic, hazardous weather conditions, damage to a school building or other temporary circumstances due to utility failure rendering the school building unfit for school use.

B. Use of Sick Leave

1. Personal

Each member may use sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others.

If medical attention has been necessary during the period of sick leave, and if requested by the employer, the member's statement shall list the name and address of the attending physician and the dates when he/she was examined.

Any member who uses more than six (6) consecutive school days due to personal illness will inform the principal of the approximate amount of time of absence and the projected date the absent member will be able to return to employment. If abuse of leave is

suspected the principal may request the member provide the name and address of the member's physician or dentist. In the event of a serious illness a representative of the member can supply the needed information to the principal.

2. Family Illness

Sick leave may be used for absence due to illness in the immediate family. Immediate family shall be construed to include spouse, children, father, mother, brother, sister, grandchild, grandparent, in-laws (defined as mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law), or a close relative or guardian with whom member has lived as a de facto member of immediate family.

3. Bereavement

Five (5) days of sick leave may be used as needed to attend a funeral. Additional days may be approved by the superintendent which shall not be arbitrarily and capriciously denied.

C. Transfer of Sick Leave

The previously accumulated sick leave of a teacher who has been separated from public service or who is transferring from another school or other public agency shall be credited to the teacher upon employment in the Plymouth-Shiloh Schools. However, when returning to public service, such return must take place within ten (10) years of the date of the last termination of public service.

D. Notification of Accumulated Leave

The treasurer of the Board of Education shall notify each member of his/her total accumulated sick leave days. Such notification may be a part of the payroll check stub information.

302 PERSONAL LEAVE

Upon written request to the building principal and approval of the Superintendent of schools each member employed by the Plymouth-Shiloh Board of Education shall be granted, without loss of contract pay, a maximum of three (3) personal leave days each school year without the member indicating the reasons on the prescribed form. These days will be granted so long as classes can be covered. During the 4th quarter grading period, personal leave is limited to no more than two (2) members per building per day unless approved by the Superintendent in cases of an emergency. Personal days may not be used during the last eight (8) student days of the school year unless approved by the

Superintendent. Leave for personal business may not be used for gainful employment. A bargaining unit member may apply one (1) of his/her unused personal days each year to the following year to reach a maximum of four (4) personal days total accumulated leave in any one (1) year. Members shall receive the Appendix O form from the Treasurer no later than May 1. Members must file a request for compensation with the Treasurer on or before teacher record day to receive compensation. Any requests for compensation after teacher record day will not be fulfilled.

At the end of each fiscal year, or upon severance from service with the district, all unused personal leave not carried over as personal leave or received as compensation from said fiscal year shall be converted to sick leave up to the total allowed in Section 301-A. A bargaining unit member who personally uses four (4) or fewer sick days or any bargaining unit members who have accumulated the maximum sick days of three hundred sixty (360) may choose to be compensated at the rate of two hundred dollars ($200) per each unused personal day, up to a maximum of three (3) personal days up to six hundred dollars ($600), rather than converting the unused days to sick leave. Additionally, members who use two (2) or fewer sick or personal days in the fourth grading period will qualify for a payment of three hundred dollars ($300). Payments will be made to members in the last pay in June of the fiscal year the personal leave was accrued, utilizing the approved District form (Appendix O).

303 PROFESSIONAL LEAVE

A. The Local Professional Development Committee (LPDC) shall oversee and review professional development plans for course work, continuing education units, and/or other equivalent activities. The building principal and superintendent however shall determine if a request for professional leave fits into the district's continuous improvement plan and the individuals IPDI. Professional leave forms shall be prior to the conference, with all necessary forms (i.e., requisition), appropriate signatures and supporting documentation (i.e., conference brochure, completed registration form, and / or agenda). The number attending a conference from the same building may be limited to three or less.

B. The Board of Education shall fund the general in-service training budget line with at least $7,000.00 each fiscal year.

Financial resources received by the District earmarked for technology training will be administered by the technology coordinator and shall not apply to the annual $7,000.00 allocation described above.

Financial resources received by the District through grants shall be administered by the District according to the terms of the grant applications.

C. Reimbursement for expenses incurred by participants pursuant to Section 303 shall be as follows:

Registration:	full amount
Mileage:	full cost at the maximum rate which the IRS allows as a business deduction
Lodging:	full amount

For purposes of reimbursement, original documentation must be presented.

304 LEAVES OF ABSENCE

A. Definitions

A leave of absence is understood to mean a period of extended absence from duty by an employee of the Board of Education, for which written request has been made and formal approval has been granted by the Board of Education. Without request, the Board of Education may grant a leave of absence to a member of the bargaining unit because of physical or mental disability; however, such unrequested leave shall be in accordance with ORC Section (s) 3319.13 and 3319.16.

Leaves of absence shall be granted for sickness, maternity, or other disabilities and may be granted for educational or other purposes.

All leaves of absence shall be granted in accordance with ORC 3319.13 and federal laws except as is indicated in this provision.

B. Illness, Disability, Pregnancy Leaves

Any member absent from work on a Board-approved paid leave of absence because of illness or disability including pregnancy leave who shall obtain or engage in other gainful employment other than substitute teaching within the Plymouth-Shiloh School District shall be deemed to have committed acts that constitute other good and just cause for termination as used in Section 3319.16, Revised Code.

C. Military Leave

Any member who leaves a position in this school system to serve in the Armed Forces, or auxiliary thereof, organized to serve during a period of war declared by the Congress, and/or national emergency, upon being honorably discharged from such service shall resume the contract status held prior to entering military service, subject to passing satisfactorily a physical examination. Such contract status shall be resumed at the first of the school semester or the beginning of the school year following return

from the Armed Services. The term "Armed Services" shall be construed according to the definition thereof as provided in Section 5910.01 (C), Revised Code of Ohio.

D. Length of Leave

Leaves of absence for any purpose do not extend for longer time than two (2) calendar years. Maternity leaves of absence, when requested during a school year, shall be granted, upon request of the member, for the remainder of the current school year and/or the following school year. Upon subsequent request by the member, such leave may be extended by one (1) year by the Board.

E. Expiration of Leave

At the expiration of the specified period of leave a member terminates his/her employment with the Board if he/she, at that time, declines a position that is offered in accordance with the provisions of this Contract, when the position is a position for which the member holds certification granted by the State Department of Education, and such position requires the performance of bargaining unit work.

The Board, or its agents, may by written request ask a member to give written indication of his/her intent (if known) regarding continued employment with the Board at the expiration of the leave of absence period. Said request may be made and if made would occur prior to June 15 when the leave period corresponds to the school year. When the leave does not correspond to the school year such request may be made and if made will occur prior to sixty (60) days previous to the expiration date of the leave.

The member's response may indicate an intention to return, an intention to return, if possible, an intention to apply for additional leave, or an intention to resign. If no response is received within fourteen (14) days of the request, the Board has the right to assume that the member will be returning at the expiration of the leave.

F. Leave of Absence and Salary

Only leaves of absence for services in the Armed Forces of the United States, or any auxiliary branch of these forces, shall be considered valid for salary increments.

G. Employment Upon Return From Leave

When the leave of absence has expired, the superintendent of schools is obligated to assign the person to a position in this school system for which such person is eligible.

305 ASSAULT LEAVE

Any member who must be absent from his or her duties due to injury resulting from an assault while teaching or in school-related activities, on or off school premises before, during, or after school hours, will be paid his or her full scheduled contractual compensation for the period of one hundred eighty-five (185) days. Assault shall be defined as injury or serious threat of injury inflicted upon an employee with or without a weapon. A maximum of five (5) days only may be used for serious threat of injury.

Before assault leave pay will be granted, the member shall furnish to the superintendent, a written, signed statement describing the circumstances and events surrounding the assault, names and addresses of witnesses (if known), and a description of the injuries sustained. This information will be provided in addition to a police report on the incident. If medical attention is required or sought, the member shall also furnish to the superintendent a statement of the nature of the disability and its duration which has been signed by a physician. Assault leave shall not be charged against sick leave earned or earnable by the member granted under 3319.141 of ORC or leave granted under rules adopted by the Board of Education pursuant to Section 3319.08.

306 SABBATICAL LEAVE

Members may apply to the Board, through the superintendent, for a leave of absence with part pay for professional improvement. The following conditions apply to the granting of sabbatical leave.

Only one such leave may be granted for each five (5) years of service in the District. Five (5) continuous years of service is required prior to application.

No more than five percent (5%) of the teaching staff may be granted sabbatical leave simultaneously.

No leave will be granted to an individual for a second time if other members have filed a request for sabbatical leave.

Sabbatical leave shall be for one (1) or two (2) semesters only.

A plan for professional growth must accompany the request and evidence that the plan was followed must be presented following the absence.

To be eligible for part payment of salary, the member must return to the employment of the Board for at least one (1) year, unless the member has twenty-five (25) years of teaching credit.

The maximum part-time salary shall be the difference between the member's expected salary and the pay for necessary substitutes.

An early termination of this leave, if requested in writing by the member, shall be at the discretion of the superintendent.

307 JURY DUTY/COURT LEAVE

A member of the bargaining unit who is summoned for jury duty or a court appearance shall be granted leave in accordance with this section for the specific day(s) summoned. The member's compensation for said leave shall be with pay if the compensation received from the court for the services performed is remitted to the Board.

308 FAMILY LEAVE

A. Family and Medical Leave Act

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 this article of the Agreement may be processed as grievances using the procedure herein. Pursuance of such a grievance in no way prevents an employee from enforcing their rights under the Act as provided by law.

B. Leave Provisions

1. Each employee who has been employed for at least twelve (12) months and has during that twelve (12) months been in pay status at least 1250 hours is entitled to and shall be granted upon request up to twelve (12) weeks of unpaid leave per year to care for a new child or a sick child, parent, or spouse. Such leave may be taken for the care of a newly adopted or newly placed foster child, as well as a newborn child.

    a. The bargaining unit member must provide a statement from a licensed physician that the leave is medically necessary when it is taken because of personal illness or illness of a spouse, son, daughter or parent.

b. Spouses who are both employees are entitled to a total of twelve (12) weeks of leave [rather than twelve (12) weeks each] for the birth or adoption of a child.

c. Following the birth or adoption of a child, members shall be entitled to four (4) additional weeks of paid leave above and beyond what is deemed medically necessary by the member's physician, up to the twelve (12) weeks allowed by FMLA. This additional time shall only be available if the member has accumulated the sick days needed to cover the leave prior to the start of this additional time. Members shall not receive donated sick days from other members to cover the four (4) additional weeks, unless the leave is deemed medically necessary by the member's physician. Spouses who are both employees of the district shall be entitled to a total of four (4) additional weeks [rather than four (4) weeks each].

2. Any leave beyond twelve (12) weeks in a year for these combined purposes may be granted pursuant to the other leave provisions of this Agreement.

3. Eligible employees may choose to substitute paid leave granted by other provisions of this Agreement for all or part of the unpaid leave granted under this article.

4. The employee shall give the Board thirty (30) days' notice when need for the leave is foreseeable; otherwise, the notice shall be given as soon as possible. The employee's notice shall specify Family Leave, using Appendix A.

5. When medically necessary, leave may be taken intermittently.

C. Protection of Employment

1. Upon return from leave, the Board shall restore the employee taking a leave under this article to the position he/she held when the leave commenced. However, the return of an employee from family leave at the beginning of the school year shall not preclude the right of the superintendent to make an involuntary transfer under Section 505 as if the employee was not on leave of absence during the summer months preceding his/her return.

2. 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.

D. Insurance Continuation

The Board shall continue to pay the Board contribution necessary to continue all medical, dental, and life insurance plans for the employee while he/she is on leave under this article.

In the event a bargaining unit member elects not to return to work upon completion of an approved unpaid leave of absence, the employer may recover from the employee the costs of any payments made to maintain the employee's insurance coverage, unless the failure to return to work was due to continuation, recurrence or onset of a serious health condition or for reasons beyond the employee's control.

E. Limitations on Leave

Any leave commenced more than five (5) weeks prior to the end of a school year and of at least three (3) weeks duration may not end during the last three (3) weeks of the school year except with the approval of the superintendent.

Any leave commenced less than five (5) weeks prior to the end of the school year and of at least two (2) weeks duration may not end during the last two (2) weeks of the school year except with the approval of the superintendent.

Any leave commenced less than three (3) weeks prior to the end of the school year and greater than five (5) days duration shall continue until the end of the school year unless return during that school year has the approval of the superintendent.

309 AESOP AND SUBSTITUTES

Members shall be provided the opportunity to request preferences via the AESOP system, or any other system that may replace it, for substitute teachers of their choice.

310 PERMISSIVE LEAVE

Administration shall permit a teacher to use up to one (1) permissive day per year, to attend school sponsored field trips or school events during the teacher scheduled workday. Permissive leave shall not be deducted from any other leave. This provision applies to members whose children attend school in the Plymouth-Shiloh Local School District in order to accompany their children to attend school sponsored field trips or school events. No additional compensation will be absorbed by the Board other than substitute costs.

###

ARTICLE IV

SALARY AND FRINGE BENEFITS

401 REGULAR SALARY

A. 1. All members shall be paid according to the index, salary schedule, and related provisions of this article (Appendix H).

2. The base rate of the salary schedule shall be the bachelor's degree column, step 0.

3. Effective July 1, 2024, the base rate shall be $38,323.00 applied to the index (Appendix H-1). Effective July 1, 2025, the base rate shall be $39,473.00 applied to the index (Appendix H-2). Effective July 1, 2026, the base rate shall be $40,460.00 applied to the index (Appendix H-3).

B. Regular Salary Schedule

1. Salary Schedule Index – See Appendix H.

2. Salary Schedule – 2024-2025 –See Appendix H-1.

Salary Schedule – 2025-2026 - See Appendix H-2.

Salary Schedule – 2026-2027 - See Appendix H-3.

3. Placement on the Schedule

a. Members shall be placed on the salary schedule according to their training and experience. Member placement on the salary schedule prior to July 1, 1996, was governed by previous contract language and shall not be reduced.

b. Members with a bachelor's degree shall be paid on the bachelor's degree column.

c. Members who have completed one hundred fifty (150) semester hours, or the equivalent of five (5) years of education training to obtain a bachelor's degree or members who have obtained an additional fifteen (15) semester hours after completion of the requirements for the bachelor's degree shall be placed on the BA+15/BA 150 hours column. The hours may be graduate hours, undergraduate hours, or a combination of both.

d. Members who have completed an additional thirty (30) semester hours after completion of the requirements for the bachelor's degree shall be placed on the BA+30 column. The hours may be graduate hours, undergraduate hours, or a combination of both.

e. Members with a master's degree shall be paid on the master's degree column.

f. Members with a master's degree who have earned an additional fifteen (15) semester hours after earning the master's degree, shall be paid on the master's + 15 hours column. The hours may be graduate hours, undergraduate hours, or a combination of both.

g. Members with a master's degree who have earned an additional thirty (30) semester hours after earning the master's degree, shall be paid on the master's +30 hours column. The hours may be graduate hours, undergraduate hours, or a combination of both.

h. College credit as used in this section shall mean any credit that would/could be applied toward the completion of a baccalaureate degree or an advanced degree in the field of education and any credit that is acceptable by the State Department of Education for granting, renewing, or upgrading a teaching, supervisory, or administrative certificate.

4. Recognized Placement Criteria

a. Degrees referred to above shall mean an earned degree from an accredited institution.

b. Three (3) quarter hours shall equal two (2) semester hours.

c. Ten (10) Continuing Education Units (CEU's) obtained from a provider authorized by the Ohio State Department of Education shall equal one (1) semester hour.

d. The Board shall, when employing an experienced teacher, grant full credit on the salary schedule for public school teaching experience or accredited private school experience up to ten (10) years. Each such year of experience shall consist of one hundred twenty (120) or more days within each school year.

e. One (1) year of teaching experience shall mean the member has provided service for one hundred twenty (120) days or more in any one (1) school year.

5. Advancement on the Salary Schedule

a. Horizontal Advancement

A member shall advance horizontally on the salary schedule by acquiring additional training.

A member shall advance horizontally on the salary schedule when:

Sufficient course work or a higher degree is earned.

Satisfactory evidence of such completion is provided to the Board. Satisfactory evidence shall be an official transcript, or a letter of course work completion issued by the appropriate institution or program.

Payment on the new column will commence the first pay of the year, provided the Board has been provided satisfactory evidence on or before the first day of school (students in attendance).

When satisfactory evidence is not provided on or before the first day of school, payment on the new column will commence the first pay following the September 30th, or January 31st deadline upon the Board's receipt of satisfactory evidence and shall not be retroactive. When the evidence is other than an official transcript, the official transcript showing such additional training shall be submitted within ninety (90) days.

b. Vertical Advancement

A member shall advance vertically one (1) step on the salary schedule for each year of experience in the district.

c. CEU's Conversion

Anyone with CEU's must convert CEU's to hours prior to June 30, 2005. If the conversion hasn't taken place before June 30, 2005, the CEU's will be forfeited. Any CEU's acquired after June 30, 2005, cannot be used as a method to advance on the salary schedule.

6. Pay Plan

a. The annual salary due the member will be paid in twenty-six (26) equal installments, such payments will be made every other Friday with the total number not to exceed twenty-six (26) payments per year.

b. When a payday is on a legal holiday, the payday will be moved up to the last school day (or week day in the case of a legal holiday during the summer break) prior to such legal holiday or scheduled vacation or holiday period.

402 MISCELLANEOUS PROVISIONS RELATED TO SALARY

A. Reimbursement for Additional Training

College credit as used in this section shall mean any credit that would/could be applied toward the completion of a baccalaureate degree or an advanced degree in the field of education and any credit that is acceptable by the State Department of Education for granting, renewing, or upgrading a teaching, supervisory, or administrative certificate.

The Board shall reimburse the costs for college credit in the manner described in paragraph 5 of this section for those credits for which the member received at least a grade of B or the credit granting institution's equivalent of the grade of B or "pass" or its equivalent in a pass/fail course.

Reimbursement shall be paid only to those who have returned to teach in the Plymouth-Shiloh School System for the following school year.

After fulfilling course requirements, members will turn in proof of completion as outlined in paragraph 2 above and a receipt at any time prior to or on October 1.

The Board shall provide funds for the purposes of tuition reimbursement as follows:

July 1, 2024 - June 30, 2027 $19,000.00

These funds will be distributed to members meeting the requirements of paragraphs 1, 2, 3, and 4 of this section. The yearly amount will be divided equally among members successfully completing training as specified above based on a semester credit hour prorated amount (1 ½ quarter hours = 1 semester hour) during the time period September 1 – August 31. For the purposes of this section hours completed must be applied to the year during which the work was successfully completed.

Hours earned in one year cannot be carried forward to the next year for reimbursement except as specifically provided for in this section.

Example: $10,000.00 divided by total credit hours taken during the period September 1 – August 31 = $ X per semester credit hour not to exceed the cost of courses taken, nor to be less than $50.00. Should the total number of credit hours taken be such that the formula provides less than $50.00 per semester hour, a lottery shall determine which hours shall be paid. The remaining hours will be rolled over to the following year and shall be given priority before any ensuing lottery.

Members will receive no more than the cost of such training taken during the aforementioned time period. Reimbursement will be approved for payment no later than the October Board meeting.

It will be the responsibility of the member to submit to the school officials on or before October 1: 1) evidence that the course has been satisfactorily completed and 2) evidence of the cost of the course to the member.

Any fractional part of semester hour will be determined as to be one full semester hour when the fractional part is over fifty percent (50%).

Reimbursement consideration will be made only on courses completed relative to the member's educational pursuit.

B. Mileage

When a faculty member teaches or works in one or more buildings during the single day and this causes extra transportation expenses, or when a member uses his/her own vehicle on employment related activities with prior approval of the superintendent or designee, mileage will be paid at the maximum rate which the Internal Revenue Service allows as a business deduction.

To establish eligibility for travel time, prior approval must be obtained from the local superintendent.

C. Severance Pay

1. Severance pay shall be a one-time, lump sum payment to members according to the following provisions:

2. Eligibility:

A member's eligibility for retirement pay shall be determined as of the final date of employment. The criteria are:

a. The unit member retires from the Plymouth-Shiloh Local School System.

b. Retirement shall be defined as disability or service retirement as specified in Section 3307.38 ORC. (State Teachers Retirement System).

c. The unit member must be eligible for disability or service retirement as of his/her last date of employment with the Board.

d. The unit member must within one hundred twenty (120) days of the last day under contract with the Board, prove acceptance into the retirement system by having received and cashed his/her first retirement check. For the purposes of this section, "last day under contract" shall be defined as the 31st day of August immediately following the school year in which the member last taught in the Plymouth-Shiloh Schools, or the retirement effective date of the member, whichever is sooner.

e. The unit member must have not less than ten (10) years of service with the Plymouth-Shiloh Local School District, the state or its political subdivisions.

f. The unit member must sign a form provided by the Board certifying that all of the above eligibility criteria have been met.

3. Benefit Calculation

The retirement pay benefit shall be calculated according to the following:

a. Multiply the member's accrued but unused sick leave in accordance with the following table:

School Year	Maximum Severance Pay Percentage	Accrued Sick Leave Days	Maximum Severance Days
Beginning 2016/2017	23.89%	360	86

b. Multiply the product times the per diem rate of pay appropriate for that individual's placement on the base salary schedule;

c. Payment of severance pay shall be made the first payroll period after proof of acceptance into the retirement system. Receipt of payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the member.

D. Payroll Deductions

All deductions or irregularities in payment dates except as specifically noted in the contract are at the discretion of the treasurer of the Board of Education with the approval of the Board.

1. Professional Dues (United Education Profession)

Members of the bargaining unit, upon request, shall be afforded the right to payroll deduction for dues to the Plymouth Education Association, the North Central Ohio Education Association, the Ohio Education Association, and the National Education Association. The aforementioned dues will be deducted from paychecks in ten (10) equal monthly amounts commencing with the first payroll in November. The membership chairperson of the Association shall provide the treasurer with a list of all Association members desiring payroll deduction of professional dues by October 15 of each school year. This list will include those desiring continuing payroll deduction.

Dues amounts deducted shall be forwarded to the treasurer of the Association in ten (10) monthly payments, each such payment to be made within a reasonable time following the deduction. The name of the person to whom the check is to be delivered will be furnished to the treasurer by the Association. Accompanying each check will be a complete listing of the names of the members for which a payroll deduction was made.

In the event that a member terminates his employment with the Board prior to the completion of the total deductions, the balance due the Association shall be withheld by the treasurer from the final paycheck of the member.

Should the balance inadvertently not be withheld, the treasurer shall in no way be held responsible to the Association for the dues not deducted.

Members may authorize, in writing, that the payroll deduction of professional dues be on a continuing basis.

A member may authorize a continuing payroll deduction for membership purposes. Such authorization would be initiated (initially) and implemented as indicated above. The authorization would be for a one-year period of time but would continue for the next following year unless the treasurer of the Board received written notification to the contrary from the individual or the Association on or before September 15 of any membership year. When the treasurer receives notification from a member, the treasurer shall promptly forward a copy of such notification to the Association president. The Association president shall provide the treasurer with a modified list of members on continuing payroll deduction for membership in the United Education Profession. Said communication will occur on or before October 15 of each membership year.

2. Tax Sheltered Annuities

   a. A teacher shall be provided an opportunity through payroll deductions, in order to take advantage of the federal law concerning tax free annuities of their choice. A minimum of five (5) employees is necessary for the Board to recognize an Ohio licensed Annuity Company.

   b. Each member assumes sole responsibility in the selection of the company from which he/she wishes the annuity to be purchased to ensure that the amount of the annuities withheld is in compliance with the Internal Revenue Service (IRS) regulations and shall hold the Treasurer harmless for the annuity calculations.

   c. The Treasurer will provide paperwork for the authorization to purchase a tax-sheltered annuity for a given member.

   d. Reductions authorized will continue in effect until modified or withdrawn as herein provided. Notice of change shall be filed with the Treasurer at least thirty (30) days prior to the month it becomes effective.

   e. Annuities shall be administered in accordance with the most current applicable plan document.

3. Savings Bonds

Members shall be provided the right to payroll deduction for purchase of U.S. Savings Bonds through a bank with an office within the school district.

E. Internal Substitution

1. Use of bargaining unit members for internal substitution during any class period for students not assigned to them at that time during their daily schedule shall only be used in necessary situations. All reasonable efforts will be made to secure substitutes for absent members.

2. "Absent" shall be defined as the teacher absent from the building while a majority of his/her students are in attendance and the absence has been recorded in Kiosk.

3. The first time in a school year that a teacher supervises students other than their own there shall be no additional compensation. Thereafter, teachers who supervise as described above shall be paid additional compensation at the rate of twenty-two dollars ($22) per unit. A "unit" shall be defined as sixty (60) minutes or less. Administrators may elect to serve as substitutes without pay.

4. Study halls shall not be routinely used as a substitute for absent teachers. All efforts shall be explored to utilize all available certified teachers before other options.

F. Direct Deposit

The Board shall provide direct deposit of paychecks. Participants may select up to three banks to deposit their paycheck. Each bank will be responsible to distribute the funds to various accounts as directed by the employee. All employees will be required to participate in direct deposit.

403 SUPPLEMENTAL SALARY – EXTRA-DUTY ASSIGNMENTS

A. Options

Any member involved in a negotiated extra-duty activity, and whose participation is approved by the Board, shall receive compensation for that extra duty. At the employee's option payment, for supplementals shall be made in accordance with one (1) of the following methods:

1. One (1) payment at completion of the supplemental.

2. Two (2) installments during the supplemental position season. The first installment payment of one-half (1/2) of the supplemental salary shall occur mid-way through the scheduled season and the second installment payment of the remaining one-half (1/2) of the supplemental salary shall occur at the completion of the scheduled season each fall, winter, and spring.

3. Twenty-six (26) equal payments included in the regular paychecks. This option is available only for those supplementals which span the school year (e.g., Jr. Class Advisor).

B. New Position

Any new extra-duty activity or supplemental position created, which is not already listed within the negotiated contract, shall be subject to negotiation between the Board, or their designee, and the Association.

C. Supplemental Assignments/Pay Scale:

Percentage is of BA-0

	LEVEL POSITION Years of Experience	STEP 1 0-1	STEP 2 2-3	STEP 3 4-5	STEP 4 6-up
1	Head Football Head Boys' Basketball Head Girls' Basketball	.16	.17	.18	.19
2	Marching Band Director Head Wrestling Coach	.14	.15	.16	.17
3	Head Cross Country Head Volleyball Head Boys' Track Head Girls' Track Head Baseball Head Softball Head Boys Golf Head Girls Golf Assistant Football Assistant Basketball (Boys) Assistant Basketball (Girls) Assistant Wrestling Coach	.10	.11	.12	.13
4	Head Cheerleader Football Advisor Head Cheerleader Basketball Advisor Assistant Varsity Baseball Assistant Varsity Softball Assistant Varsity Volleyball Assistant Varsity Track Freshman Coaches	.08	.085	.09	.10

Percentage is of BA-0

	LEVEL POSITION Years of Experience	STEP 1 0-1	STEP 2 2-3	STEP 3 4-5	STEP 4 6-up
5	All Middle School Coaches: A. Football B. Volleyball C. Girls' Basketball D. Boys' Basketball E. Wrestling F. Track G. Cross Country H. Cheerleader Advisor (Combines Football and Basketball) HS Drama HS Musical Junior Class Advisor Weight Room Advisor	.07	.08	.09	.10
6	Senior Class Advisor HS Yearbook Advisor MS Esports Advisor	.05	.055	.06	.065
7	HS Academic Challenge MS Academic Challenge HS Student Council MS Student Council MS Science Fair Majorettes National Honor Society Flag Corp HS Esports Advisor (per season; fall, spring)	.03	.0375	.045	.0525
8	HS Leadership Club Jazz Band MS Yearbook ES Yearbook ES Student Council / Leaders Club	.025	.0325	.04	.0475
9	Sophomore Class Advisor Freshman Class Advisor Pep Band MS Spelling Bee Intramurals HS Art Club HS History Club Girls in Motion MS Art Club	.02	.025	.03	.035

Detention Duty will be paid at thirty dollars ($30) per hour on a timecard basis.

404 FRINGE BENEFITS

A. General Provisions

1. Coverage

a. The Board will pay the full cost (less 12.5%) per employee per month for family and single medical and prescription coverage of the insurance plans specified by this section for all full-time employees.

Increases beyond these stated amounts shall be paid by the Board as well as the full amount of increases on all other insurance programs required by this section.

Beginning the 2016-2017 school year, if the insurance renewal rate is above 15%, the insurance committee will research plan options and recommend insurance plan changes to the Board and the Association for acceptance to bring the renewal rate below 15%.

b. The level of insurance benefits, coverages or services shall appear as Appendix K.

c. The Board shall provide single or family coverage as requested by the member:

2. Enrollment

a. New members must enroll within thirty (30) days of employment with the coverage becoming effective on the first day of employment, or wait to enroll during the next open enrollment period.

b. Current members will be given the opportunity to enroll and participate in the Section 125 plan during the open enrollment period beginning November 1 and ending November 30 each year.

c. Members who change plan status outside of November must do so in accordance with applicable laws and will not be eligible for participation in the Section 125 plan until the next open enrollment period.

3. General Provisions

The Board shall provide the following documents with respect to insurance coverage:

a. All contracts between the Board and any insurance company providing coverage under this agreement shall be provided to the president of the Association upon request.

b. One (1) copy of any document prepared by the insurance company which describes the benefits under any insurance coverage provided by this agreement shall be provided to each member of the bargaining unit within a reasonable time after such documents are received from the insurance company.

c. Health care benefits and services that extend to bargaining unit members as a result of agreements entered into by the Board with insurance companies, underwriters, insurance administrators, shall not be reduced, modified, or eliminated during the term of the collective bargaining agreement without the written approval of the Association, however the Health Insurance Committee may add additional options for the membership's consideration at any time.

4. Conditions

The insurance benefits provided by this section shall be provided to all members.

5. Non-Participation Option

In addition to the annual open enrollment period, an employee who selects this non-participation option and who loses primary coverage due to death or divorce of a spouse, loss of a spouse's benefits or termination of a spouse's employment will become eligible immediately for benefits.

6. An Insurance Committee will function to review the provision of existing plans and to make decisions for the improvement of coverage and how such coverage is delivered to members. The voting members shall consist of three (3) representatives of the PEA, who shall be selected pursuant to the PEA organizational guidelines, and three (3) representatives of the administration, who shall be selected pursuant to its organizational guidelines.

7. Health Insurance Opt-Out--In-Lieu-Of Health Insurance Payments

a. The Board shall offer In-Lieu-Of Health Insurance payments for members who opt-out of District provided health insurance coverage outlined in Article IV, Section 404 (A.)(1.)(a.)(b.) and (c.).

b. All members who opt-out of District health insurance family coverage shall receive an In-Lieu-Of Health Insurance payment of twelve hundred dollars ($1,200) bi-annually, included in the second pay period in July and the second pay period in January.

c. All members who opt-out of District health insurance single coverage shall receive an In-Lieu-Of Health Insurance payment of five hundred dollars ($500) bi-annually, included in the second pay period in July and the second pay period in January.

d. In-Lieu-Of Health Insurance payments shall begin in July of each year for members who opt-out of District provided health insurance coverage, and in accordance with other provisions found in Article IV, Section 404 (A.)(7.).

e. Newly hired members who opt-out of District health insurance coverage during their first thirty (30) days of employment shall be eligible for In-Lieu-Of Health Insurance payments, paid in accordance with either (b.) or (c.) as applicable, and (d.) for all remaining months of the year, including the month when a member notifies the Board Treasurer of their intent to opt-out out of District health insurance coverage.

f. In addition to the provisions outlined in (e.), newly hired members who opt-out of District health insurance upon initial employment shall be eligible for In-Lieu-Of Health Insurance payments, paid in accordance with either (b.) or (c.) as applicable, and (d.) for the subsequent calendar year following their initial employment with the Board.

g. Members returning from an approved leave of absence who opt-out of District health insurance coverage within the first thirty (30) days of return from leave shall be eligible for In-Lieu-Of Health Insurance payments, paid in accordance with either (b.) or (c.) as applicable, and (d.) including the month when a member notifies the Board Treasurer of their intent to opt-out out of District health insurance coverage.

h. In addition to the provisions outlined in (g.), members returning from a leave of absence who opt-out of the District health insurance shall be eligible for In-Lieu-Of Health Insurance payments, paid in accordance with either (b.) or (c.) as applicable, and (d.) for the subsequent calendar year following their return from a leave of absence with the Board.

i. Any member who has opted-out of District health insurance coverage and retires, or is required to enroll in District health insurance coverage due to a qualifying life event, shall receive a pro-rated payment based on the portion of the health insurance opt-out payment for all months in which the member was eligible for but not enrolled in District health insurance coverage. Pro-rated payments shall be pro-rated on a monthly basis, and paid in accordance with either (b.) or (c.) as applicable, and (d.) for all remaining months of the year, including the month when a member notifies the Board Treasurer of their intent to opt-out of District health insurance coverage.

B. Insurance Plans

1. Hospital, Surgical, and Major Medical

Refer to Certificate of Coverage, Appendix K.

2. Dental

The dental plan shall include specifications which are listed in Appendix J herein.

3. Group Life Insurance

The Board shall provide $20,000.00 life insurance and a like amount for accidental and dismemberment for all full-time members.

4. Vision Service

The plan summary shall appear in Appendix M herein.

5. Liability Insurance

The Board shall indemnify and hold harmless, all members of the bargaining unit (compensated or uncompensated, full-time or part-time), in the amount of any judgment, other than a judgment for

punitive or exemplary damages, that is obtained against the member in a state or federal court. The member must have been acting in good faith and not manifestly outside the scope of his/her employment or official responsibilities. Further, the Board shall provide for the defense of a member in any state or federal court, in any civil action filed against that member to recover damages for injury, death, or loss to persons or property allegedly caused by an action or omission of the member if the incident occurred while the member was acting in good faith and not manifestly outside the scope of his/her employment or official responsibilities.

Note: The above-described coverage represents minimums. Current coverages may provide greater levels of benefits. Please consult the most up-to-date plan summary booklet for these coverages, which shall appear in Appendix J—M herein.

6. IRS Section 125 Plan

The employer shall provide the opportunity for all members to participate in (at their individual option) a Section 125 Plan.

405 STRS PICK-UP

The Board of Education of the Plymouth-Shiloh Local School District herewith agrees with the Plymouth Education Association to pick-up and pay through the salary reduction method the contributions to the State Teachers Retirement System paid on behalf of the members of the bargaining unit under the terms and conditions:

A. The amount to be "picked-up" through the salary reduction method on behalf of each member shall be ten percent (10%) or as may otherwise be required by law of the member's gross annual compensation.

B. The pick-up percentage shall apply uniformly to all members of the bargaining unit as a condition of employment.

C. The pick-up shall become effective July 1, 1986 and shall apply to all compensation including supplemental earnings thereafter.

D. The parties agree that should the rules and regulations of the IRS or retirement system change making this procedure unworkable, the parties agree to return, without penalty, to the former method of member/employer contributions.

406 MEMBERS' CHILDREN – TUITION FREE

A member(s) whose residence is not within the boundary of the Plymouth-Shiloh Local Schools shall have the right to enroll his/her child(ren) in the Plymouth-Shiloh Local Schools with no obligation to pay a tuition fee.

The enrollment process will allow each member who is interested in enrolling his/her child(ren) to specify a first and second choice of school buildings (where appropriate). The assignment of the child(ren) will be determined by availability of space, existing class sizes, etc.

407 LICENSURE REIMBURSEMENT

The Board will reimburse the cost of all teacher licensure renewals for each bargaining unit member employed by the Plymouth-Shiloh Local School District who is required by Ohio law and/or Board policy to hold a license. Proof of payment must be submitted to the Treasurer to be eligible for reimbursement by September 1 of the year of renewal. Licensure reimbursements shall be made no later than two (2) weeks following Board approval.

###

ARTICLE V

MEMBERS' RIGHTS

501 A. Fair Dismissal

Non-renewal of limited contracts shall be in accordance with the provisions of Sections 3319.11 and 3319.111 of the Ohio Revised Code or as otherwise specified by the Ohio Revised Code.

A member(s) who is/are being considered for non-renewal of his/her limited contract shall be evaluated in accordance with the provision(s) of Sections 3319.11 and 3319.111 of the Ohio Revised Code and the provisions of this section.

B. Employee Discipline

1. All disciplinary action shall be applied in accordance to the following progressive steps, unless said offense is of such a nature that warrants either elimination of the first two steps in the progressive disciplinary procedure or immediate termination procedures by the Board of Education.

2. The parties recognize that the severity of offenses will not always coincide with the progressive discipline steps. It will be determined by the superintendent as to what step on the progressive disciplinary procedure the employee shall be placed.

3. The following are the Progressive Disciplinary Steps:

a. Verbal warning with written acknowledgment (document date and infraction);
b. Formal written reprimand;
c. Suspension without pay for up to five (5) days;
d. Termination in accordance with Ohio Revised Code 3319.16.

502 MEMBER EVALUATION

A. Member Evaluation Philosophy

We believe that the member evaluation process will be more meaningful and more productive if the member and evaluator work in a cooperative manner.

We believe that evaluation is necessary to ensure and encourage the highest standards of performance and to improve instruction.

We believe that evaluation is necessary as a record of member performance.

B. Purpose of Evaluation

The purpose of teacher evaluation is to use fair, objective, and reasonable practices to:

1. Advance the professional learning and practice of teachers individually and collectively in the school District.

2. Inform instruction.

3. Assist teachers and administrators in identifying, implementing, and supporting the best educational best practices that will provide the greatest opportunity for student learning and growth.

C. Definitions

1. Evaluation Procedure - The procedural requirements set forth in this Agreement to provide specificity to the statutory obligations established under Sections 3319.111 and 3319.112 of the Ohio Revised Code and to conform to the framework for the evaluation of teachers developed under Section 3319.112 of the Ohio Revised Code.

2. Ohio Teacher Evaluation System (OTES) - The teacher evaluation system that is codified under Sections 3319.111 and 3319.112 of the Ohio Revised Code.

3. Evaluation Framework - The document created and approved by the State Board of Education (SBOE) in accordance with Section 3319.111(A) of the Ohio Revised Code that establishes the standards-based framework for the evaluation of teachers developed under Section 3319.112 of the Ohio Revised Code.

4. Evaluation Factors - The walkthrough(s), observation(s), and other components required by Ohio Revised Code to be used in the teacher evaluation procedure.

5. Teacher Performance - The assessment of a teacher, during the Evaluation Cycle, which is based upon the educator professional standards, and reported using the rubric contained in Appendix G-9 of this Agreement.

6. Evaluation Rating - The final holistic evaluation level that is assigned to a teacher based on the holistic review of all Evaluation

Factors, observed during the Evaluation Cycle. The rating shall be "Accomplished", "Skilled", "Developing", or "Ineffective". Any area marked N/A shall not negatively impact the Evaluation Rating.

7. Evaluation Cycle - The period from the establishment of a Professional Growth or Improvement Plan through the issuance of an Evaluation Rating, in the year in which an Evaluation Rating is required by this Contract or Ohio Revised Code.

8. Evaluation Instrument - The process and forms used by the teacher's evaluator. The forms are located in Appendix G of this Agreement.

9. Ohio Evaluation System (OhioES): The electronic system used by the District to report aggregate, summative teacher Evaluation Ratings to the Ohio Department of Education (ODE).

10. Evidence: Information collected by the evaluator and/or information provided to the credentialed evaluator by the teacher, to support and inform the accurate reflection of the Evaluation Factors. Examples may include, but are not limited to, student information affecting educational progress, student interest or learning style surveys, newsletters, classroom rules, lesson plans, student portfolios, summative assessments, and student work samples. There will be no expectation for members to utilize all of the examples listed in this section.

11. High Quality Student Data (HQSD): Quantitative information, derived from instrument(s) rigorously reviewed and approved by locally determined education experts, which provides evidence of student learning that can be directly attributed to the teacher being evaluated.

12. Improvement Plan: A detailed, written plan collaboratively developed between the teacher and evaluator, utilized solely when a teacher receives an Evaluation Rating of "Ineffective". The approved form for the Improvement Plan is attached to this Agreement (Appendix G-8).

13. Poorly Performing Teacher: A teacher who receives an Evaluation Rating of "Ineffective" for a period of no less than two (2) out of the last three (3) years under OTES 2.0.

14. Professional Growth Plan: A written plan, self-directed or jointly developed between the teacher and evaluator, designed for the sole purpose of continuing teacher growth focused on areas identified in the teacher's observations and/or evaluation. The

approved form for the Professional Growth Plan is attached to this Agreement (Appendix G-7).

15. Teacher of Record: A teacher who is:

    a. Responsible for assigning the grade to the student or is responsible for the daily instruction of a specific student; and,

    b. Required to have the proper certification and/or licensure to teach the subject/grade level for which he/she has been designated "teacher(s) of record"; and,

    c. Responsible for at least fifty percent (50%) of a student's scheduled and attended instructional time within a given subject or course.

16. Definition of Personnel

    a. Evaluator

        1) The evaluator must be credentialed by the Ohio Department of Education, and either be a full-time building principal or assistant principal in the District or the Special Education Director/Supervisor.

        2) The primary evaluator will be the principal or assistant principal in the teacher's building, and the evaluator for a teacher assigned to more than one (1) building will be the evaluator in the building to which the teacher is predominantly assigned. If the teacher is assigned in equal time increments, then the Superintendent shall designate the primary evaluator.

    b. Career/Continuing Teachers

        Career/Continuing teachers are defined as any certificated/licensed bargaining unit member not licensed under a Resident Educator license.

    c. Resident Educator Teachers

        Resident Educator teachers are defined as any licensed bargaining unit member working under a Resident Educator license.

D. Application

1. The teacher evaluation procedure contained in this Agreement applies to the following employees of the District:

   a. Teachers working under a license issued under Sections 3319.22, 3319.26, 3319.222 or 3319.226 of the Ohio Revised Code who spend at least fifty percent (50%) of their time providing student instruction.

   b. Teachers working under a permanent certificate issued under Section 3319.222 of the Ohio Revised Code as it existed prior to September 2003 who spend at least fifty percent (50%) of their time providing student instruction.

   c. Teachers working under a permanent certificate issued under Section 3319.222 of the Ohio Revised Code as it existed prior to September 2006 who spend at least fifty percent (50%) of their time providing student instruction.

2. The District shall not conduct an evaluation for any teacher who:

   a. Was on leave for fifty percent (50%) or more of the school year;

      1) If a teacher is not evaluated by operation of Section 2(a) and is employed pursuant to a limited contract that expires at the end of the school year, the individual will only receive a one (1) year limited contract for the following year, even if the teacher would have otherwise qualified for a multi-year limited contract or a continuing contract.

   b. Submitted notice of retirement, and such notice has been acted upon by the Board of Education, on or before December 1 of the school year in which they plan to retire;

   c. Is a substitute teacher.

3. The following forms will be used for evaluation purposes:

   a. Pre-Observation Conference Form (Appendix G-4)
   b. Post-Conference Teacher Summary (Appendix G-5)
   c. Self-Assessment Summary Form (Appendix G-6)
   d. Professional Growth Plan Form (Appendix G-7)
   e. Improvement Plan Form (Appendix G-8)

f. Teacher Performance Evaluation Rubric (Appendix G-9)
g. Final Holistic Rating/Summative Rating Forms (Appendix G-10)
h. Walkthrough Observation Form (Appendix G-11)

E. Procedure

1. Schedule of Evaluation

a. No teacher shall be subject to more than one (1) Evaluation Cycle per school year.

b. The Evaluation Cycle shall be completed no later than May 1 and the teacher shall receive the final written report of the Evaluation Cycle, including the assigned Evaluation Rating, not later than May 10.

2. Criteria for Performance Assessment

a. A teacher's performance shall be based on the Ohio Educator Standards (or aligned standards) and rubrics for teaching and the criteria set forth in the evaluation instrument included as Appendix G of this Contract.

b. Teacher performance shall be based on the evidence provided by the teacher and on the formal observations and walkthroughs by the teacher's assigned evaluator.

c. A teacher may provide evidence to the credentialed evaluator to support and inform an accurate reflection of the Evaluation Factors being evaluated. Examples include, but are not limited to, student information affecting educational progress, student interest or learning style surveys, newsletters, classroom rules, lesson plans, portfolios, summative assessments, professional education organization work, education awards, and student work samples. All evidence presented shall be referenced in the report and will be considered in the evaluator's assessment of the teacher.

d. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

e. No teacher shall be required to complete a self-assessment (e.g., OTES Self-Assessment Form).

3. Observations

a. Schedule of Observations

The Board shall perform two (2) formal observations in a year in which the teacher is on an Evaluation Cycle. Each formal observation shall last a minimum of thirty (30) continuous minutes. There shall be at least three (3) weeks between formal observations except where the teacher is out on a leave of absence that prevents the evaluator from completing the observations within the timeframe set forth in this subparagraph.

1) The first formal observation shall be completed no later than January 31. The second formal observation shall be completed no later than April 15.

2) The Board shall perform a minimum of three (3) formal observations during the Evaluation Cycle in any school year in which the Board may wish to declare its intention not to re-employ a teacher under Ohio Revised Code Section 3319.11. The observation schedule shall comply with (1) above and the third formal observation shall occur at least fifteen (15) working days following the second post-observation conference. The third formal observation shall be completed no later than April 23.

3) One (1) informal observation of thirty (30) minutes, utilizing the walkthrough evaluation form, shall occur in a year in which a teacher is on a less frequent Evaluation Cycle due to a summative holistic rating of "Accomplished" or "Skilled". An informal observation shall be completed no later than the third Friday in March.

4) A teacher may request a formal observation at any time in addition to those required by this procedure.

5) All formal observations shall be announced.

4. Pre-Observation Conference

a. The pre-observation conference is mandatory for announced classroom observations and should be held not more than three (3) workdays before the classroom observation.

Walkthrough observations do not require pre-observation conferences.

b. At the pre-observation conference, the teacher shall provide evidence for the work situation to be observed on the pre-observation form (Appendix G-4).

5. Documented Walkthrough Observation

a. Evaluator must use the Walkthrough Observation Form (Appendix G-11).

b. No more than two (2) documented walkthroughs shall be conducted in each Evaluation Cycle.

c. If the administrator has observed a problem or concern in the documented walkthrough, this must be documented in detail and in writing to the teacher on the Walkthrough Form. All teachers will receive the completed walkthrough form not more than five (5) working days after the walkthrough.

d. If the administrator has observed a problem or concern with performance in an undocumented walkthrough, the administrator should bring the concern to the attention of the bargaining unit member within five (5) working days.

e. A walkthrough is a formative assessment process that focuses on one (1), but not more than two (2), of the following components which results in brief written note(s) or a summary:

1) Evidence of planning;
2) Lesson delivery;
3) Differentiation;
4) Resources;
5) Classroom environment;
6) Student engagement;
7) Assessment;
8) Any other component of the Standards for Ohio Educators and rubrics approved for teacher evaluation.

f. The walkthrough shall be at least five (5) consecutive minutes, but not more than twenty (20) consecutive minutes in duration.

g. Teachers may request a walkthrough at any time.

6. Classroom Observation

a. Classroom observations must be at least thirty (30) consecutive minutes. The evaluator will complete the Teacher Performance Evaluation Rubric (Appendix G-9).

b. All teachers rated "Developing" or "Ineffective" in the previous year will be observed two (2) times a year with a minimum of two (2) documented walkthroughs. Any teacher rated "Skilled" in the previous year shall be formally evaluated every other year, and any teacher rated "Accomplished" shall be formally evaluated every three (3) years unless the administration deems it necessary to formally evaluate during the off years. All formal observations shall be conducted and completed not later than May 1, and the teacher being evaluated shall receive a written report of the results of the evaluation not later than May 10.

c. By October 1, all teachers must be notified of their Evaluation Cycle, either a full Evaluation Cycle or less frequent Evaluation Cycle for the year.

7. Post-Observation Conference

a. The evaluator will complete the Teacher Performance Evaluation Rubric Form (Appendix G-9). The teacher will receive the completed Observation Rating Rubric Form (Appendix G-9) after each observation.

b. Subsequent to, or during the post-observation conference, the teacher and evaluator will review the Professional Growth Plan (Appendix G-7).

c. The teacher must be allowed at least two (2) days to review the completed Teacher Performance Evaluation Rubric Form (Appendix G-9).

d. The evaluator will complete the Final Holistic Rating/Summative Rating Forms (Appendix G-10) prior to the post-observation conference.

e. For members on the less frequent evaluation cycle, the evaluator will hold a post-observation/summative conference to review the completed Walkthrough Observation Form

(Appendix G-11) and review the member's Professional Growth Plan (PGP) by April 15.

f. Information in the evaluation must be based on the direct formal observations and documented walkthroughs of an administrator.

g. A teacher shall be given the opportunity to provide evidence, which may be utilized to inform the evaluator's rating in all areas of the observation and shall include a discussion of the progress being made on the teacher's Professional Growth or Improvement Plan.

8. Professional Growth and Improvement Plan

a. Professional Growth and Improvement Plans shall be developed as follows:

1) A teacher whose Evaluation Rating is "Accomplished" shall develop a self-directed Professional Growth Plan for continuing professional growth.

2) A teacher whose Evaluation Rating is "Skilled" shall develop a Professional Growth Plan collaboratively with his/her credentialed evaluator.

3) A teacher whose Evaluation Rating is "Developing" shall develop a Professional Growth Plan with his/her assigned evaluator, pursuant to the terms of this Agreement.

4) Professional Growth Plans for all members shall be finalized by September 30.

5) A teacher whose Evaluation Rating is "Ineffective" shall be placed on an Improvement Plan with their assigned evaluator, pursuant to the terms of this Agreement. Beginning with the summative rating from the 2021-2022 school year, Improvement Plans triggered by an "Ineffective" rating shall be created by May 30, effective for the subsequent school year.

6) If a teacher and evaluator are unable to agree on the evaluator's expectations for the Improvement Plan, the teacher may request a member of the PEA and the Superintendent of the District to facilitate further discussion between the teacher and the evaluator

toward development of the Improvement Plan. If a consensus is not reached following the requested discussion, the primary evaluator will finalize the guidelines of the Improvement Plan.

b. The Board shall provide professional development, the allocation of financial resources to accelerate teacher growth and improvement, and support to poorly performing teachers.

c. A teacher in their first year of employment with the District shall not be placed on an Improvement Plan.

d. The Improvement Plan shall include:

1) The specific area(s) for improvement, aligned to the Ohio Standards for the Teaching Profession;

2) The level of performance the teacher is expected to reach and a reasonable timeframe to correct the deficiencies;

3) Available resources and assistance that are available to the teacher to help the teacher improve in the identified area(s); and

4) Evidence of progress or lack of progress.

e. No Improvement Plan or Professional Growth Plan will have more than two (2) achievable goals per Evaluation Cycle.

f. If a teacher receives a rating of "Ineffective" in the "Teacher Performance" component of the Final Holistic Rating/Summative Rating Forms (Appendix G-10), the teacher and the evaluator will collaborate to develop an Improvement Plan (Appendix G-8) for the teacher following a post-observation conference where a rating of "Ineffective" was scored. The teacher will be informed that he/she has the right to have a PEA representative present.

g. A copy of the Improvement Plan will go to the PEA President and the superintendent prior to implementation.

h. The teacher will be in the intervention phase until the next completed evaluation cycle unless released after consultation between the evaluator and participating teacher.

F. High Quality Student Data (HQSD)

1. Each evaluation shall contain two (2) measures of High Quality Student Data (HQSD). When applicable to the grade level or subject area taught by the teacher being evaluated, HQSD shall include the value-added progress dimension as one (1) source of HQSD.

2. When utilizing vendor assessments to construct HQSD, all related teaching, student, and other educational materials necessary to utilize the program as intended, shall be purchased, and all affected staff shall be trained on utilization of the assessment program. These materials shall be agreed upon by the Superintendent and the PEA.

   a. The Evaluation Committee shall provide a recommendation to the Superintendent and Association President on the use of a proposed vendor assessment prior to submission to the Board of Education. The committee may ask for the vendor to make a presentation to the committee.

   b. All new vendor assessments shall be piloted for one (1) year prior to being used as a source of HQSD, subject to the following:

      1) Participation in the pilot is voluntary.

      2) All teachers and credentialed evaluators will be trained on the vendor assessment at the beginning of the pilot.

      3) Teachers participating in the pilot shall be provided eight (8) hours of release time to train, meet, and reflect on the vendor assessment each year of the pilot.

      4) An assessment by the Evaluation Committee shall occur in May of each school year.

      5) The committee shall provide a commendation whether to implement the vendor assessment as a HQSD to the Superintendent and Association President by May 1 of the year of the pilot.

3. HQSD shall not be aggregated to provide "shared attribution" among teachers in a District, building, grade, content area, or other group.

G. Evaluators-Qualifications and Assignment

1. Each evaluator shall be an employee of the Plymouth-Shiloh Local School District, employed under a full-time contract pursuant to Sections 3319.01 or 3319.02 of R.C., must hold at least one (1) administrator certificate/license under Section 3319.22 of R.C. and shall be credentialed at the time of any walkthrough, observation, or evaluation.

2. A teacher's evaluator shall be assigned, and the teacher shall be notified of the assignment in writing, no later than September 15, or in the case of a new teacher, within thirty (30) days of the first day employed.

3. Evaluator assignments shall be made pursuant to the following requirements:

a. For those teachers with an Evaluation Rating of "Skilled", "Developing", or "Ineffective" on their most recent evaluation, the evaluator shall be the teacher's immediate administrator.

b. In the event a teacher performs work under more than one (1) administrator, only one (1) administrator shall be designated as the evaluating administrator.

c. Should an unforeseen emergency arise, a new evaluator must be chosen in consultation with the teacher.

d. Upon request of the teacher, a meeting with the Superintendent and PEA representatives will be scheduled to determine the effectiveness of the assigned evaluator. After consultation with the teacher, the Superintendent will make the final decision concerning assignment of a new evaluator.

H. Orientation and Professional Development

1. Professional Development

a. The Board shall meet the requirements of Ohio Revised Code Section 3319.112(A)(8)(9) to provide professional development and sufficient financial resources to support the professional learning required by this Agreement. All

professional development will align with the Ohio Professional Development Standards.

b. No later than September 15 of each year, the Board shall provide training on the components of the teacher evaluation procedure, including the calibration of evaluation ratings, the evaluation Standards for Ohio Educators, rubrics, tools, processes, methodology, and the use of High Quality Student Data (HQSD).

c. Evaluators

1) Before beginning the evaluation process for any bargaining unit member, the assigned evaluator shall be required to have successfully completed the state-mandated evaluator credentialing or recredentialing training and have passed said assessment.

I. Standing Joint Evaluation Committee

The Association and Board agree to establish a Standing Joint Evaluation Committee, consisting of one (1) Association member from each building (high school, middle school, and elementary school) and one (1) teacher to represent special subjects, appointed by the Association President, and an equal number of administrators appointed by the Superintendent/designee. This committee will establish the policies, procedures, and processes, including the evaluation instrument and determination of HQSD, for the evaluation of teachers in the District and to regularly review the effectiveness of the aforementioned items.

1. Committee Authority

a. The committee shall be responsible for jointly developing, reviewing, and recommending the policy, procedures, and processes, including the evaluation instrument, for teacher evaluation.

b. The committee shall not have the authority to negotiate wages, hours, or terms and conditions of employment.

c. The Board and the Association shall bargain, during regular contract negotiations, all elements of the teacher evaluation procedure and these negotiations shall be satisfactorily completed prior to the implementation of the evaluation procedure or prior to any modification or amendment of same. Any agreement that is achieved through said negotiations shall be subject to ratification by both parties.

d. If either party wishes to consider any change, deletion, or addition to the evaluation procedure or process, including the evaluation instruments, during the term of this Agreement, it shall discuss the matter with the committee. If the discussion results in a recommendation by the committee to change or revise the evaluation procedure or process, including the evaluation instrument then said recommendation shall be subject to ratification by both parties.

e. All decisions of the committee will be achieved by consensus. If consensus cannot be reached, the Superintendent and Association President will attempt to reach a mutually agreeable decision.

J. Mentor Teacher for Teachers on an Improvement Plan

1. Any teacher on an Improvement Plan who requests assistance to comply with their Improvement Plan shall be provided a mentor, who is not the credentialed evaluator, through a collaboration of the administration and PEA team.

2. Role of the Mentor Teacher

a. The mentor teacher shall have a continuing contract and/or a minimum of five (5) consecutive years of teaching experience in the District.

1) The mentor teacher shall not have a formal evaluation role. The mentor teacher's role is to support the growth of the teacher through formative tools and practices.

2) The mentor teacher shall hold a valid teaching certificate/license and shall be assigned to teachers with the same area of certification/license, if available.

3) The mentor teacher shall have extensive knowledge of a variety of classroom management and instructional techniques.

4) The mentor teacher shall have demonstrated the ability to work cooperatively and effectively with professional staff members.

b. Release Time/Compensation

1) Each mentor teacher shall be granted release time for mentoring activities that must take place during the school day. Release time shall be separate from any other release time covered under this Agreement and shall be coordinated by the building administrator.

2) In addition to the mutually agreed upon release time, each mentor teacher shall receive a stipend of five hundred dollars ($500) for each mentee. The stipend is to be paid in the second pay period in June of that school year.

c. Protections

1) Other than a notation that a teacher provided additional service as a mentor teacher, the teacher's activities as a mentor teacher shall not be part of his/her evaluation.

2) A mentor teacher shall not be requested or directed to make any recommendation regarding the continued employment of the teacher and/or advancement through the Resident Educator program.

3) No mentor teacher shall be requested or directed to divulge information from the written documentation or confidential mentor/mentee discussions.

4) All interaction between the mentor teacher and the teacher shall be regarded as confidential. Any violation of this tenet by the mentoring teacher shall constitute grounds for immediate removal from the role as mentor teacher and no information provided by the mentor teacher shall be used in the evaluation of the teacher.

K. Finalization of Evaluation

1. Written Report

Before the Evaluation Cycle is final, and not later than May 10, a copy of the evaluation report shall be given to the teacher and a conference shall be held between the teacher and the evaluator.

The teacher shall have the right to make a written response and to have it attached prior to it being placed in the teacher's personnel file. A copy, signed by both parties, shall be provided to the teacher.

2. Completion of Evaluation Cycle

a. The summative evaluation rating shall be based upon a preponderance of the evidence, assessed in a holistic manner, that is aligned to the Ohio Educator Standards. Only evidence gathered during the walkthroughs and formal observations, or directly related to teacher performance in the classroom, that are conducted for the current school year may be used.

b. The evaluation shall acknowledge, through the gathered evidence, the performance strengths of the teacher evaluated as well as performance deficiencies.

c. The evaluator shall note evidence of all information used to support the conclusions reached in the formal evaluation report.

d. The evaluation report shall be signed by the evaluator and the teacher to verify notification to the teacher that the evaluation shall be placed on file. The teacher's signature shall not be construed as evidence that the teacher agrees with the contents of the evaluation report. Electronic signatures (e.g., a 'PIN') may be used.

e. The Evaluation Report shall be completed, signed by both parties, and filed with the Superintendent no later than May 10.

f. Any teacher who receives an Evaluation Rating of "Skilled" on the teacher's most recent evaluation shall not be subject to another Evaluation Cycle until the second school year following the rating unless it is determined, in writing and through a preponderance of the evidence available to the evaluator, that the teacher is not making progress on their Professional Growth Plan.

g. Any teacher who receives an Evaluation Rating of "Accomplished" on the teacher's most recent evaluation shall not be subject to another Evaluation Cycle until the third school year following the rating, unless it is determined, in writing and through a preponderance of the evidence

available to the evaluator, that the teacher is not making progress on their Professional Growth Plan.

L. Due Process

1. A teacher who disagrees with and provides evidence that identifies errors with: data sources, data collection or calculation, performance ratings, and/or the summative evaluation rating, shall request a meeting with the Superintendent and PEA representatives to determine the effectiveness of the assigned evaluator.

2. A teacher shall be entitled to Association representation at any conference held during this procedure. The evaluator shall notify the teacher of this right prior to scheduling any conference regarding this evaluation process.

3. Failure by the District to adhere to any timeline or condition established in this Agreement shall render the evaluation, including the summative rating, void. Such errors shall automatically require re-employment of the teacher under the appropriate contract which they are otherwise eligible to receive under the collective bargaining agreement and/or Ohio law.

4. Any violation of either procedural or substantive due process shall automatically require re-employment of the teacher under appropriate contract which they are otherwise eligible to receive under the collective bargaining agreement and/or Ohio law.

5. All provisions of OTES shall be governed by this Agreement, in compliance with Ohio Revised Code, and shall be grievable under the applicable grievance provisions of this Agreement. The timeline for initiating a grievance shall begin with the reporting of a teacher's Evaluation Rating at the end of her/his Evaluation Cycle.

6. If the Ohio General Assembly promulgates a law that invalidates portions of this evaluation procedure, or a Court of competent jurisdiction or the State Employee Relations Board (SERB) determines that a provision of this section is unlawful, the parties shall meet within ten (10) days to bargain over the impact of the changes.

M. General Provisions

1. Bargaining unit member evaluation is intended to improve instruction and for making final recommendations of continued employment or termination.

2. Bargaining unit members who have transferred to a different grade level or subject area shall not be evaluated in this area until at least the fourth week of instruction.

3. No observation shall take place the day prior to or after a holiday break, after a calamity day, the administration of standardized testing or the day immediately following a teacher absence, unless requested to go forward as scheduled by the teacher being observed.

4. If the normal school calendar is interrupted due to closure or if the evaluatee is absent and the above time limits are affected by such closure or absence, the time limit shall then be extended by an equal number of days.

5. Any teacher with a "Developing" or "Ineffective" rating will have a five (5) day turnaround for all evaluation documentation/ conferences, barring any calamity situation.

6. Evaluation of professional staff will be subject to 3319.111 and 3319.112 of the Ohio Revised Code.

7. Any teacher in the final year of a limited contract will be evaluated, unless the member is on a less frequent Evaluation Cycle as outlined in K. 2. f. and g, and the administration deems it unnecessary to evaluate.

N. Ohio Evaluation System (OhioES) Submission of Teacher Effectiveness Rating

Districts must submit the Final Holistic Rating/Summative Rating of Teacher Effectiveness to the Ohio Department of Education.

O. Mentor Teacher Evaluation (Peer Evaluation)

Consideration will be given to the timing of the first evaluation by the administrator and the pre-conferencing time required by the mentoring teacher with the beginning teacher seeking a license. The pre-conferencing by the mentoring teacher should occur prior to the start of the evaluation cycle.

503 EVALUATION OF SCHOOL COUNSELORS

Professional school counselors offer students access to high-quality services that support students' academic, career and social/emotional development. The Board evaluates school counselors in accordance with State law and the standards-based statewide counselor evaluation framework adopted by the State

Board of Education (SBOE). The framework is aligned with the Ohio Standards for School Counselors.

The Board directs the Superintendent/designee to implement this policy in accordance with State law. The policy becomes operative at the expiration of any collective bargaining agreement covering school counselors that is in effect on September 29, 2015. The requirements of this policy prevail over any conflicting provisions of collective bargaining agreements entered into on or after September 29, 2015.

Annually, the Board submits to the Ohio Department of Education (ODE) a report regarding implementation of this policy. The name of, or any personally identifiable information about, any counselor reported in compliance with this provision cannot be required.

A. Effectiveness Rating

School counselors are assigned an effectiveness rating of "Accomplished", "Skilled", "Developing", or "Ineffective". Each school counselor is evaluated based on multiple factors including performance on all areas identified by the standards for school counselors and the ability to produce positive student outcomes using metrics in order to determine the holistic final summative rating of effectiveness according to ODE requirements. The choice of metrics for student outcomes will be determined locally and will include information from the school or school district's report card when appropriate.

B. Evaluation Time Line

District administrators evaluate school counselors annually except as otherwise appropriate for high performing school counselors. Annual evaluations include two (2) formal observations of at least thirty (30) minutes each and informal observations. Counselors will be provided with a written report of the evaluation.

The Board evaluates school counselors receiving effectiveness ratings of "Accomplished" on the counselors' most recent evaluations carried out under this policy, and whose metric of student outcomes for the most recent school year for which data is available is "Skilled" or higher on the evaluation rubric every three (3) years. In years when an evaluation will not take place, one (1) observation is carried out and at least one (1) conference with the counselor is held.

The Board evaluates school counselors receiving effectiveness ratings of "Skilled" on the counselors' most recent evaluations carried out under this policy, and whose metric of student outcomes for the most recent school year for which data is available is "Skilled" or higher on the evaluation

rubric every two (2) years. In years when an evaluation will not take place, one (1) observation is carried out and at least one (1) conference with the counselor is held.

C. Professional Growth and Improvement Plans

School counselors with a final summative rating of "Accomplished" must develop a professional growth plan.

School counselors with a final summative rating of "Skilled" must develop a professional growth plan collaboratively with their evaluator.

School counselors with a final summative rating of "Developing" must develop a professional growth plans with their evaluator. The Superintendent/designee approves the professional growth plan.

School counselors with a final summative rating of "Ineffective" must develop an improvement plan with their evaluator. The Superintendent/designee approves the improvement plan.

D. Retention and Promotion

The Board uses evaluation results for retention and promotion decisions for school counselors beginning with the 2017-2018 school year. The Board adopts procedures for use by District administrators in making retention and promotion decisions based on evaluation results.

E. Poorly Performing Counselors

The Board uses evaluation results for removing poorly performing counselors beginning with the 2017-2018 school year. The Board adopts procedures for removing poorly performing school counselors based on evaluation results.

F. Professional Development

The Board allocates financial resources to support professional development in compliance with State law and the SBOE's evaluation framework.

504 PERSONNEL FILES

Upon a request for access to a member's personnel file, written notice shall be given to the member listing the name of the person making the request and the time and date access was or will be permitted. All examinations of personnel files shall be in the presence of at least one school district employee. A log shall be maintained as a part of each member's file that will indicate the name and

date that access was granted to the file. This paragraph shall not apply to school district administrative personnel.

The member shall have access to all personal information contained in the system at all times. There shall not be a charge for access to the system.

Each member has the right to examine and to make a copy at his/her expense of any items which are part of that member's personnel file except confidential recommendations relevant to member's employment. The member shall be granted the right to be accompanied by a person of his/her choice when examining information contained in the file. Upon written approval of the member, access shall be granted to the member's attorney or other representative.

Any material believed to be inaccurate may be challenged by written response and when proven inaccurate, shall be removed from the file.

The member shall have the right to answer any material filed; this answer shall be attached to the file copy.

Any grievance material shall not be placed in a member's personnel file.

The member must be given the opportunity to sign any material that is to be placed in his/her personnel file prior to the placing of the material in the file. The signature does not indicate agreement with the material; only that it has been read by the member.

No parent complaints will be placed in the personnel file of a member unless:

1. The allegation is in writing and is signed by the parent;

2. A conference was held including the parent, member, and the principal or immediate supervisor;

3. The results or findings of the aforementioned conference have been reduced to writing by the immediate supervisor and approved, in writing, by the member. Said results or findings shall be attached to the complaint. No anonymous letters or material will be placed in the system.

505 VACANCIES, TRANSFERS AND ASSIGNMENTS

A. Assignment

All members are subject to annual assignment by the superintendent. Recommendations from the building principals will be considered in making assignments. All members shall receive, in writing prior to July 1

of each year, their assignment for the ensuing school year relative to subjects, period, and/or grade level.

Every effort will be made to avoid transfers after July 1 and such transfers will be made only in accordance with transfer procedures outlined in this article.

B. Posting

All position openings for members, regardless of position or whether the opening implies a promotion, shall be posted conspicuously on the bulletin board in each office near the member mailboxes in the building during the school year and shall be emailed to all members using their district provided e-mail address. When school is not in session, such notices shall also be posted in the lobby of the administration building, emailed to members using their district e-mail address, and communicated to members utilizing the district automated call system. Such notices will be indelibly dated at the time of posting.

Such notices shall clearly set forth the required certification for the position, a description of the duties to be performed, salary, and procedures for application.

If no applications are received within five (5) school days [one (1) full week when school is not in session] of the date of posting the notice (or the postmark on mailings), it will be assumed that there is no interest in the position among members and the position may be filled outside the system.

A member hired to fill a position must possess the posted certification requirements for the position. Any member having proper certification may apply for the posted position and shall be granted an interview.

C. Transfer Procedure

1. Voluntary Transfer – Members may request in writing a change of assignment in accordance with negotiated policies on assignments and open positions and the following procedures:

   a. Change of assignment requests shall refer to: 1) change in building, 2) change of year/level, 3) change of subject area.

   b. Transfer requests may be initiated by members using the following guidelines:

      1) A transfer request form shall be completed and submitted to the office of the superintendent by April

15 prior to the school year in which the transfer would occur.

2) Transfers will be considered if an opening exists or become available.

3) Members applying for a transfer will be interviewed for the open position. Positions shall be filled in accordance with the provisions of this article.

2. Involuntary Transfer – Every effort shall be made to avoid involuntary transfers by fully utilizing the voluntary transfer procedure. If the superintendent directs an involuntary transfer in the department/division, building, subject or grade level, notification thereof shall be given to the involved member(s) by July 1 preceding the effective date of said involuntary transfer. Should the need for an involuntary transfer arise after July 1, the member being involuntarily transferred shall be notified at the earliest possible date and prior to the member in-service at the beginning of school. In the event of an unexpected vacancy after the school year has started and the Board is unable to fill the vacancy with a teacher holding proper certification, the superintendent may involuntarily transfer a teacher for the remainder of that school year. The involuntarily transferred teacher shall be able to return to his/her previously held position the next school year. No member shall be involuntarily transferred without just cause. Any member who is being involuntarily transferred shall be allowed to interview for any open position before returning teachers or outside hired teachers.

Members being involuntarily transferred will be assigned only to a position for which they are fully and properly certified. In discussing an involuntary transfer, there will be a meeting [within five (5) days of a written request] of the member(s) involved and the superintendent or his/her designee to explain the circumstances of the transfer. The involved member may have a representative of his/her choosing for the meeting. The involved member(s) shall be given the reasons for the transfer, in writing, prior to the aforementioned meeting.

506 MEMBER LUNCH PERIOD

Thirty (30) minute duty-free lunch. Members can leave building after notifying the office of the building principal.

507 PREPARATION TIME

All members of the bargaining unit shall have at least two hundred forty minutes (240) of duty free preparation time at the K-5 level or one (1) full class period per day at the 6-12 level during each full school week during the student day. Elementary teachers shall have preparation time while their class is scheduled to be instructed by a special teacher (art, music, physical education, etc.).

508 WORKDAY

The teacher workday shall be from 7:30 a.m. to 3:00 p.m., or 7 ½ hours at times the Board shall establish which shall be within a thirty (30) minute radius of times herein specified, and during which time the students shall be in attendance from 7:45 a.m. to 2:45 p.m., or 7 hours at times the Board shall establish.

Effective with the 2021-2022 school year, make-up days under ORC 3313.48 will not include the first five (5) weather emergency days (or other days when schools are closed) and will be counted as "workdays." Additionally, the sixth (6) and seventh (7) weather emergency days (or other days when schools are closed) will also be counted as "workdays".

In the event calamity days exceed seven (7), teachers and students shall report (excluding a level III in Richland County) on the following days: Martin Luther King Day, President's Day, and Spring Professional Day. In the event calamity days exceed ten (10), the Superintendent will meet with the Association to discuss additional make-up days.

509 PRESCHOOL TEACHERS

A. Preparation Time

Preschool teachers shall be provided the equivalent of one (1) full contractual day of preparation time one (1) day per week as a result of not meeting the daily preparation times due to mandated preschool student contact time. Preschool teachers cannot be required to cover classes for absent teachers on their weekly designated preparation day.

B. Preschool Professional Development

1. Each year, all bargaining unit members who work at the preschool level shall receive three (3) days of preschool-specific, and/or preschool licensure related professional development.

2. All professional development required for Pre-K district licensing compliance that cannot be conducted during the member's workday and/or the contractual year, which is necessary for district

preschool licensing compliance will be paid at the member's hourly per diem rate. Any professional development that shall occur outside of the member's workday and/or the contractual year, shall first be approved by the Superintendent.

3. Registration fees for required district preschool licensing coursework will be paid for by the District.

C. Preschool Workday, Calendar, and Home Visitation

1. Any student evaluations necessary for district compliance, that occur outside of the contractual workday will be paid at the member's hourly per diem rate. Any student evaluations that shall occur outside of the member's workday and/or the contractual year, shall first be approved by the Superintendent, and/or designee.

2. Preschool members will have one (1) additional parent-teacher conference to the two (2) contractually required parent-teacher conferences without students in attendance. This additional parent-teacher conference will be scheduled in the fall of the school year.

3. The preschool calendar year will end up to a maximum of five (5) school days prior to the K-12 school calendar to allow for sanitation and district Pre-K licensing requirements.

4. At least two (2) district employees will be present at all home visits.

5. Licensed preschool staff members will be reimbursed for mileage when using their private vehicle for home visits. Reimbursement will be at the current IRS rate.

510 MENTOR TEACHER PROGRAM/RESIDENT EDUCATOR (RE) PROGRAM

A. General Provisions

1. There shall be a two-year Resident Educator Program adopted by the Plymouth Education Association as outlined by the state of Ohio and the Plymouth-Shiloh Local School District.

2. The Ohio Resident Educator Program is a two-year program of formative assessment and mentoring support that will culminate in the completion of a statewide summative and Performance-based assessment.

3. The Resident Educator Program is enacted through legislation. The Resident Educator Program aligns with Ohio's Standards for the Teaching Profession, Ohio's Standards for Resident Educators Program, Ohio Continuum of Teacher Development, and Ohio Teacher's Evaluation System.

4. Formative written data/communications that result from the implementation of this program shall be the property of the Resident Educator (RE). Annual Summative Assessment information will be provided to the RE Coordinator so that RE data may be entered into Connected Ohio's Records for Educators (CORE).

5. Data/communications from the Resident Educator Program shall not be used as individual teacher evaluation information. All discussions between the mentor and the RE shall be confidential. The RE is responsible for collecting and maintaining artifacts and evidence that will be used to inform the summative assessment.

6. A position of Lead Mentor shall be filled from PEA members. The position shall consist of the following:

   a. The Lead Mentor shall be selected from a list of members who have had a minimum of five (5) years of mentoring experience and recent classroom experience. The Lead Mentor shall be appointed by the PEA President in consensus with the current Lead Mentor and Superintendent. In the event there is no candidate that meets the above criteria, consideration shall be given to members with RESA or mentoring experience who are willing to go through the appropriate training.

   b. The position shall be for a term of three (3) years that is renewable upon expiration.

   c. The position shall have a stipend of one thousand dollars ($1,000) per year payable as per the supplemental pay schedule.

   d. The previous Lead Mentor will receive payment at the rate of thirty dollars ($30) per hour at all times when training continues into the term of the new Lead Mentor, up to a maximum of thirty (30) hours.

B. <u>Selection/Assignment of Teacher Mentors</u>

1. Mentors must have a Permanent License, five-year Professional License.

2. Mentors must be on Ohio's credentialed Mentors list by completing IM and RE-1 training, and/or required credentialing.

3. They must have recent classroom experience of five (5) years or more.

4. The Superintendent and/or administrative designee in consensus with the Lead Mentor and the Association President and/or designee shall select mentor teachers in accordance with mentoring criteria established through Ohio's Mentor Standards for Ohio's Resident Educator Program.

5. The administration shall post all vacant mentor positions per Article V, Section 505 of the contract.

6. Participation as a mentor teacher shall be a voluntary commitment for a one-year period. The Superintendent or administrative designee in consensus with the Lead Mentor and the Association President or designee may request that a mentor resign and/or be reassigned if the mentor and entry teacher relationship is not compatible.

C. Resident Educator Regulations

1. All new teachers in their first two (2) years of teaching shall be required to participate in the Resident Educator Program.

2. REs that successfully complete the Resident Educator Program may do so within two (2) years and transition to a professional license.

3. REs that are unable to successfully complete the Resident Educator Program two-year residency program may be provided an additional year of mentoring if the District administration determines that the circumstances warrant. It is the responsibility of the RE to successfully complete all activities in the RE Program, collaborate with their mentor, report any difficulties to the RE Coordinator, and transition to their professional license. The District is not responsible for employing REs that do not successfully complete the requirements and transition to a professional license within the two-year residency program unless extenuating circumstances are found to exist.

D. Release Time

1. Mentors shall be provided up to two (2) days of release per RE to complete the requirements for the RE program. Release time may be needed to complete the RE portfolio, for collaboration, and

formative and summative assessments. Every attempt will be provided to allow for common planning time between the RE and Mentor.

2. Resident Educators shall have up to two (2) days of release time to collaborate and complete their portfolio with their mentor, for observation of master teachers, RE in-service meetings and trainings, or programs deemed necessary by their mentor, the RE Coordinator, or their principal. Every attempt will be provided to allow for common planning time between the RE and the Mentor. Where necessary, additional days may be granted for teachers in the Resident Education Summative Assessment (RESA) Program as approved by the mentor teacher and the administration.

E. Attendance at Training Sessions

1. The District shall pay for mentor training for teachers that desire to become credentialed mentors in Ohio's Resident Educator Program. This will include cost for training, travel expenses to training, per diem rate for any training outside of the contractual day or year, and all required licensure expenses, upon approval by the administration.

2. A mentor will be paid a stipend of five hundred dollars ($500) for each RE they are assigned.

3. Teachers selected as mentor teachers, at their option, may and are encouraged to attend Advanced Mentor Training provided by Ohio Department of Education as approved by the Superintendent and the Lead Mentor.

###

ARTICLE VI

CONTRACTS

601 LIMITED

After two (2) years of employment in the Plymouth-Shiloh Local School District, a member shall be granted a two-year contract. After four (4) years of employment in the Plymouth-Shiloh Local School District, a member shall be granted a three-year contract. After seven (7) years of employment in the Plymouth-Shiloh Local School District, a member shall be granted a four-year contract.

602 CONTINUING CONTRACTS

Continuing contracts will be issued in accordance with Ohio law except as otherwise specified by this provision. Any certificated member who is not at the end of a limited contract but who is eligible for a continuing contract in accordance with Ohio Revised Code may request in writing to the Board of Education, its consideration for a continuing contract at any time before the Board takes action to renew certificated contracts during the regular Board meeting in April.

A limited contract shall be interrupted, and a continuing contract granted except when deficiencies are identified through the evaluation process that are of such magnitude as to cause negative recommendation. The deficiencies will be clearly specified in writing and a specific, detailed plan of remediation will be provided to the individual.

The member requesting interruption of a limited contract shall notify either the building principal or the superintendent in writing on or before December 1 of his/her intention to request a continuing contract and shall complete necessary course work prior to the April Board of Education meeting. The recommendation of the superintendent will be based upon the two (2) regularly scheduled evaluations of the building principal and two (2) additional evaluations given by the superintendent at least one (1) month apart and at least two (2) weeks apart from a principal's evaluation.

The superintendent will meet with the member before the April Board meeting where action on the request is to be taken. During this meeting the superintendent will make known to the member his recommendation and the reasons for such.

The member may at any time prior to the April Board meeting ask to have the request withdrawn. The decision of the Board shall be final and not subject to appeal. The request may be resubmitted the following school year as outlined in this section.

603 SUPPLEMENTAL LIMITED CONTRACT

A. Supplemental Duties Defined

Supplemental duties shall be defined as those duties which are performed during time in excess of the workday, work week, work year, or in addition to the member's regular duties. Members performing supplemental duties shall be issued written, individual, limited contracts that include:

1. duration of supplemental contract
2. title of supplemental position
3. amount of supplemental compensation or hourly rate by payment section

B. Filling Supplemental Positions

Posting of supplemental positions shall be in accordance with Article V, Section 505 of this contract.

1. In the event that any supplemental position remains unfilled, or if the supplemental position is vacated due to a resignation or any other reason during the contractual year, the open supplemental position shall be posted no later than six (6) weeks prior to the start of the season, or reposted, as may be applicable, to notify members of the vacancy per Article V, Section 505 of the contract.

2. The Google spreadsheet of all supplemental positions shall be shared with the Association President.

C. Acceptance of Supplemental Positions

Acceptance of a supplemental contract shall be voluntary.

D. Compensation for Supplemental Positions

Compensation for supplemental duties shall be as set forth in this contract provided that all compensation paid shall be determined solely according to the principle of equal pay for equal work and without regard for age, sex, race, creed, religion, national origin, handicap, or marital status.

E. Non-Renewal of Supplemental Contracts

The Board shall provide to the member written notice of its intent to non-renew the member's supplemental contract and the reasons for such non-renewal sixty (60) days prior to the Board's action to non-renew the contract or sixty (60) days prior to the expiration date of the contract,

whichever is earlier. Such action by the Board shall occur on or before May 31 of the year of non-renewal. Failure to the Board to provide the appropriate notification in a timely manner or to act in a timely manner on the non-renewal of a supplemental contract shall result in the automatic renewal of the contract.

A member's performance in a supplemental position shall not have an adverse effect upon such member's teaching limited or continuing contract.

F. Extended Day Supplemental Contracts

The Plymouth-Shiloh Local Board of Education and the Plymouth Education Association recognize that there are certain matters that are necessary for clarification when the Board hires a teacher who has Extended service days. Therefore, the parties agree that the following terms and conditions shall apply:

1. The limited contracts shall be one (1) year contracts, which may be renewed for one (1) year only. This provision supersedes Sections 3319.08, 3319.11, and 3319.111 of the Ohio Revised Code.

2. The following positions shall receive said contracts and corresponding number of days at the member's per diem, as approved by the Board of Education:

    a. Elementary/Middle School Guidance Counselor shall receive no more than ten (10) extended days.

    b. High School Guidance Counselor shall receive no more than twenty (20) extended days.

    c. Vocational Agriculture Instructor shall receive no more than forty-five (45) extended days.

    d. Family Consumer Science Instructor shall receive no more than five (5) extended days.

604 LIMITED AND CONTINUING CONTRACTS CONTENT

Teaching contracts for bargaining unit members shall contain the following information:

1. Name of the Board of Education
2. Name of the member
3. Type of contract – limited or continuing

4. Date the contract is entered into
5. Signature and date of signature of the member being issued the contract, the Board president, and the treasurer of the Board of Education
6. Member and Board agreement that both shall abide by Board-adopted policies at time of employment.

605 REDUCTION IN FORCE

A. Scope of Procedure

If the Board determines that a reduction is necessary, a reasonable reduction of teaching positions may be made by suspending members' contracts in the event that a reduction becomes necessary as a result of a decreased enrollment of pupils, return to duty of regular teachers after leaves of absence, by reason of suspension of schools or territorial changes affecting the district or for financial reasons. When the affected member's limited contract is expiring, such limited contract shall be renewed and then the new contract shall be suspended to accomplish the desired reduction.

B. Attrition and Suspension

1. The number of persons affected by a reduction of force will be kept to a minimum by not employing replacements for members who leave as a result of normal attrition.

2. Reduction which cannot be achieved through attrition shall be made by suspension of contracts. Suspension shall mean that a member shall be placed in an inactive state of employment from an active state of employment.

3. All members who are suspended shall be given written notification at least thirty (30) calendar days prior to the effective date of the suspension.

4. Contract suspensions will normally be effective at the start of a school year unless the suspensions are for reasons of a return to duty of a regular teacher after a leave of absence or territorial changes affecting the district.

C. Procedure for Reduction

1. At least forty-five (45) calendar days prior to a reduction, a seniority list of all members in each area of certification shall be developed by the administration. The Association president shall receive a copy of this list. This recall list shall remain active for three (3) years; that is, any laid off member will remain on this

recall list for three (3) years beginning with the date of his/her lay off.

2. The Association president shall be notified of the Board's intent to implement a RIF program at least thirty (30) calendar days prior to the effective date.

3. A meeting shall be held between the Association president and representatives of the Board of Education to discuss the RIF program. At this meeting, the administration shall present a list indicating the specific number of positions to be RIF'd within each area of certification.

4. Seniority shall be applied in accordance with the provisions of Section 606 but only when evaluations are deemed comparable.

5. A member who is subject to being RIF'd has the right to bump members with less seniority in any other teaching area in which he/she is certified. Said bumping right must be exercised within thirty (30) days of receipt of notice of RIF or the right to bump is waived.

D. Procedure for Recall

1. A member whose name appears on the RIF list shall be offered reemployment when a position becomes available for which he/she is certified.

2. Members on the RIF list shall be offered reemployment to positions for which they are certified in the reverse order of reduction.

3. A member who is recalled to a position shall resume the contract status he/she held prior to the reduction and shall be credited with sick leave accumulation and years of service for salary schedule placement he/she had prior to reduction.

4. The seniority of a recalled member shall be calculated as if service were not interrupted except that the terms of 606 A. 3. shall apply in all cases.

5. Such right to recall may not be granted for recall to an area of certification in which the member has not been employed for at least one hundred twenty (120) consecutive school days during at least one (1) of the five (5) school years immediately preceding the reduction. However, any member who is not on the recall list shall not be employed for any vacancy which a person on the recall list is

certificated to fill, unless the person on the list has declined the position.

6. If a vacancy occurs, the Board shall send a certified announcement to the last known address of all members on the recall list who are qualified according to these provisions. It is the member's responsibility to keep the Board informed of his/her current address. All members are required to respond in writing to the district office within seven (7) calendar days, upon receipt of certified announcement. The most senior of those responding shall be given the vacant position. Any member who fails to respond within seven (7) calendar days upon receipt of certified announcement, or who declines to accept the position, shall forfeit all recall rights.

7. Members not employed as a result of the RIF program will be given first consideration as casual day-by-day or long-term substitute teachers as the need occurs. Acceptance or rejection of employment as a short-term substitute [forty (40) days or less] shall not constitute the basis for a Board challenge to the employee's entitlement to unemployment compensation.

8. Members whose contracts have been suspended shall have the right to remain in the group fringe benefits programs such as hospitalization, life, etc., by paying their full, single or family coverage on a monthly basis to the Board of Education, provided that such right does not jeopardize the coverage for all members or cause any form of rate increase to the district.

E. Limitations

1. During the implementation of RIF, no reassignment, transfer, or reclassification shall occur that will cause a more senior employee to be laid off before a less senior employee.

2. No new hire shall be employed in a bargaining unit position until all eligible, laid off employees have been offered such position.

F. Voluntary Layoff

In the event of a necessary layoff, any teacher may notify the superintendent in writing of his/her willingness to be laid off for one (1) year. The Board shall then lay off that teacher.

The laid off teacher shall have applicable rights to unemployment compensation, and the Board shall not report that the teacher declined available work.

At the end of the year of layoff, the teacher on voluntary layoff shall resume his/her original position. The original impacted teacher shall either be laid off or placed in the appropriate vacant position in accordance with the RIF and recall provisions herein.

606 SENIORITY

A. Seniority as used in this contract shall mean the length of continuous employment in a bargaining unit position as follows:

1. Seniority shall begin to accrue from the first day worked in a bargaining unit position excluding responsibilities under a supplemental or extended time contract.

2. Seniority shall accrue for all time a member is on active pay status or is receiving worker's compensation benefits.

3. Time spent on inactive pay status (unpaid leave or RIF) shall not contribute to the accrual of seniority but shall not constitute a break in seniority.

4. Full-time members shall accrue one (1) year of seniority for each year worked (120 or more days, 6 hours or more per day).

5. No member shall accrue more than one (1) year of seniority in any work year.

B. Equal Seniority

1. A tie in seniority shall occur when two (2) or more members have the same amount of seniority credit as determined by the seniority list.

2. Ties in seniority shall be broken by the following method to determine the most senior member:

a. The member with the first day worked excluding supplemental and initial-year extended service; then

b. The member with the earliest date of employment (date of hire); then

c. Date of application with the Plymouth-Shiloh School District;

d. By lottery, with the most senior member being the one whose name is drawn first, etc. This procedure shall be

implemented in the presence of a designated Association representative.

C. Loss of Seniority

Seniority shall be lost when a member retires or resigns; is employed in a full-time non-bargaining unit position; is discharged for cause; or otherwise leaves the employment of the Board.

D. Posting of Seniority List

The seniority list shall be provided to the Association president by February 1 of each work year. The Board shall prepare a seniority list indicating, by area of certification, the first day worked excluding initial-year extended service, the date of Board resolution to hire, and the contract status (limited or continuing) of each member.

The names of members on the seniority list shall appear in seniority rank order within areas of certification, with the name of the most senior member appearing at the top of the listing and the name of the lease senior member appearing at the bottom of the listing.

The names of members who are certified in more than one (1) area shall be included on the listing for all areas of certification.

E. Correction of Inaccuracies

Each member shall before April 1 advise the Board or its agents in writing of any inaccuracies which affect his/her seniority. The Board or its agent shall investigate all reported inaccuracies and make such adjustments as may be in order.

F. Comparable Evaluations

The definition of the term "comparable", as applied to teacher evaluations, included in this section shall only be applicable after a new evaluation system is fully implemented.

1. All teachers within the District shall be deemed to have comparable evaluations strictly for RIF for the 2024-2025, 2025-2026, and 2026-2027 school years, with the exception of those teachers who rate "Ineffective" during two (2) of the three (3) years.

2. An involuntary transfer after July 1, 2024 shall require the consideration of an additional two (2) years of evaluation data before any determination that the teacher is non-comparable to the rest of the bargaining unit can be made.

3. Newly hired teachers with less than three (3) years of evaluation ratings shall be deemed comparable with the rest of the bargaining unit until and unless the teacher fits the criteria in Paragraph 2. of this section.

4. If a teacher meets the criteria outlined in sections 2 or 3 above, he/she will be deemed comparable to other teachers in his/her certification/licensure area.

607 SCHOOL CALENDAR

A. The District Committee will develop two (2) proposed school year calendars in order to receive input from the Association and to submit one (1) calendar to the Board at its February meeting. The Board will consider the proposed calendar but shall retain the right to accept or reject any school year calendar it so chooses.

B. The calendar that is adopted by the Board shall be in accordance with the following:

1. Effective beginning with the 2019-2020 school year, the contract year for members shall be one hundred eighty-four (184) days for returning members and one hundred eighty-five (185) for new members which shall include:

a. New teacher orientation (applies to new members only).

b. One (1) first meeting/workday.

c. One (1) professional meeting development implementation day focused on members' IPDP goals. An additional professional development day may be added with a District-wide focus at the discretion of the superintendent.

d. One (1) records day for members which shall be the final day of the member work year.

e. Two (2) days for parent-teacher conferences – no students in attendance on these days.

f. One (1) day for in-service school safety training.

g. No more than one hundred seventy-eight (178) days with students actually in attendance.

h. Open House will be listed on the District calendar.

i. Every effort will be made to make staff schedules available no later than five (5) business days prior to the first student day.

j. The first meeting/workday will include: three (3) hours for in-service/meetings, one (1) hour for lunch, and three (3) hours of work time for room preparation.

k. Professional Development Days

This one (1) day shall provide members opportunities to fulfill the professional development goals outlined in their Individualized Professional Development Plans (IPDP) with support, planning, and implementation by the Local Professional Development Committee (LPDC). An additional Professional Development Day with a District-wide initiative focus may be added to the school calendar, which will reduce the number of student days to one hundred seventy-seven (177) days.

2. At least the following holiday periods:

a. Labor Day

b. Thanksgiving Day and the following Friday

c. Memorial Day

3. Meetings

Staff meetings shall not exceed one per month and shall be limited to sixty (60) minutes in length. All meetings other than the monthly staff meeting shall be voluntary.

###

ARTICLE VII

ASSOCIATION RIGHTS

A. The Plymouth Education Association shall be the only organization, representing members of the bargaining unit, with the following rights and privileges:

1. The superintendent will provide the Association with a list of all new bargaining unit members by August 1 of each school year, or as soon as possible for those members employed after August 1.

2. Notices/Mail/Announcement

The Association shall have the right to post notices of its activities and business on bulletin boards located in teacher lounges, or work area, but not in classrooms.

The Association may use mailboxes for communications to members and email system distribution systems. The Association may make announcements at faculty meetings with the approval of the principal.

3. Association Business

The elected officers of the Association and elected delegates shall be entitled to a total of five (5) days' leave with pay for the purpose of attending to official Association business. These days shall not be charged to sick leave.

4. School Equipment

The Association shall have the right to use audio-visual and/or duplicating equipment provided all costs incurred therewith are paid for by the Association. Association use of school equipment shall not interfere with school use. The building principal must approve any Association use that involves a cost.

5. Board Meetings

The Association shall be notified of all Board meetings as much in advance as possible. The Association shall receive a copy of the agenda and the minutes for each Board meeting and shall be permitted to speak at the Board meeting in accordance with the rules governing members of the public.

6. Building Use

The Association and its representatives shall have the right to use school buildings upon request and approval from the administrator at all reasonable hours in accordance with the Board's building use policy.

7. Right to Fair Share Fee

a. Payroll Deduction of Fair Share Fee

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

b. Notification of the Amount of Fair Share Fee

Notice of the amount of the annual fair share fee shall be transmitted by the Association to the treasurer of the Board on or about October 1 of each year during the term of this contract for the purpose of determining amounts to be payroll deducted, and the Board agrees to transmit all amounts deducted to the Association within ten (10) days of said deduction.

c. Schedule of Fair Share Fee Deductions

1) All Fair Share Fee Payers

Payroll deduction of such fair share fees shall begin with the first payroll period in February except that no fair share fee deductions shall be made for bargaining unit members employed after October 31 until at least after the second paycheck, which period shall be the required probationary period of newly employed bargaining unit members.

2) Upon Termination of Membership During the Membership Year

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

d. Transmittal of Deductions

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

e. Procedure for Rebate

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

f. Entitlement to Rebate

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

g. Indemnification of Employer

The Association on behalf of itself and the OEA and NEA agrees to indemnify the Board for any cost or liability incurred as a result of the implementation and enforcement of this provision provided that:

1) The Board shall give a ten (10) day written notice of any claim made or action filed against the employer by a non-member for which indemnification may be claimed;

2) The Association shall reserve the right to designate counsel to represent and defend the employer;

3) The Board agrees to 1) give full and complete cooperation and assistance to the Association and its counsel at all levels of the proceeding, 2) permit the Association or its affiliates to intervene as a party if it so desires, and/or 3) to not oppose the Association or its affiliates' application to file briefs amicus curiae in the action;

4) The Board acted in good faith compliance with the fair share fee provision of this Agreement; however, there shall be no

indemnification of the Board if the Board intentionally or willfully fails to apply (except due to court order) or misapplies such fair share fee provision herein.

8. Right to Representation

A member may request the presence of an Association representative at any meeting with the administration/Board where the member(s) believe(s) that disciplinary action may be the result of that meeting or where there is concern(s) about critical aspects of their job(s) or are relevant to the employer-employee relationship and are not routine supervisory, instructions, or directive encounters. Upon such request, said meeting shall be reasonably delayed for a period not to exceed forty-eight (48) hours until the representative is in attendance. For the purpose of this section, an "Association Representative" shall mean a building representative, an officer of the Association, or such representation as the member deems necessary consistent with Section 203, item 12.

###

ARTICLE VIII

EMPLOYMENT PRACTICES AND COMMITTEES

801 EMPLOYMENT PRACTICES

A. The Plymouth-Shiloh Board of Education reaffirms its practice of being an equal opportunity employer and shall not discriminate against any member in terms of wages, hours, or other terms and conditions of employment on the basis of race, ancestry, religion, color, national origin, age, sex, or Association membership.

B. The Board shall provide each unit member with a copy of his/her teaching certificate 1) upon initial employment, and 2) within thirty (30) days of the filing of a new certificate.

C. Each bargaining unit member will be provided with a copy of the negotiated contract. The cost of printing and typing the contract will be shared equally between the Board and the Association.

1. All Board Policy information will be available to Association members on the District's website. Board policies and minutes shall be kept up to date with any changes made available within thirty (30) days of Board action.

D. Newly employed unit members will be provided with information on the Plymouth-Shiloh Local School System.

E. The patterns, practices, and procedures that pertain to wages, hours, terms and other conditions of employment of the Plymouth-Shiloh Local School District shall be applied uniformly to bargaining unit members except as may be otherwise provided for in applicable statute or elsewhere in this Agreement.

802 REHIRING RETIRED TEACHERS

A. The Board retains the right to re-employ retired teachers. However, when a request is made by a bargaining unit member considering retirement, the superintendent shall give the individual a written answer as to whether or not he/she will be recommended as a re-employment of the district. Such indication shall be given prior to the retiree surrendering a letter of resignation.

B. Unless agreed otherwise between the Board and the retired teacher, he/she will be hired on no more than Step 8 of the Salary Schedule and will be considered to have no more than eight (8) years of experience for the purpose of longevity scales. The salary will reflect the most recent

education level (BA+15, MA, etc.) and will be adjusted when appropriate in accordance with the Negotiated Agreement.

C. The limited contracts shall be one (1) year contracts, which may be renewed for one (1) year only. This provision supersedes Sections 3319.08, 3319.11, and 3319.111 of the Ohio Revised Code.

D. He/She will lose all seniority accrued in Plymouth-Shiloh and elsewhere prior to retirement and will begin seniority at the date of hire/rehire and will lose any previously accrued.

E. Sick leave will accrue in accordance with the negotiated agreement, however no person hired under the policy may receive payment for sick leave/severance at the completion of his or her service with the Plymouth-Shiloh Board.

F. All terms and conditions of employment other than those specifically mentioned herein will be put into effect as if the teacher were new to the district with eight (8) years of teaching experience in another Ohio district.

G. Subject to these provisions, re-employed teachers who have retired are part of the bargaining unit.

803 COMMUNICATION COMMITTEES

A. The following committees will be created at the beginning of each school year.

1. Building Advisory Committee: In each instructional building in the district, a committee consisting of the principal, assistant principal, (if any), members to be appointed at the discretion of the Association will be created not later than September 15 of each year. This Committee will meet at least once per month during the last two weeks of the month, from October through May.

Any concerns will be listed on a running Google Doc and shared with the building principal and staff. Both parties will have the ability to add items to the agenda. Meetings will be scheduled by the principal with the consent of all members, or at the call of three (3) or more members of the Committee. The first meeting will be in October each year. Any member of the Committee may submit items for the meeting agenda.

Minutes from each monthly meeting of the Building Advisory Committee shall be shared with meeting attendees, building members, the Association President, the Association Vice-President,

and the Superintendent, no later than five (5) school days following the monthly meeting.

2. Insurance Committee

This Committee shall meet on an as needed basis regarding issues and problems related to fringe benefit programs. The Committee shall be composed of the individuals cited in Section 404 A. 6. herein.

B. The purpose of the committees created in Section "A" above is to provide a vehicle for communication and discussion which will enhance the efficiency and effectiveness of operations, and which will allow time for administrative action which can keep problems to a minimum. Committee discussions are not to be construed as further negotiations or as efforts to amend or expand the written agreement between the parties.

C. In keeping with the purpose of the committees, all matters related to the operation of the district are appropriate subjects for discussion.

804 SUPPLIES

The Board shall provide basic supplies necessary to perform bargaining unit work.

Additionally, basic supplies shall include access to and reasonable use of the copy machine in each building for copying of classroom related materials.

Requests for items other than basic supplies shall be submitted to the appropriate building administrator at the time they are needed. Disapproval shall not be arbitrary or capricious.

805 FACILITIES

A. The Board will provide a lunchroom/lounge/workroom in each building.

B. The Board will use reasonable efforts to provide a regular classroom for each teacher.

806 STUDENT DISCIPLINE

In the event a student is removed from a classroom in accordance with the emergency removal provisions of ORC 3313.66, an administrator shall not return the student to the classroom until the administrator has had a private discussion with the teacher who removed the student.

807 COMPLAINT PROCEDURE

A. All parental/public complaints will first be conducted through administrative channels with attempts of resolution at the lowest possible level. When a complaint is made by a party concerning a teacher's conduct or other activities relating to the teacher's employment duties, the administration shall discuss the matter with the employee. The discussion shall include details of the complaint and identification of the complainant. If the matter is not resolved at this level, the administration may commence an investigation as to the authenticity of any information related to the complaint. No complaint will be placed in the personnel file of a bargaining unit member unless:

1. A conference was held including the complainant, the staff member, the principal or immediate supervisor of the staff member, and the employee's representative. The staff member shall be given at least three (3) days advance notice of the date, time, and place of the conference.

2. In the event the administration desires to place a record of the conference held between the complainant, staff member, and immediate supervisor in the staff member's personnel file, the staff member shall be notified in writing and be given an opportunity to write a rebuttal to such record for placement in the personnel file.

B. No parental complaint regarding a teacher will be heard or considered by the Board unless the procedure outlined above has been followed. Should the complaint not be resolved at the conclusion of the administrative complaint procedure and the complainant desires Board consideration of the complaint then the following procedure shall be implemented.

1. Complainant shall notify the superintendent in writing of his/her request for Board consideration of the complaint at a regular or special Board meeting.

2. Notice of the Board consideration of the complaint will be given to the bargaining unit member involved by means of certified mail or hand delivery at least five (5) school days prior to the Board meeting.

3. The complaint shall be heard by the Board in executive session. The bargaining unit member will be allowed to remain in the executive session called for purposes of Board consideration of the complaint and will be allowed to have representation in the meeting.

Upon conclusion of the hearing, the Board may, if it so desires, further consider the complaint in executive session together with its legal counsel.

4. If the resolution of the complaint by the Board is to become part of the teacher's file, the teacher shall receive a copy of the action. The teacher may attach an opinion or statement to the filed complaint within twenty (20) school days of Board action.

C. An anonymous report or a concern raised by someone wishing to remain anonymous is recognized as nothing more than a concern. The administrator/supervisor receiving an anonymous report may choose to share the anonymous concern with the employee and the superintendent, but the administrator/supervisor shall not share the information/concern with anyone else. An anonymous concern shall not be shared with the superintendent unless it is shared with the employee if determined that the concern has merit.

Upon receipt of information from an independent source which constitutes probable cause to believe the anonymous complaint has merit, the superintendent may choose to share the concern with the Board. Such concern shall be held in confidence by all parties.

808 CLASSROOM RELOCATION

The Board shall pay sixty-five dollars ($65) to each teacher who is required to relocate to a different classroom.

To receive above-listed compensation, an individual must complete a time card.

809 HIGH SCHOOL SCHEDULE

Effective with the 2015-2016 school year, the high school shall have an eight (8) period day.

810 CLASS SIZE

A. Except as provided in B through F, average class size shall not exceed the number of pupils per teacher at each grade level as set forth below:

Maximum Average

K-2 25
3-5 25

B. In the event that any class or grade level exceeds the maximum coverage, the parties will meet to decide how to best resolve such excess.

C. In the event any class section in grades K-2 exceeds the maximum twenty-five (25) pupils, the Board will consider the employment of an aide.

D. In the event the class size average for any grade level in K-2 exceeds twenty-eight (28) pupils, the Board will consider hiring an additional teacher.

E. In the event the class size average for any grade level in 3-5 exceeds twenty-five (25), the Board will consider hiring an aide for the impacted grade level.

F. In the event the class size average for any grade level in 3-5 exceeds twenty-eight (28) pupils, the Board will consider hiring an additional teacher for the impacted grade level.

811 PROFESSIONAL DEVELOPMENT COMMITTEE

A. Purpose

A Local Professional Development Committee (LPDC) shall be established to oversee and review professional development plans for course work, continuing education units, and/or other equivalent activities.

B. Term of Office

Except as specified below for initial appointments, the term of office for members serving on the committee shall be three (3) years. The terms shall be staggered.

Commencing 7-1-2000, all terms shall be three (3) years.

C. Committee Composition and Selection – is stated in the LPDC handbook.

1. The Committee shall comprise six (6) members as follows:

   Five (5) teachers [including one (1) special education teacher] Superintendent

2. The five (5) teacher members shall be appointed by the Association.

3. In the event of an in-term vacancy, the Committee member shall be replaced in accordance with 2 above.

D. Decision Making

Decisions shall be made by majority vote of the Committee members present and voting so long as a quorum is present. A quorum shall consist of four (4) Committee members.

E. Training

1. Members of the LPDC shall be afforded the opportunity to attend training on the LPDC purpose, responsibilities, functioning, legal requirements, and requisite skills.

2. If the available training is during work hours, the Committee members shall be given paid release time to attend. If the training occurs outside the regular workday or work year, teacher members shall be paid thirty dollars ($30) per hour for each hour involved.

3. LPDC members shall be reimbursed for all expenses in accordance with Section 402 B.

4. LPDC training for Committee members shall constitute appropriate "equivalent activities" for purposes of the Committee members' own individual development plans if they so decide by majority vote.

F. Meetings and Compensation

1. The LPDC shall meet as often as the members deem necessary to complete their work. Not later than September 10 each year, the Committee shall post in each building their meeting schedule. Additional meetings may be scheduled as necessary at the call of the chairperson.

2. Committee members shall be paid thirty dollars ($30) per hour for committee work performed outside the regular workday or work year.

G. Appeals Process - The Appeals Process appears in the LPDC handbook.

812 COMMITTEE AND OUTSIDE WORKDAY COMPENSATION

To benefit the collaboration between administration and PEA members, beginning with the 2021-2022 school year, the District shall compensate members for work outside the regular workday. Each member who receives prior approval from, or is requested by an administrator to attend a meeting outside the workday shall be compensated at a rate of thirty dollars ($30) per hour. This includes, but is not limited to, IEP meetings, meetings with the TAG Coordinator,

DLT, Insurance, BLT, Technology, PBIS, and work associated with District grants. In order to receive compensation, PEA members will sign the attendance sheet (Appendix P) provided by administration at any meeting outside the workday and present a timecard that has been signed by an administrator to the Board Treasurer following the meeting. Compensation will be included in the members' last paycheck in June of each year.

813 LABOR MANAGEMENT COMMITTEE

Representatives will include the Association president and an Association representative from each building and each building principal and the superintendent. The parties shall meet at least one (1) time per quarter at a time convenient to both parties for the purpose of reviewing the administration of this Agreement and to resolve other problems that may arise. These meetings are not intended for the purpose of negotiation or to bypass the grievance procedure. Each party will submit to the other, no later than five (5) days prior to the meeting, an agenda of the matters it wishes to discuss. The meeting may be postponed or cancelled, due to a calamity day or by mutual agreement. Association representatives will not receive compensation for meetings held outside of the school day. Minutes from each meeting will be compiled and distributed to all District employees with signatures of the Association president and the Superintendent.

No later than August 31, 2024, the parties shall jointly contact Federal Mediation and Conciliation Service (FMCS) to request Labor Management training. The parties will complete training by November 1, 2024, or based on mediator availability. The parties agree to receive refresher training every three (3) years unless both parties mutually agree it is not needed at that time. This training shall not occur on a day when other professional development is scheduled.

Following the completion of this process, the parties will schedule regular meetings to address issues of mutual concern.

###

ARTICLE IX

HEALTH AND SAFETY

A. Maintenance of Health and Safety

The employer shall be responsible to ensure and maintain conditions of employment that are free of hazards that are causing or are likely to cause serious physical harm to employees. In order to ensure that members understand their individual roles in the health and safety in the buildings, periodic training shall be required as determined by the superintendent to remain in compliance with various state and federal laws. Failure to comply with applicable training guidelines may result in disciplinary procedures.

B. Health Supplies

The employer shall ensure that there is reasonable access to adequate first aid kit(s) at each work site, which shall be maintained in each teacher workroom, and in other designated locations. AEDs will be located in every building.

The employer shall provide at every work site an adequate supply of disposable rubber gloves.

C. No Reprisals

There shall be no reprisals, restraints, interference, coercion, or discrimination against an employee for filing a report of an unsafe or unhealthy condition, for refusing to work under conditions that the public employee reasonably believes presents an imminent danger, or for any other participation in the health and safety program.

D. Safety Training

All staff members shall be provided the following safety training:

1. ALICE-Mandatory training shall be provided on a yearly basis.

2. CPR/AED training will be provided online to all interested members on an annual basis.

3. First Aid training will be made available online to all interested members on an annual basis.

4. All yearly safety training will be assigned prior to the safety training day. Staff will be given four (4) hours to complete the training on the safety training day.

E. Safety Drills

Staff members shall be provided a minimum of same day notice of the scheduling of all safety drills.

###

ARTICLE X

EFFECTS AND DURATION OF CONTRACT

1001 EFFECTS OF CONTRACT

A. The terms and conditions of this Contract shall be effective from July 1, 2024 through June 30, 2027.

B. The terms and conditions as set forth in this Contract indicates the understanding that exists between the parties to this Contract; however, it is further agreed that nothing contained in said Contract should be interpreted to deny the Association or the staff members of any rights, benefits, privileges, etc., that might be forthcoming as the result of laws of the State of Ohio and any legal precedence of such laws unless an included provision has been expressly composed to alter a provision of law in accordance with ORC 4117.

1002 COPIES OF THE CONTRACT

Within thirty (30) days after this Contract is signed by both parties, it shall be distributed to each member of the bargaining unit. Any amendments to this Agreement adopted during its term shall be distributed in the same manner.

1003 PERSONNEL POLICIES AND PRACTICES

The Board shall change its personnel policies and practices as may be necessary in order to give full force and effect to this Contract. Should there be a conflict between this Contract and any such policy or practice, then the terms of this Contract shall prevail.

1004 SEVERABILITY

If any provision of this Contract or any application of this Contract to any member or group of members shall be found to be contrary to law, then such provision or application shall not be deemed valid and subsisting, but all other provisions or applications shall continue in full force and effect. The Contract itself will remain in full force and effect for its duration; however, the parties will meet within ten (10) days for the purpose of renegotiating only the provision(s) found to be contrary to law. It is understood and agreed that this provision shall only apply to final court decisions construing this Agreement and not a court decision construing language of a negotiated agreement between another school district and employee's association.

TERM OF CONTRACT

The articles of this Contract shall become effective at 12:01 a.m., July 1, 2024, following the ratification by both parties and the written execution thereof. This Agreement is made and executed into at Plymouth, Ohio, on this 30th day of ~~August~~, 2024, by and between the Board and the Association.

FOR THE PLYMOUTH-SHILOH LOCAL BOARD OF EDUCAION

By _____ Date 8/23/2024
Board President

By _____ Date 8/23/2024
Superintendent

By _____ Date 8/23/2024
Treasurer

FOR THE PLYMOUTH EDUCAION ASSOCIATION

By _____ Date 8/23/24
President

By _____ Date 8/23/24
Negotiation Chair

By _____ Date 8/23/24
OEA Consultant

Appendix A
Absence Leave Form

Name _____ Date _____

Social Security # _____ Building _____

A.M. A.M.

I certified or request leave beginning P.M. _____ and ending P.M. _____
Month Day Year Month Day Year

Total Days Absent _____

PLEASE CHECK REASON REQUESTED:

_____ Sick Leave (Indicate reason[s] requested for the use of sick leave.)
_____ Personal Illness (includes medical, dental, or optical appointment[s])
_____ Injury – Were you injured while working? _____ Yes _____ No
_____ Illness or injury in immediate family
_____ Pregnancy
_____ Exposure to contagious disease
_____ Bereavement _____

To be submitted during the first workday after the conclusion of the use of sick leave.
*To be completed when medical attention is required. Date(s) consulted _____
Name of Attending Physician _____
Address of Physician _____

_____ *FAMILY MEDICAL LEAVE ACT

_____ *PERSONAL LEAVE (Principal's signature indicates he/she has seen request.)

_____ *PROFESSIONAL LEAVE Name of Meeting or Seminar _____
To be held in _____
The expense (including mileage) will be approximately $ _____

_____ *JURY DUTY/COURT DUTY (A copy of the summons or jury duty notice should be attached. Please give your immediate supervisor as much notice as possible, preferably at least 24 hours preceding the start of the leave.)

_____ *ASSOCIATION LEAVE (Distribution of copies: Applicant, Association President, Treasurer, Superintendent, Principal.)
_____ Date _____
Association President Signature

_____ *ASSAULT LEAVE (Assault leave has been taken in accordance with Section 305 of the Agreement between the Plymouth-Shiloh Local Board of Education and the Plymouth Education Association.)

_____ *VACATION (Classified and Administrators only)

_____ *LEAVE WITHOUT PAY – Explain

_____

_____

I hereby certify that leave was/or will be taken for the reason(s) indicated.

_____ _____
Signature of Member Date Signature of Principal Date

---

*Superintendent's signature is required.

Approved _____ Disapproved _____

_____
Superintendent Date

Appendix B
Leave of Absence Form

PLYMOUTH-SHILOH LOCAL SCHOOLS
Plymouth, Ohio
APPLICATION FOR LEAVE OF ABSENCE

Name _____ Date _____

School or Department _____

I hereby request a leave of absence without pay beginning

_____ ending _____
Month Day Year Month Day Year

For the reason checked below:

_____ Illness*
_____ Maternity/Paternity*
_____ Other Disability* _____ Other (Please Specify)

The applicant is advised to examine and comply with applicable provision of the Negotiated Agreement before submitting such application.

Other Required Information: _____
_____
_____
_____
*Without Pay (Insurance continues by submitting premium to treasurer.)

_____ I desire to continue the insurance coverage checked below and understand and agree that I will make monthly payments to the treasurer in the amount of the premium(s). Such payment will be due the fifth business day of the month preceding the month for which coverage is desired and payable by the first day of said month. Payment shall be made by certified check or other primary bank instrument made payable to the Board.

_____ Medical (Hospital, Surgical, and Major Medical)
_____ Dental
_____ Vision
_____ Life

_____ I do not desire to continue any of the insurance coverages.

_____ _____
Applicant's Signature Date

_____ Approved _____ Disapproved _____ _____
Superintendent Date
(Per Board of Education Resolution)

Board Resolution Number _____

Appendix C
Severance Payment Form

PLYMOUTH-SHILOH LOCAL SCHOOLS
Plymouth, Ohio
REQUEST FOR SEVERANCE PAYMENT

Name _____ Date _____

Building or Department _____

I hereby certify that my employment with the Plymouth-Shiloh Local Schools was terminated effective _____ for the purpose of retirement.
Month Day Year

Not desiring to have my accumulated sick leave transferred to another public agency in Ohio, I hereby request severance pay payment under Section 402 (C) of the Board-Association Negotiated Agreement.

Severance pay will be granted at the appropriate rate of the member's accumulated but unused sick leave in accordance with Section 402 (C) of the Agreement.

Payment shall be made the first payroll period after the Board receives (and acknowledges through Board action) proof of an individual's Request for Severance Payment form (Appendix C of the Professional Negotiations Agreement). Such acceptance shall be conditional based upon its receipt of proof of acceptance into the retirement system.

_____ _____
Signature of Member Date

_____ _____
Signature – Superintendent Date

Request Approved _____ _____
Signature of Treasurer for the Board of Education Date

To be completed upon receipt of severance check.

I certify that all eligibility criteria outlined in Section 402 (C) have been met.

_____ _____
Signature – Member Date

Appendix D
Sabbatical/Educational Leave Form

PLYMOUTH-SHILOH LOCAL SCHOOLS
Plymouth, Ohio

APPLICATION FOR SABBATICAL LEAVE
APPLICATION FOR PAID EDUCATIONAL LEAVE

Name _____ Date _____

School/Department _____

BACKGROUND:

A. Number of consecutive years in Plymouth-Shiloh Schools _____

B. College degree or degrees held _____

C. Length of requested leave _____
one or two semesters

D. Date requested leave starts _____
Month Day Year

E. Date requested leave ends _____
Month Day Year

PLANS:

A. Educational _____ Professional _____ Other _____

B. Please attach detailed outline of plans for leave.

_____ _____
Applicant Signature Date

_____ Approved _____ Disapproved_____ _____
Superintendent or Designee Date

_____ Approved _____ Disapproved_____ _____
Treasurer for the Board of Education Date

Copies: Applicant
Principal
Superintendent
Treasurer

Appendix E
Grievance Procedure Form

PLYMOUTH EDUCATION ASSOCIATION
GRIEVANCE PROCEDURE FORM

Form A – Complaint by the AGGRIEVED

Please type or print.

Aggrieved Person _____ Date of Formal Presentation _____

Home Address of Aggrieved Person _____ Phone _____

School _____ Principal _____

Years in School System _____ Subject or Grade _____

Name of Association Representative _____

STATEMENT OF GRIEVANCE:

_____

_____

_____

_____

ACTION REQUESTED:

_____

_____

_____

_____

_____ _____

Date Signature of Aggrieved

Appendix F
Decision on Grievance Form

PLYMOUTH EDUCATION ASSOCIATION

Form B – GRIEVANCE PROCEDURE

DECISION ON GRIEVANCE

(To be completed by Principal, Administrator, or Board of Education President, or Grievance Committee Chairperson at any level of the grievance procedure deemed appropriate.)

Aggrieved Person _____

Date of Formal Grievance Presentation _____

School _____

Discussion in presence of:

_____ Principal

_____ Administrator

_____ Board President

_____ Grievance Committee Chairperson

DECISION:

_____

_____

_____

_____

Date of Decision _____

_____
Signature of person rendering decision

AGGRIEVED PERSON'S RESPONSE:

_____ I accept the above decision.

_____ I do not accept the above decision and hereby request that the grievance be carried to the next step in the procedure.

_____
Date of Response

_____
Signature of Aggrieved

Appendix G-1

EDUCATIONAL MEDIA SPECIALIST
PROFESSIONAL PERFORMANCE EVALUATION

Name _____ Date _____

Building _____ Time _____

Evaluation Scale: 1. Very Good 2. Good 3. Satisfactory 4. Marginal 5. Unsatisfactory

A	EMS		Education Media Specialist Performance
____	____	1.	Media center is organized for easy use.
____	____	2.	Materials are displayed in an attractive way.
____	____	3.	Students are encouraged to use library.
____	____	4.	Media specialist cooperates with teachers in setting up special reserved sections for assignments.
____	____	5.	Media center helpers are instructed and supervised in their work.
____	____	6.	Media center is kept organized to permit free flow of materials use.
____	____	7.	Instruction in media center usage is a part of the program.
____	____	8.	There is a good relationship between the media center specialist and those making use of the media center.
____	____	9.	Other _____

A	EMS		Education Media Center Management
____	____	1.	Helpers know their jobs.
____	____	2.	Students know rules.
____	____	3.	Media center is used effectively.
____	____	4.	Materials are properly shelved when returned.
____	____	5.	Funds are wisely used.
____	____	6.	Magazines and periodicals are displayed.

A	EMS		Professional Qualities
____	____	1.	Is punctual.
____	____	2.	Cooperates with staff.
____	____	3.	Cooperates with administration.
____	____	4.	Records and reports are kept up-to-date.
____	____	5.	Knows and follows school board policies and procedures.
____	____	6.	Knows and follows administrative policies, building regulations, and supplemental contract policies.
____	____	7.	Works cooperatively with parents.
____	____	8.	Fosters good school-community relations.

A	EMS		Personal Qualities
____	____	1.	Personal appearance is conducive to the educational process.
____	____	2.	Displays positive attitude toward school environment.
____	____	3.	Demonstrates effective written and oral communication.

Appendix G-2

PLYMOUTH-SHILOH LOCAL SCHOOLS

HEAD COACH PERFORMANCE EVALUATION

Name _____ Date _____

Sport/Level _____

Evaluation Scale: 1. Very Good 2. Good 3. Satisfactory 4. Marginal 5. Unsatisfactory

AD	HC	Professional & Personal Relationships:
____	____	1. Knows and follows Athletic Philosophy & Policy Handbook.
____	____	2. Cooperation with administrators.
____	____	3. Cooperation with the athletic director regarding information pertaining to the sport assignment.
____	____	4. Attendance at coaches meetings.
____	____	5. Conduct toward officials, players and other coaches during athletic contests.
____	____	6. Oversees and works with the coaching staff of the sport.
____	____	7. Cooperates with staff.
____	____	8. Keeps athletic director and administrator(s) informed of problem areas.

AD	HC	Coaching Performance and Duties:
____	____	1. Knowledge of the sport.
____	____	2. Organization of practices – times, drills, etc.
____	____	3. Methods utilized in coaching.
____	____	4. Supervision of the locker room.

AD HC Coaching Performance and Duties continued:

____ ____ 5. Sets an example in sportsmanship and ethics.

____ ____ 6. Maintains inventory of the equipment.

____ ____ 7. Care of the equipment.

____ ____ 8. Supervision of managers, statisticians, and trainer.

____ ____ 9. Knowledge of the rules of the sport.

____ ____ 10. Record keeping.

AD HC Public Relations:

____ ____ 1. Cooperation with the news media regarding statistics, scores, and conference statistics.

____ ____ 2. Professional relationship with the Athletic Boosters.

____ ____ 3. Conducts preseason parent meeting.

Appendix G-3

PLYMOUTH-SHILOH LOCAL SCHOOLS

ASSISTANT AND/OR MIDDLE SCHOOL COACHES
PERFORMANCE EVALUATION

Name _____ Date _____

Sport/Level _____

Evaluation Scale: 1. Very Good 2. Good 3. Satisfactory 4. Marginal 5. Unsatisfactory

AD	AC	Professional & Personal Relationships:
____	____	1. Provides good leadership by example.
____	____	2. Cooperates with other coaches and school personnel.
____	____	3. Enforces all rules of the athletic department as set forth in the athletic handbook.
____	____	4. Keeps head coach informed of problem areas in program.
____	____	5. Attends appropriate meetings and contributes ideas for improving athletic programs.

AD	AC	Coaching Performance:
____	____	1. Supervision of athletes at applicable times.
____	____	2. Follows practice schedule.
____	____	3. Timely submission of all forms, rosters, etc.
____	____	4. Assists in conducting off-season conditioning program.
____	____	5. Maintains active interest in athletes' classroom performance and off-season activities.

Plymouth – Shiloh Local School District

Pre - Observation Conference

Teacher:_____ School:_____

Grade/Class:_____ Date:_____ Time:_____

Principal Signature:_____ Teacher Signature_____

Documentation: _____ Lesson Plan Attached _____ Sample communication with a parent

1. Class Description:

2. Lesson Goals
   a. What student learning do you want to take place?

   b. Special needs of students related to your goals:

   c. Do these goals support the district's curriculum?

3. Methods: What will you do? What will the students do?

4. Problems/concerns you may encounter with this lesson?

5. Materials/resources you plan to use?

6. How will you assess the success/failure of this lesson?

Plymouth – Shiloh Local School District

Post - Observation Teacher Summary

1. To what extent did students learn what you intended? How do you know?

2. How effective were you teaching methods, activities, and/or instructional materials?

3. How will you use the information from the evaluation to plan future instruction?

4. If you were to teach this class again to the same students, what would you do the same or differently?

Ohio Teacher Evaluation System | **Self-Assessment**

Self-Assessment Summary Tool

Directions: Teachers should record evidence to indicate strengths and areas for growth for each standard. Then, look across all of the standards holistically and identify <u>two</u> priorities for the upcoming year. Note these two priorities with check marks in the far-right column.

Name:
Date:

Standard		Strengths	Areas for Growth	Priorities (Check 2)
Standard 1: Students	• Knowledge of how students learn and of student development • Understanding of what students know and are able to do • High expectations for all students • Respect for all students • Identification, instruction and intervention for special populations			
Standard 2: Content	• Knowledge of content • Use of content- specific instructional strategies to teach concepts and skills • Knowledge of school and district curriculum priorities and Ohio's Learning Standards • Relationship of knowledge within the discipline to other content areas • Connection of content to life experiences and career opportunities			
Standard 3: Assessment	• Knowledge of assessment types • Use of varied diagnostic, formative and summative assessments • Analysis of data to monitor student progress and to plan, differentiate, and modify instruction • Communication of results • Inclusion of student self-assessment and goal-setting			
Standard 4: Instruction	• Alignment to school and district priorities and Ohio's Learning Standards • Use of student information to plan and deliver instruction • Communication of clear learning goals • Application of knowledge of how students learn to instructional design and delivery • Differentiation of instruction to support learning needs of all students • Use of activities to promote independence and problem-solving • Use of varied resources to support learner needs			
Standard 5: Learning Environment	• Fair and equitable treatment of all students • Creation of a safe learning environment • Use of strategies to motivate students to work productively and assume responsibility for learning • Creation of learning situations for independent and collaborative work • Maintenance of an environment that is conducive to learning for all students			
Standard 6: Collaboration & Communication	• Clear and effective communication • Shared responsibility with parents/caregivers to support student learning • Collaboration with other teachers, administrators, school and district staff • Collaboration with local community agencies			
Standard 7: Professional Responsibility and Growth	• Understanding of and adherence to professional ethics, policies and legal codes • Engagement in continuous, purposeful professional development • Desire to serve as an agent of change, seeking positive impact on teaching quality and student achievement			

Plymouth-Shiloh Local Schools Professional Growth Plan

Appendix G-7

A Professional Growth Plan (PGP) should articulate a clear set of action(s) for a teacher's individualized professional growth. The annual plan should be aligned to both the Ohio Standards for the Teaching Profession (ORC) 3319.61 and Ohio's Professional Development Standards (ORC) 3319.075. The PGP should reflect the expectations set in OAC 3301-24-06 (A) ...p*rofessional development should lead to new or enhanced knowledge in the classroom and be related to student achievement.* To inform their PGP, a teacher may elect to use such tools as Master Teacher Process/Status, National Board Process/Certification, Advanced Licensure, active involvement in state and national education organizations and the optional self-reflection form. The teacher assumes professional responsibility for the plan's implementation in conjunction with the identified support from their employing district (see ORC 3319.112 (A)(9)(10)). Accordingly, the plan is informed by the most recent evaluation cycle and aligns with any district or building required plan under ESEA/ESSA.

Teacher Name:_____ Evaluator Name:_____ SY:_____ ___ Self-Directed (Accomplished) ___Jointly Developed (Skilled) ___Evaluator Guided (Developing)

Organizational Area, Standard or Element:
The teacher may identify one or two area(s), standard(s) an/or elements or a combination thereof as focus areas, when applicable.

___ **Organizational Area**: **Instructional Planning**

- ___ Focus for Learning
  - ___ *Standard 1* - Element(s) 1 2 3 4 5
  - ___ Standard 2 - Element(s) 1 2 3 4 5
  - ___ Standard 3 - Element(s) 1 2 3 4 5
  - ___ *Standard 4* - Element(s) 1 2 3 4 5 6 7
- ___ Knowledge of Students
  - ___ *Standard 1* - Element(s) 1 2 3 4 5
  - ___ Standard 4 - Element(s) 1 2 3 4 5 6 7
  - ___ *Standard 6* - Element(s) 1 2 3 4

___ **Organizational Area**: **Instruction and Assessment**

- ___ Lesson Delivery
  - ___ *Standard 2* - Element(s) 1 2 3 4 5
  - ___ *Standard 3* - Element(s) 1 2 3 4 5
  - ___ *Standard 4* - Element(s) 1 2 3 4 5 6 7
  - ___ *Standard 5* - Element(s) 1 2 3 4 5
  - ___ *Standard 6* - Element(s) 1 2 3 4
- ___ Classroom Environment
  - ___ *Standard 1* - Element(s) 1 2 3 4 5
  - ___ *Standard 5* - Element(s) 1 2 3

___ **Organizational Area: Professionalism**

- ___ *Standard 6* - Element(s) 1 2 3 4
- ___ *Standard 7* - Element(s) 1 2 3

Statement(s) Demonstrating Growth in Performance ***Ohio Standards for the Teaching Profession***	Action Steps, Resources and Timeline to Achieve Progress and/or Growth	Qualitative or Quantitative Evidence to Indicate Satisfactory Progress	Dates Discussed:
Describe the alignment of the PGP to any district and/or building ESEA/ESSA plan(s) using the Standards for the Teaching Profession:			
Comments:			

This Professional Growth Plan was created and finalized on _____effective for the _____SY.

Teacher's Signature:_____ Date: _____

Evaluator's Signature:_____ Date: _____

The evaluator's signature on this form verifies the proper procedures as detailed in the local contract have been followed.

This document is an adaptation of the Ohio Department of Education (ODE) guidance regarding Walkthroughs/Informal Observations within OTES 2.0. The adaptation of ODE's guidance document was designed to reinforce legislative requirements, the Educator Standards Board's vision of a Professional Growth Model for Teacher Evaluation and collective bargaining rights. As presented, the document aligns to ORC 3319.112, ORC 3319.111, and State Board of Education OTES 2.0 Framework.

Plymouth-Shiloh Local Schools Improvement Plan

Teacher Name: _____ Evaluator: _____ Building: _____

Grade Level(s)/Subject(s): _____ School Year: _____

A written Improvement Plan is to be developed when a teacher has a Final Holistic OTES 2.O rating of **Ineffective**. However, districts have the discretion to place any teacher on an Improvement Plan at any time based on deficiencies in any individual component of the evaluation system. The notice requirements for being placed on an Improvement Plan, the components of the plan and the implementation process for the plan may be subject to the terms of a collective bargaining agreement. Per ORC 3319.112 (A)(9)(10) districts will provide Professional Development support to the teacher. The purpose of the Improvement Plan is to identify standards-based areas in performance and support through professional development and - feedback. If the teacher does not demonstrate progress or growth within the designated timeline of the Improvement Plan, the evaluator may recommend the teacher be dismissed or continue working under an improvement plan in agreement with the collectively bargained contract.

Section 1: Improvement Statement—Identify the specific standard(s) and aligned element(s) from the ***Ohio Standards for the Teaching Profession*** for improvement. Attach evidence-based documentation from the most recent evaluation cycle.

Standard(s) and aligned element(s) to be Addressed in this Plan:	Date(s) Evidence Collected:	Statement Summarizing Documented Evidence of the Improvement Area:

Section 2: Required Level of Performance—Indicate the required level of performance for each standards-based area.

One or Two Statement(s) Indicating Expected Performance on ***Ohio Standards for the Teaching Profession***	Level of Performance: Describe Specific Successful Improvement Target(s)

Section 3: Specific Plan of Action—Articulate specific actions the teacher and district must complete.

Teacher Actions to be Completed	District Supports to be Provided

Section 4: Evaluating the Plan: Identify the tools and methods used to collect new evidence to determine if growth and/or required performance levels have been met.

Tool	Method	Qualitative or Quantitative Evidence Indicating Growth and/or attainment of the Goal(s)

Section 5: Alignment to District and/or Building Improvement Plan(s)— Articulate the alignment to district and/or building improvement plan(s).

Teacher Comments:

Evaluator Comments:

Plan Received -	_____	_____	_____	_____
	Teacher's Signature	Date	Evaluator's Signature	Date
Plan Progress Checks (optional)	_____	_____	_____	_____
	Teacher's Signature	Date	Evaluator's Signature	Date
	_____	_____	_____	_____
	Teacher's Signature	Date	Evaluator's Signature	Date
Plan Evaluated -	_____	_____	_____	_____
	Teacher's Signature	Date	Evaluator's Signature	Date

The evaluator's signature on this form verifies the proper procedures as detailed in the local contract have been followed.

☐ Improvement is demonstrated and performance standards are met to a satisfactory level of performance.

☐ The Improvement Plan should continue for time specified: _____.

☐ Dismissal is recommended.

I have reviewed this plan and discussed it with my evaluator. My signature indicates I have been advised of my performance status; it does not necessarily imply I agree with the plan and/or outcome.

Teacher's Signature:_____ Date: _____

Evaluator's Signature:_____ Date: _____

The evaluator's signature on this form verifies the proper procedures as detailed in the local contract have been followed.

Teacher Performance Evaluation Rubric

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

ORGANIZATIONAL AREA: INSTRUCTIONAL PLANNING					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
FOCUS FOR LEARNING (Standard 1: Students, Standard 2: Content, Standard 3: Assessment, Standard 4: Instruction) *Possible Sources of Evidence: pre-conference, artifacts, portfolios, analysis of student data, lesson plans, student surveys, common assessments*	**Use of High-Quality Student Data** Element 1.1 Element 1.2 Element 1.3 Element 3.3	The teacher does not use high-quality student data to develop measurable and developmentally appropriate student growth goal(s).	The teacher uses one source of high-quality student data and attempts to analyze patterns to develop measurable and developmentally appropriate student growth goal(s). The analysis may be incomplete or inaccurate.	The teacher thoroughly and correctly analyzes patterns in at least two sources of high-quality student data to develop measurable and developmentally appropriate student growth goal(s) and monitors student progress toward goal(s).	The teacher thoroughly and correctly analyzes trends and patterns in at least two sources of high-quality student data to develop measurable and developmentally appropriate student growth goal(s) and monitors student progress toward goal(s). The teacher plans for the facilitation of developmentally appropriate student data collection and strategies to assist in student goal setting and progress monitoring.
	Evidence	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Connections to prior and future learning Element 1.2 Element 2.1 Element 2.2 Element 2.4 Element 2.5	The teacher plans lessons that demonstrate no connections to student prior learning or future learning.	The teacher plans lessons that attempt to make connections with student prior learning or future learning. These connections are not clear.	The teacher plans lessons that intentionally make clear and coherent connections with student prior learning and future learning and includes strategies that communicate the connections to students.	The teacher plans lessons that intentionally make clear and coherent connections with student prior and future learning and includes strategies that communicate the connections to students - among lesson content, other disciplines and/or real-world experiences. The teacher

ORGANIZATIONAL AREA: INSTRUCTIONAL PLANNING					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
					plans lessons that use the input and contributions of families, colleagues and/or other professionals to understand each student's prior knowledge while supporting the student's development.
	Evidence	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Connections to state standards and district priorities Element 2.3 Element 4.1 Element 4.7	The teacher's instructional plan does not reference Ohio's Learning Standards.	The teacher's instructional plan references Ohio's Learning Standards, but goals and activities do not align with student needs, school and district priorities or the standards.	The teacher's instructional plan incorporates activities, assessments and resources, including available technology, that align with student needs, school and district priorities, and Ohio's Learning Standards.	The teacher's instructional plan incorporates activities, assessments and resources, including available technology, that align with student needs, school and district priorities, and Ohio's Learning Standards. The teacher participates in studying and evaluating advances in content and/or provides input on school and district curriculum.
	Evidence	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
KNOWLEDGE OF STUDENTS	**Planning instruction for**	The teacher's instructional plan makes	The teacher's instructional plan makes minimal	The teacher's instructional plan reflects connections to	The teacher's instructional plan reflects consistent

ORGANIZATIONAL AREA: INSTRUCTIONAL PLANNING					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
(Standard 1: Students, Standard 4: Instruction, Standard 6: Collaboration and Communication) *Possible Sources of Evidence: analysis of student data, pre-conference, artifacts, student surveys*	**the whole child** Element 1.2 Element 1.4 Element 1.5 Element 4.2 Element 4.4 Element 6.4	no connections to and the teacher is not familiar with student experiences, culture, developmental characteristics or backgrounds.	connections to student experiences, culture, developmental characteristics or student backgrounds.	student experiences, culture and developmental characteristics. These may include prior learning, abilities, strengths, needs, talents, backgrounds, skills, language proficiency and interests.	connections to student experiences, culture and developmental characteristics. These may include prior learning, abilities, strengths, needs, individual talents, backgrounds, skills, language proficiency and interests. The instructional plan draws upon input from school professionals and outside resources.
	Evidence	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
LESSON DELIVERY (Standard 2: Content, Standard 3: Assessment, Standard 4: Instruction, Standard 5: Learning Environment, Standard 6: Collaboration and Communication) *Possible Sources of Evidence: pre-conference, post-conference,*	**Communi-cation with students** Element 2.2 Element 4.3 Element 4.6 Element 6.1	The teacher does not communicate learning goals and expectations for mastery and does not model exemplary performance to students. Students cannot discern learning goals. Differentiated learning goals are not used. The teacher does not demonstrate content knowledge by using content-specific, developmentally appropriate language or content-specific	The teacher inconsistently communicates learning goals, expectations for mastery and models of exemplary performance to students. There is limited use of differentiated learning goals. The teacher demonstrates some content knowledge by using limited content-specific, developmentally appropriate language and limited content-specific strategies. Students	The teacher is consistent and effective in communicating appropriate, needs-based, differentiated learning goals, expectations for mastery and models of exemplary performance to students. The teacher consistently demonstrates content knowledge by using content-specific, developmentally appropriate language and content-specific strategies to engage students.	The teacher is consistent and effective in communicating differentiated learning goals (such as needs based, interest based, strength based), expectations for mastery and models of exemplary performance to students through multiple communication techniques. The teacher consistently demonstrates content knowledge by using content-specific, developmentally appropriate language and content-specific strategies to engage students. The teacher's communication

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
formal observation, classroom walk-throughs/informal observations, peer review		strategies. There is no student engagement. The teacher does not give students feedback.	demonstrate little engagement in the lesson. Feedback to students is general, occasional or limited and may not always support student learning.	The teacher's communication strategies and questioning techniques check for understanding and encourage higher-level thinking. The teacher gives students substantive, specific and timely feedback to support their learning.	strategies and questioning techniques engage students in higher-level and creative thinking and stimulate student-to-student interactions. The teacher gives students substantive, specific and timely feedback to support individual student learning. The teacher gives students opportunities to engage in self-assessment, provide feedback to each other and reflect on their own strengths and challenges.
	Evidence	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Monitoring student understanding Element 3.2 Element 3.3	The teacher fails to monitor and address student confusion and misconceptions.	The teacher inconsistently monitors or incorrectly addresses student confusion and misconceptions.	The teacher consistently monitors and addresses common student confusion and misconceptions by presenting information in multiple formats and clarifying content as he or she sees challenges.	The teacher consistently monitors, addresses, articulates and anticipates individual student confusion or misconceptions by presenting information in multiple formats and clarifying content as he or she sees challenges.
LESSON DELIVERY *(continued)*	**Evidence**	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Student-centered learning Element 3.5 Element 4.5 Element 4.6 Element 5.3 Element 5.4	Learning is entirely teacher directed. Students are not participating in learning activities.	Learning is primarily teacher directed. Students participate in whole class learning activities.	Learning is a balance between teacher-directed instruction and student-directed interaction as students apply their knowledge and skills as developmentally appropriate. The teacher effectively combines collaborative and whole	Learning is primarily self-directed with the teacher in the role of facilitator encouraging students to apply their knowledge and skills as developmentally appropriate. The teacher encourages students to persist in the learning tasks. The teacher effectively combines

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
		There are no opportunities for student choice about what will be learned and how learning will be demonstrated. There is no evidence of differentiated instructional strategies or resources.	There are few opportunities for student choice about what will be learned and how learning will be demonstrated. The teacher uses limited differentiated instructional strategies or resources.	class learning opportunities to maximize student learning. Teacher gives opportunities for student choice about student learning paths or ways to demonstrate their learning. Teacher uses differentiated instructional strategies and resources for groups of students.	independent, collaborative and whole class learning opportunities to maximize student learning. Teacher routinely promotes opportunities for students to actively take part in developing goals toward mastery, and students are responsible for deciding how to demonstrate their learning. Instructional strategies, pacing and resources are differentiated to make the lesson accessible and challenging for all students, while supporting the various learning needs of individual students.
	Evidence	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
DOMAINS	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
CLASSROOM ENVIRONMENT (Standard 1: Students, Standard 5: Learning Environment) *Possible Sources of Evidence: pre-conference, post-conference,*	**Classroom routines and procedures** Element 5.5	The teacher has not established routines and procedures. Effective transitions are not evident, resulting in a significant loss of instructional time and frequent off-task behavior.	The teacher establishes routines and procedures but uses them inconsistently. Transitions are sometimes ineffective, resulting in a loss of instructional time. Off-task behavior is sometimes evident. The teacher makes decisions about classroom operations.	The teacher consistently uses routines, procedures and transitions that effectively maximize instructional time. On-task behavior is evident. Students assume appropriate levels of responsibility for effective operation of the classroom.	The teacher and students have collaboratively established consistent use of routines, procedures and transitions that are effective in maximizing instructional time. On-task behavior is evident and ensured by students. Students initiate responsibility for effective operation of the classroom.

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
DOMAINS	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
formal observation, classroom walk-throughs/informal observations, peer review, student surveys	**Evidence**	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Classroom climate and cultural competency Element 1.4 Element 5.1 Element 5.2	There is no evidence of rapport or expectations for respectful, supportive and caring interactions with and among students and the teacher. There is no demonstration of regard for student perspectives, experiences and culture. The teacher does not address needs related to student sense of well-being.	There is some evidence of rapport and expectations for respectful, supportive and caring interactions with and among students and the teacher. There is inconsistent demonstration of regard for student perspectives, experiences and culture. The teacher is aware of needs related to student sense of well-being but does not address them effectively.	There is consistent evidence of rapport and expectations for respectful, supportive and caring interactions with and among students and the teacher. There is demonstration of regard for student perspectives, experiences and culture. The teacher models expectations and behaviors that create a positive climate of openness, respect and care. The teacher anticipates and effectively addresses needs related to student sense of well-being.	The teacher intentionally creates a classroom environment that shows consistent evidence of rapport and expectations for respectful, supportive and caring interactions with and among students and the teacher. There is demonstration of regard for student perspectives, experiences and culture. The teacher models expectations and behaviors that create a positive climate of openness, respect and care. The teacher anticipates and effectively addresses needs related to student sense of well-being. The teacher seeks and is receptive to the thoughts and opinions of individual students and the class. When appropriate, the teacher includes other school professionals and/or community resources to ensure all students are recognized and valued.
	Evidence	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
ASSESSMENT OF STUDENT LEARNING (Standard 1: Students, Standard 3: Assessment)	**Use of assessments** Element 3.1 Element 3.2 Element 3.3 Element 3.4	The teacher does not use varied assessments.	The teacher makes limited use of varied assessments.	The teacher selects, develops and uses multiple assessments, including routine use of various diagnostic, formative and summative assessments.	The teacher intentionally and strategically selects, develops and uses multiple assessments, including routine use of various diagnostic, formative and summative assessments. The teacher offers differentiated

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
DOMAINS	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
Possible Sources of Evidence: pre-conference, formal observation, classroom walk-throughs/informal observations, assessments, student portfolios, post-conference		The teacher fails to analyze data and makes little or no attempt to modify instruction to meet student needs. The teacher does not share evidence of student learning with students.	The teacher attempts to analyze data and modify instruction, though the modifications do not meet student needs. The teacher shares evidence of student learning with students.	The teacher analyzes patterns to measure targeted student learning, anticipate learning obstacles, modify instruction and differentiate to meet the needs of groups of students. The teacher shares evidence of student learning with parents and students to plan instruction to meet student needs.	assessment choices to meet the full range of student needs. The teacher analyzes data trends and patterns to measure targeted student learning, anticipate learning obstacles, modify instruction and differentiate to meet individual student needs. The teacher shares evidence of student learning with colleagues, parents and students to collaboratively plan instruction to meet individual student needs.
	Evidence	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Evidence of student learning Element 1.3	The teacher's assessment data demonstrates no evidence of growth and/or achievement over time for most students.	The teacher uses one source of high-quality student data to demonstrate clear evidence of appropriate growth and/or achievement over time for some students.	The teacher uses at least two sources of high-quality student data to demonstrate growth and/or achievement over time, showing clear evidence of expected growth and/or achievement for most students.	The teacher uses at least two sources of high-quality student data to demonstrate growth and/or achievement over time, showing clear evidence of above expected growth and/or achievement for most students.
	Evidence	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

ORGANIZATIONAL AREA: PROFESSIONALISM					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
PROFESSIONAL RESPONSIBILITIES	**Communication and collaboration with families**	The teacher does not communicate with students and families.	The teacher inconsistently or unsuccessfully uses communication and engagement strategies with	The teacher uses effective and appropriate communication and engagement strategies	The teacher uses multiple effective and appropriate communication and engagement strategies with individual

ORGANIZATIONAL AREA: PROFESSIONALISM					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
(Standard 6: Collaboration and Communication, Standard 7: Professional Responsibility and Growth) *Possible Sources of Evidence: Professional Growth Plan or Improvement Plan, pre-conference, post-conference, artifacts, self-assessment, peer review*	Element 6.1 Element 6.2		students and families. These do not contribute adequately to student learning, well-being and development.	with students and families, resulting in partnerships that contribute to student learning, well-being and development.	students and families. These ongoing strategies promote two-way communication, active participation and partnerships that contribute to each student's learning, well-being and development.
	Evidence	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	Communication and collaboration with colleagues Element 6.3	The teacher does not communicate and/or collaborate with colleagues.	The teacher inconsistently or unsuccessfully communicates and/or collaborates with colleagues, resulting in limited improvement of professional practice.	The teacher effectively communicates and collaborates with colleagues to examine instructional practice and analyze patterns in student work and student data to identify and implement targeted strategies for improving professional practice.	The teacher initiates effective communication and collaboration with colleagues outside the classroom, resulting in improvements in student learning, individual practice, school practice and/or the teaching profession.
	Evidence	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	District policies and professional responsibilities Element 7.1	The teacher demonstrates a lack of understanding and regard for district policies, state and federal regulations, and the Licensure Code of Professional Conduct for Ohio Educators.	The teacher demonstrates minimal understanding of district policies, state and federal regulations, and the Licensure Code of Professional Conduct for Ohio Educators.	The teacher demonstrates understanding by following district policies, state and federal regulations, and the Licensure Code of Professional Conduct for Ohio Educators.	The teacher demonstrates understanding by following district policies, state and federal regulations, and the Licensure Code of Professional Conduct for Ohio Educators. The teacher exemplifies effective leadership characteristics beyond the classroom. The teacher helps shape policy at the school, district or state level.
	Evidence	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

ORGANIZATIONAL AREA: PROFESSIONALISM					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
	Professional learning Element 7.2 Element 7.3	The teacher sets short-term and long-term professional goals but fails to monitor progress or take action to meet the goals.	The teacher sets and monitors short-term and long-term professional goals but fails to take appropriate action to meet the goals.	The teacher sets short-term and long-term professional goals and monitors progress in meeting them based on self-reflection and data analysis. The teacher takes appropriate action to meet the goals.	The teacher consistently pursues best practices and sets, monitors and reflects on progress toward meeting short-term and long-term professional goals based on data analysis to improve student learning. The teacher takes appropriate action to meet the goals. The teacher collaborates with colleagues and others to share best practices.
	Evidence	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

#EachChildOurFuture

Final Holistic Rating of Teacher Effectiveness—Full Evaluation

	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Formal Holistic Observation (followed by conference)	☐	☐	☐	☐
Formal Focused Observation **Focus Area(s):** ☐Focus for Learning ☐Knowledge of Students ☐Lesson Delivery ☐Classroom Environment ☐Assessment of Student Learning ☐Professional Responsibilities	☐	☐	☐	☐
Professional Growth Plan (or Improvement Plan) Goal(s): (Goal prepopulates from the earlier entry)				
Evaluator Comments:				
Teacher Comments:				
Final Holistic (Overall) Rating	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED

☐Check here if Improvement Plan has been recommended.

Teacher Signature _____ **Date** _____

Evaluator Signature _____ **Date** _____

Ohio Department of Education

Final Holistic Rating of Teacher Effectiveness—Accomplished or Skilled Carry Forward

Professional Growth Plan Goal(s) Alignment:	**Dates:**	
Mark Domain Area(s): ☐Focus for Learning ☐Knowledge of Students ☐Lesson Delivery ☐Classroom Environment ☐Assessment of Student Learning ☐Professional Responsibilities **Focus Area(s) Comments:**	Date of Observation: Date of Conference: **Comments:**	
Professional Growth Plan Goal(s):	(Goal(s) prepopulate from previous entry)	
Progress on Professional Growth Plan Goal:	☐Progress Made (By checking this box, the teacher will continue with rating as per schedule until time for a full evaluation cycle.)	☐Insufficient Progress Made (By checking this box, the teacher will automatically be placed on a full evaluation cycle the following school year.)
Evaluator Comments:		
Teacher Comments:		

Final Holistic (Overall) Rating: Pre-Populated in OhioES Portal • **Carry forward from previous rating**	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED

☐End of Cycle (Full evaluation required in the next school year)

☐Check here if Improvement Plan has been recommended.

Teacher Signature _____ **Date** _____

Evaluator Signature _____ **Date** _____

Walkthroughs/Informal Observations
Ohio Teacher Evaluation System 2.0

Walkthrough: General Form

Teacher Name: **Grade(s)/Subject Area(s):** **Date:**

Evaluator Name: **Time Walkthrough Begins:** **Time Walkthrough Ends:**

Directions: This form serves as a record of a walkthrough by the teacher's evaluator. The evaluator will likely not observe all the teaching elements listed below in any one informal observation, nor is this an exhaustive list of evidence that may be observed. This record, along with records of additional informal observations, will be used to inform the holistic evaluation of the teacher.

EVALUATOR OBSERVATIONS	
☐ Teacher is consistent and effective in communicating appropriate, needs-based, differentiated learning goals	☐ Communication strategies and questioning techniques check for understanding and encourage higher-level thinking
☐ Instructional time is used effectively	☐ Information is presented in multiple formats
☐ Teacher combines collaborative and whole class learning opportunities	☐ Routines, procedures and transitions are consistent, effective and maximize instructional time
☐ Rapport and expectations for respectful, supportive and caring interactions with and among students and the teacher are evident	☐ Feedback is substantive, specific, timely and supports student learning
☐ Lesson makes clear and coherent connections with student prior learning and future learning	☐ Teacher selects, develops and uses multiple assessments
☐ Teacher demonstrates content knowledge and uses content-specific language and strategies to engage students	☐ Teacher uses differentiated instructional strategies and resources for groups of students
☐ Other:	☐ Other:

Identified Focus Area(s) and Aligned Evidence, if Applicable:

Evaluator Summary Comments:

Evaluator Signature: _____ ☐ **Photocopy to Teacher**

FINAL March 27, 2020

Appendix H

PLYMOUTH TEACHERS SALARY INDEX
EFFECTIVE JULY 1, 2024

	BA	BA+15/150	BA+30	MA	MA+15	MA+30
Step 0	1.0000	1.0400	1.0800	1.1230	1.1660	1.2090
Step 1	1.0433	1.0840	1.1240	1.1691	1.2124	1.2557
Step 2	1.0866	1.1280	1.1680	1.2152	1.2588	1.3024
Step 3	1.1299	1.1720	1.2120	1.2613	1.3052	1.3491
Step 4	1.1732	1.2160	1.2560	1.3074	1.3516	1.3958
Step 5	1.2165	1.2600	1.3000	1.3535	1.3980	1.4425
Step 6	1.2598	1.3040	1.3440	1.3996	1.4444	1.4892
Step 7	1.3031	1.3480	1.3880	1.4457	1.4908	1.5359
Step 8	1.3464	1.3920	1.4320	1.4918	1.5372	1.5826
Step 9	1.3897	1.4360	1.4760	1.5379	1.5836	1.6293
Step 10	1.4330	1.4800	1.5200	1.5840	1.6300	1.6760
Step 11	1.4763	1.5240	1.5640	1.6301	1.6764	1.7227
Step 12	1.5196	1.5680	1.6080	1.6762	1.7228	1.7694
Step 13	1.5629	1.6120	1.6520	1.7223	1.7692	1.8161
Step 14	1.5629	1.6560	1.6960	1.7684	1.8156	1.8628
Step 15	1.5629	1.6560	1.6960	1.8145	1.8620	1.9095
Step 18	1.6380	1.7300	1.7700	1.8900	1.9400	1.9900
Step 21	1.6800	1.7840	1.8200	1.9400	1.9900	2.0400
Step 24	1.7220	1.8380	1.8700	1.9900	2.0400	2.0900
Step 27	1.7640	1.8920	1.9200	2.0400	2.0900	2.1400
Step 30	1.8060	1.9460	1.9700	2.0900	2.1400	2.1900

Appendix H-1

PLYMOUTH-SHILOH TEACHERS SALARY SCHEDULE
EFFECTIVE JULY 1, 2024

Step	BA	BA+15/150	BA+30	MA	MA+15	MA+30
0	38,323	39,856	41,389	43,037	44,685	46,333
1	39,982	41,542	43,075	44,803	46,463	48,122
2	41,642	43,228	44,761	46,570	48,241	49,912
3	43,301	44,915	46,447	48,337	50,019	51,702
4	44,961	46,601	48,134	50,103	51,797	53,491
5	46,620	48,287	49,820	51,870	53,576	55,281
6	48,279	49,973	51,506	53,637	55,354	57,071
7	49,939	51,659	53,192	55,404	57,132	58,860
8	51,598	53,346	54,879	57,170	58,910	60,650
9	53,257	55,032	56,565	58,937	60,688	62,440
10	54,917	56,718	58,251	60,704	62,466	64,229
11	56,576	58,404	59,937	62,470	64,245	66,019
12	58,236	60,090	61,623	64,237	66,023	67,809
13	59,895	61,777	63,310	66,004	67,801	69,598
14	59,895	63,463	64,996	67,770	69,579	71,388
15	59,895	63,463	64,996	69,537	71,357	73,178
18	62,773	66,299	67,832	72,430	74,347	76,263
21	64,383	68,368	69,748	74,347	76,263	78,179
24	65,992	70,438	71,664	76,263	78,179	80,095
27	67,602	72,507	73,580	78,179	80,095	82,011
30	69,211	74,577	75,496	80,095	82,011	83,927

Appendix H-2

PLYMOUTH-SHILOH TEACHERS SALARY SCHEDULE
EFFECTIVE JULY 1, 2025

Step	BA	BA+15/150	BA+30	MA	MA+15	MA+30
0	39,473	41,052	42,631	44,328	46,026	47,723
1	41,182	42,789	44,368	46,148	47,857	49,566
2	42,891	44,526	46,104	47,968	49,689	51,410
3	44,601	46,262	47,841	49,787	51,520	53,253
4	46,310	47,999	49,578	51,607	53,352	55,096
5	48,019	49,736	51,315	53,427	55,183	56,940
6	49,728	51,473	53,052	55,246	57,015	58,783
7	51,437	53,210	54,789	57,066	58,846	60,627
8	53,146	54,946	56,525	58,886	60,678	62,470
9	54,856	56,683	58,262	60,706	62,509	64,313
10	56,565	58,420	59,999	62,525	64,341	66,157
11	58,274	60,157	61,736	64,345	66,173	68,000
12	59,983	61,894	63,473	66,165	68,004	69,844
13	61,692	63,630	65,209	67,984	69,836	71,687
14	61,692	65,367	66,946	69,804	71,667	73,530
15	61,692	65,367	66,946	71,624	73,499	75,374
18	64,657	68,288	69,867	74,604	76,578	78,551
21	66,315	70,420	71,841	76,578	78,551	80,525
24	67,973	72,551	73,815	78,551	80,525	82,499
27	69,630	74,683	75,788	80,525	82,499	84,472
30	71,288	76,814	77,762	82,499	84,472	86,446

Appendix H-3

PLYMOUTH-SHILOH TEACHERS SALARY SCHEDULE
EFFECTIVE JULY 1, 2026

Step	BA	BA+15/150	BA+30	MA	MA+15	MA+30
0	40,460	42,078	43,697	45,437	47,176	48,916
1	42,212	43,859	45,477	47,302	49,054	50,806
2	43,964	45,639	47,257	49,167	50,931	52,695
3	45,716	47,419	49,038	51,032	52,808	54,585
4	47,468	49,199	50,818	52,897	54,686	56,474
5	49,220	50,980	52,598	54,763	56,563	58,364
6	50,972	52,760	54,378	56,628	58,440	60,253
7	52,723	54,540	56,158	58,493	60,318	62,143
8	54,475	56,320	57,939	60,358	62,195	64,032
9	56,227	58,101	59,719	62,223	64,072	65,921
10	57,979	59,881	61,499	64,089	65,950	67,811
11	59,731	61,661	63,279	65,954	67,827	69,700
12	61,483	63,441	65,060	67,819	69,704	71,590
13	63,235	65,222	66,840	69,684	71,582	73,479
14	63,235	67,002	68,620	71,549	73,459	75,369
15	63,235	67,002	68,620	73,415	75,337	77,258
18	66,273	69,996	71,614	76,469	78,492	80,515
21	67,973	72,181	73,637	78,492	80,515	82,538
24	69,672	74,365	75,660	80,515	82,538	84,561
27	71,371	76,550	77,683	82,538	84,561	86,584
30	73,071	78,735	79,706	84,561	86,584	88,607

Appendix I

TRANSFER REQUEST FORM

I, _____, hereby apply for:
(Name)

1. The posted position opening of _____.
(position)

OR

2. A change of assignment as indicated:

_____ Change of building
(Requested building: _____)

_____ Change of year/level
(Requested year/level: _____)

_____ Change of subject area
(Requested subject area: _____)

_____
(Signature)

_____
(Date)

(NOTE: A. Position opening applications must be received or postmarked within 10 school days of date of posting.

B. Change of assignment requests must be submitted to Superintendent by April 15.)

APPENDIX J

MEDICAL MUTUAL

Plymouth Shiloh Shiloh Local Schools
Traditional Dental

TraditionalDental

Benefits	
Benefit Period	January 1st through December 31st
Dependent Age Limit	23
Benefit Period Maximum (per member)	$1,500
Benefit Period Deductible (Single/Family)	$25/$50
Orthodontic Lifetime Maximum (per eligible dependent up to age 23)	$1,000
Preventive Services	
Oral Exams – two per benefit period	100%
Bite Wing X-Rays – two sets per benefit period	100%
Prophylaxis (cleaning) – two per benefit period	100%
Fluoride Treatment – one treatment per benefit period, limited to dependents up to age 19	100%
Space Maintainers- limited to eligible dependents up to age 19	100%
Emergency Palliative Treatment – includes emergency oral exam	100%
Essential Services	
Consultations and Other Exams by Specialist	80% after deductible
Diagnostic X-Rays – including Full Mouth/Panorex, which are limited to one every 36 consecutive months	80% after deductible
Minor Restorative Services	80% after deductible
Endodontics/Pulp Services	80% after deductible
Periodontal Services	80% after deductible
Repairs, Relines & Adjustments of Prosthetics	80% after deductible
Simple Extractions	80% after deductible
Impactions	80% after deductible
Minor Oral Surgery Services	80% after deductible
General Anesthesia	80% after deductible
Complex Services	
Gold Foil Restoration	50% after deductible
Inlays, Onlays – one every five years	50% after deductible
Crowns – one every five years	50% after deductible
Bridgework (Pontics & Abutments) – one every five years	50% after deductible
Partial and Complete Dentures – one every five years	50% after deductible

Benefits	
Orthodontic Services	
Orthodontic Diagnostic Services	50%
Minor Treatment for Tooth Guidance	50%
Minor Treatment for Harmful Habits	50%
Interceptive Orthodontic Treatment	50%
Comprehensive Orthodontic Treatment	50%

Note: Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

3-month carryover applies.

5/2005

APPENDIX K

MEDICAL MUTUAL

Plymouth Shiloh Local Schools
SuperMed Plus
Effective May 1, 2012
(Grandfathered)

SuperMed Plus

Benefits	Network	Non-Network
Benefit Period	January 1st through December 31st	
Dependent Age Limit	26/28 Removal on Birthdate	
Pre-Existing Condition Waiting Period	None	
Blood Pint Deductible	0 pints	
Overall Annual Benefit Period Maximum	$2,500,000	
Benefit Period Deductible – Single/Family[1]	$250 / $750	$500 / $1,500
Coinsurance	90%	70%
Coinsurance Out-of-Pocket Maximum (Excluding Deductible) – Single/Family	$1,000 / $2,000	$2,000 / $4,000
Physician/Office Services		
Office Visit (Illness/Injury)[2]	$15 copay, then 100%	70% after deductible
Urgent Care Office Visit	90% after deductible	70% after deductible
Standard Immunizations	90% after deductible	70% after deductible
Preventative Services		
Routine Physical Exam including routine EKG, Chest X-Ray, Complete Blood Count, Urinalysis, Comprehensive Metabolic Panel, Blood Occult and Cancer Antigen 125 (CA 125) – One each per benefit period	100%	70% not subject to deductible[4]
Well Child Care Services including Exam , Routine Vision, Routine Hearing Exams, Well Child Care Immunizations and Laboratory Tests (To age 21)	100%	70% not subject to deductible[4]
Routine Mammogram (One per benefit period)	100%	70% not subject to deductible[4]
Routine Pap Test (One per benefit period)	100%	70% not subject to deductible[4]
Routine Prostate Specific Antigen (PSA) – (Routine and Medically Necessary)	100%	70% not subject to deductible[4]
Routine Endoscopic Services	100%	70% not subject to deductible
Outpatient Services		
Surgical Services	90% after deductible	70% after deductible
Diagnostic Services	90% after deductible	70% after deductible
Physical Therapy and Occupational Therapy - Facility and Professional (40combined visits per benefit period)	90% after deductible	70% after deductible
Chiropractic Therapy – Professional Only (12 visits per benefit period)	90% after deductible	70% after deductible
Speech Therapy – Facility and Professional (20 visits per benefit period)	90% after deductible	70% after deductible
Cardiac Rehabilitation	90% after deductible	70% after deductible
Emergency use of an Emergency Room[3]	90% not subject to deductible	
Non-Emergency use of an Emergency Room[3]	90% not subject to deductible	70% after deductible

Benefits	Network	Non-Network
Inpatient Facility		
Semi-Private Room and Board	90% after deductible	70% after deductible
Maternity	90% after deductible	70% after deductible
Skilled Nursing Facility (100 days per benefit period)	90% after deductible	70% after deductible
Additional Services		
Education and Training Services	90% after deductible	70% after deductible
Allergy Testing and Treatments	90% after deductible	70% after deductible
Ambulance	90% after deductible	70% after deductible
Durable Medical Equipment	90% after deductible	70% after deductible
Home Healthcare (100 visits per benefit period)	90% after deductible	70% after deductible
Hospice (180 days per benefit period)	90% after deductible	70% after deductible
Organ Transplants	90% after deductible	70% after deductible
Private Duty Nursing	90% after deductible	70% after deductible
Mental Health and Substance Abuse – Federal Mental Health Parity		
Inpatient Mental Health and Substance Abuse Services	**Benefits paid are based on corresponding medical benefits**	
Outpatient Mental Health and Substance Abuse Services		

Note: Services requiring a copayment are not subject to the single/family deductible.

Deductible expenses incurred for services by a network provider will only apply to the network deductible out-of-pocket limits. Deductible expenses incurred for services by a non-network provider will only apply to the non-network deductible out-of-pocket limits.

Coinsurance expenses incurred for services by a network provider will only apply to the network coinsurance out-of-pocket limits. Coinsurance expenses incurred for services by a non-network provider will only apply to the non-network coinsurance out-of-pocket limits.

Non-Contracting and Facility Other Providers will pay the same as Non-Network.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

In certain instances, Medical Mutual's payment may not equal the percentage listed above. However, the covered person's coinsurance will always be based on the lesser of the provider's billed charges or Medical Mutual's negotiated rate with the provider.

[1]Maximum family deductible. Member deductible is the same as single deductible. 3-month carryover applies.
[2]The office visit copay applies to the cost of the office visit only.
[3]The emergency room charge is not subject to the deductible. All other covered charges are subject to deductible and coinsurance.
[4]Not applied to Coinsurance Out-of-Pocket Maximum.

Revised 050112

APPENDIX L

MEDICAL MUTUAL

Plymouth Shiloh Local Schools
SuperMed® Script[1]
Prescription Drug Program
(Grandfathered)

Benefits	Copay	Day Supply
Benefit Period	January 1st through December 31st	
Dependent Age Limit	Same as Medical	
SuperMed Script Retail Program with Oral Contraceptive Coverage – for the initial filling and up to two refills of a prescription drug		
Generic Copayment	$10	30
Formulary Copayment	$25	30
Non-Formulary Copayment	$40	30
Drugs over $600	20% up to $100, (then covered 100%)	30
SuperMed Script Retail Program with Oral Contraceptive Coverage – after the third retail fill of a prescription drug		
Generic Copayment	$25	30
Formulary Copayment	$62.50	30
Non-Formulary Copayment	$100	30
Drugs over $600	20% up to $250 (then covered 100%)	30
SuperMed Script Home Delivery Program with Oral Contraceptive Coverage		
Generic Copayment	$25	90
Formulary Copayment	$62.50	90
Non-Formulary Copayment	$100	90
Drugs over $1,800	20% up to $250, (then covered 100%)	90

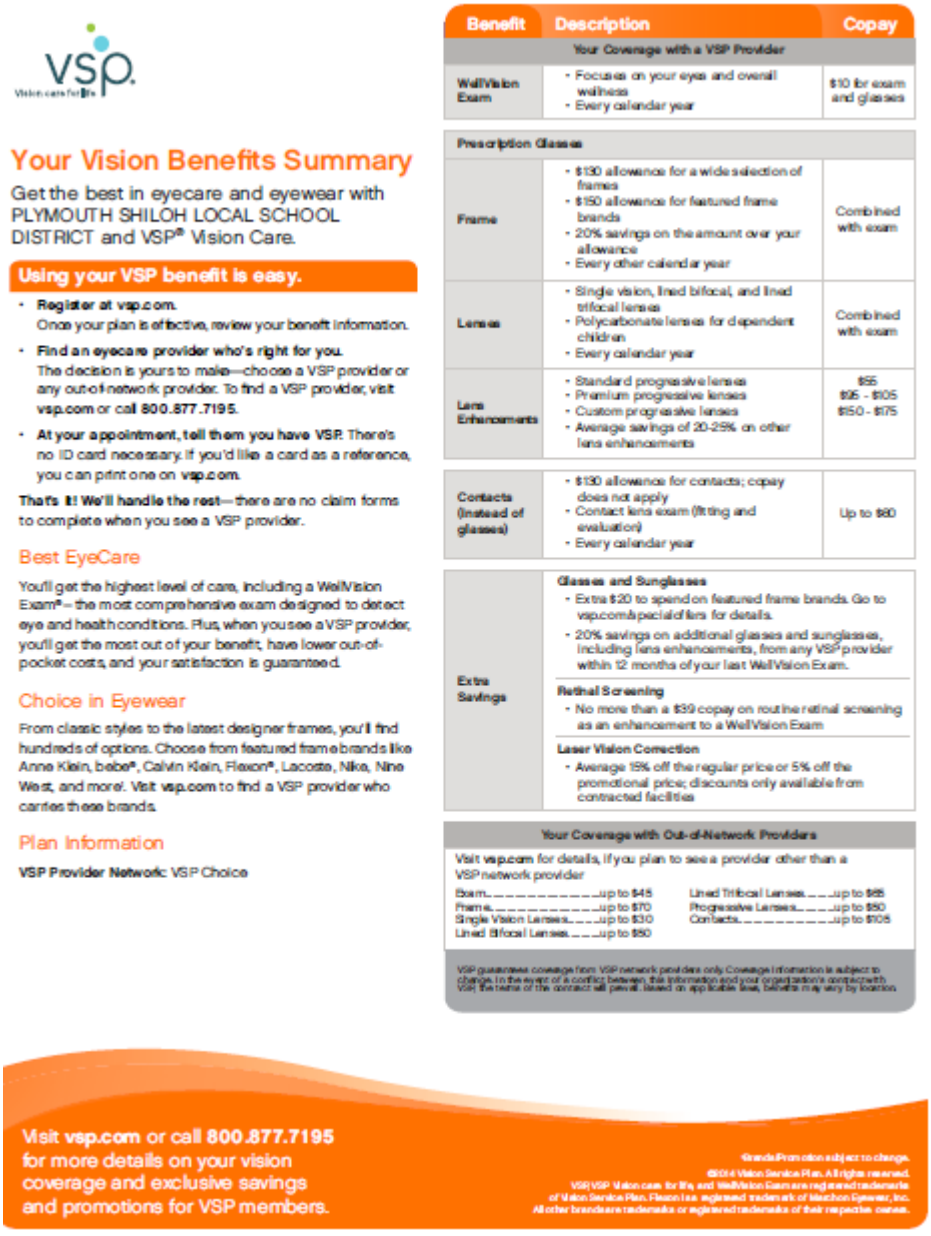
Note: In an effort to continue our commitment to quality care and help contain the increasing cost of prescription drug coverage, a formulary feature is included in your prescription drug benefit. A formulary drug is a FDA approved prescription medication reviewed by an independent Pharmacy and Therapeutics Committee brought together by Medco Health Solutions, Inc. Formulary drugs can assist in maintaining quality care while meeting your plan's cost containment objectives.

Benefits will be determined based on Medical Mutual's medical and administrative policies and procedures.

This document is only a partial listing of benefits. This is not a contract of insurance. No person other than an officer of Medical Mutual may agree, orally or in writing, to change the benefits listed here. The contract or certificate will contain the complete listing of covered services.

[1]SuperMed Script contains the following:
- Rx Selections® Drug List: A list of drugs on the Rx Selections® formulary will be used.
- Generic Incentive: If the member or physician requests a brand-name drug and a generic equivalent exists, the member pays the generic copayment PLUS the difference between the cost of the generic drug and the brand-name drug.
- Home Delivery Incentive: When a member chooses to fill a prescription a fourth time at a retail pharmacy within 180 days, the member will pay twice the normal retail copayment.

Revised 050111



vsp
Vision care for life

Your Vision Benefits Summary

Get the best in eyecare and eyewear with PLYMOUTH SHILOH LOCAL SCHOOL DISTRICT and VSP® Vision Care.

Using your VSP benefit is easy.

- **Register at vsp.com.**
  Once your plan is effective, review your benefit information.
- **Find an eyecare provider who's right for you.**
  The decision is yours to make—choose a VSP provider or any out-of-network provider. To find a VSP provider, visit **vsp.com** or call **800.877.7195.**
- **At your appointment, tell them you have VSP.** There's no ID card necessary. If you'd like a card as a reference, you can print one on **vsp.com**.

That's it! We'll handle the rest—there are no claim forms to complete when you see a VSP provider.

Best EyeCare

You'll get the highest level of care, including a WellVision Exam® – the most comprehensive exam designed to detect eye and health conditions. Plus, when you see a VSP provider, you'll get the most out of your benefit, have lower out-of-pocket costs, and your satisfaction is guaranteed.

Choice in Eyewear

From classic styles to the latest designer frames, you'll find hundreds of options. Choose from featured frame brands like Anne Klein, bebe®, Calvin Klein, Flexon®, Lacoste, Nike, Nine West, and more! Visit **vsp.com** to find a VSP provider who carries these brands.

Plan Information

VSP Provider Network: VSP Choice

Benefit	Description	Copay
Your Coverage with a VSP Provider		
WellVision Exam	• Focuses on your eyes and overall wellness • Every calendar year	$10 for exam and glasses
Prescription Glasses		
Frame	• $130 allowance for a wide selection of frames • $150 allowance for featured frame brands • 20% savings on the amount over your allowance • Every other calendar year	Combined with exam
Lenses	• Single vision, lined bifocal, and lined trifocal lenses • Polycarbonate lenses for dependent children • Every calendar year	Combined with exam
Lens Enhancements	• Standard progressive lenses • Premium progressive lenses • Custom progressive lenses • Average savings of 20-25% on other lens enhancements	$55 $95 - $105 $150 - $175
Contacts (instead of glasses)	• $130 allowance for contacts; copay does not apply • Contact lens exam (fitting and evaluation) • Every calendar year	Up to $80
Extra Savings	**Glasses and Sunglasses** • Extra $20 to spend on featured frame brands. Go to vsp.com/specialoffers for details. • 20% savings on additional glasses and sunglasses, including lens enhancements, from any VSP provider within 12 months of your last WellVision Exam. **Retinal Screening** • No more than a $39 copay on routine retinal screening as an enhancement to a WellVision Exam **Laser Vision Correction** • Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities	

Your Coverage with Out-of-Network Providers

Visit **vsp.com** for details, if you plan to see a provider other than a VSP network provider

Exam.....up to $45
Frame.....up to $70
Single Vision Lenses.....up to $30
Lined Bifocal Lenses.....up to $50
Lined Trifocal Lenses.....up to $65
Progressive Lenses.....up to $50
Contacts.....up to $105

VSP guarantees coverage from VSP network providers only. Coverage information is subject to change. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail. Based on applicable laws, benefits may vary by location.

Visit **vsp.com** or call **800.877.7195** for more details on your vision coverage and exclusive savings and promotions for VSP members.

Rewards Promotion subject to change.
©2014 Vision Service Plan. All rights reserved.
VSP, VSP Vision care for life, and WellVision Exam are registered trademarks of Vision Service Plan. Flexon is a registered trademark of Marchon Eyewear, Inc. All other brands are trademarks or registered trademarks of their respective owners.

Appendix N

EXTENDED SERVICE DAYS

The Plymouth-Shiloh Local Board of Education and the Plymouth Education Association recognize that there are certain matters that are necessary for clarification when the Board hires a teacher who has Extended service days. Therefore, the Parties agree that the following terms and conditions shall apply:

1. The limited contracts shall be one (1) year contracts, which may be renewed for one (1) year only. This provision supersedes Sections 3319.08, 3319.11, and 3319.111 of the Ohio Revised Code.

This Memorandum of Understanding is entered into by Plymouth Education Association, OEA/NEA, and the Plymouth-Shiloh Local Board of Education on this 5th day of January, 2011.

s/ James Metcalf
For The Board

s/Aaron Weltlin
For The Association

07/05/2011

07/05/2011

APPENDIX O



Plymouth Shiloh Local School District
Personal Leave/Attendance Payout

Pursuant to Section 302 of the Negotiated Agreement regarding Personal Leave, an employee who personally uses four (4) or fewer sick days or have accumulated the maximum sick days of three hundred sixty (360) may choose to be compensated at the rate of two hundred dollars ($200) per each unused personal day, up to six hundred dollars ($600), rather than converting the unused days to sick leave. This form must be turned in to the Treasurer on or before teacher record day to receive compensation.

_____ is choosing to be compensated for _____ unused personal days rather than having them converted to sick leave. I understand this payment is subject to verification from the Treasurer's Office.

_____ _____
Employee Signature Date

I am choosing to rollover one (1) of my unused personal days, in lieu of compensation, to the following year.

_____ _____
Employee Signature Date

Pursuant to Section 302 of the Negotiated Agreement regarding Personal Leave, an employee who uses two (2) or fewer sick/personal days in the fourth grading period will qualify for a payment of three hundred ($300) dollars. This form must be turned in to the Treasurer by the first payroll date in June.

_____ is eligible for the Attendance payment and understand this payment is subject to verification from the Treasurer's Office.

_____ _____
Employee Signature Date

OFFICE USE ONLY

Unused Personal Days Requested	Rate of Pay	Amount Due
Attendance Payment	Rate of Pay	Amount Due
Personal Day Rollover		Recorded

_____ _____
Treasurer's Signature Date

APPENDIX P

COMMITTEE AND OUTSIDE WORKDAY COMPENSATION

Attendance Sheet

Meeting: _____ Administrator: _____

Location: _____ Date: _____ Time: _____

EMPLOYEE PRINTED NAME	EMPLOYEE SIGNATURE