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AGREEMENT

BETWEEN THE

PAINESVILLE CITY BOARD OF EDUCATION

AND THE

PAINESVILLE CITY TEACHERS ASSOCIATION

2024-2027

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ARTICLE I RECOGNITION

1.0100 **STATEMENT OF RECOGNITION** The Painesville City Local Board of Education (hereinafter "Board") recognizes the Painesville City Teachers Association (hereinafter "Association"), affiliated with the Ohio Education Association and the National Education Association, as the sole and exclusive representative of the bargaining unit (hereinafter usually referred to as "members") for the purposes of collective bargaining.

1.0200 **DEFINITION OF BARGAINING UNIT** For the purpose of recognition, collective bargaining, and application of bargained rights, the bargaining unit referred to herein will be defined as all certified personnel (including Title reading tutors), less tutors, substitute teachers, and administrators (in accordance with the SERB definition), under employment contracts to the Painesville City Local Board of Education.

1.0300 **DURATION OF RECOGNITION** The period of recognition will continue unless a successor is elected or recognition is withdrawn in accordance with O.R.C. 4117.

ARTICLE II – NEGOTIATIONS PROCEDURE

2.0100 **SCOPE OF NEGOTIATIONS** The scope of the collective bargaining, as provided in Ohio Revised Code 4117.08, will include all matters pertaining to wages, hours, or terms and other conditions of employment, and the continuation, modification, or deletion of an existing provision of this collective bargaining agreement.

2.0200 **REQUEST FOR NEGOTIATIONS** For the purpose of initiating the bargaining process, a written request for bargaining will be submitted by the bargaining agent to the Superintendent on or before April 1 in the year bargaining is to take place.

2.0300 **INITIAL MEETING**

2.0301 **SCHEDULING** Following receipt of said request, a meeting between the bargaining teams of the PCTA and the Board of Education will be scheduled for a mutually satisfactory time and place within thirty (30) days after said receipt. A mutually satisfactory later date may be agreed upon.

2.0302 **PURPOSE** At the initial meeting both the Association and the Board's representatives will mutually exchange a list of all items they respectively propose for consideration during bargaining. The two (2) lists will be merged and will serve as an agenda during the bargaining period. Once these lists have been exchanged, no new items can be submitted by either side unless the other side agrees. At said meeting any other necessary and agreeable ground rules may be established.

2.0400 **EXCHANGE OF INFORMATION** The parties agree to provide each other with relevant data and supporting information available to either of them upon a reasonable request from the other. Any such request for relevant data and supporting information will be as specific as possible so as to enable the other team to secure same with a minimum of effort.

2.0500 **GOOD FAITH BARGAINING** Both teams will bargain in good faith. Good faith means the obligation of the Board of Education, or its designated representatives, and the representatives of the bargaining agent to meet at reasonable times and have a sincere desire to reach settlement. The obligation of a Board or its representative and the representatives of the bargaining agent to meet for purposes of collective bargaining does not compel either party to agree to a proposal.

2.0600 **AGREEMENT** When tentative agreement on all items is reached between the two bargaining teams, the initialed tentative agreement items will be submitted to both the members of the bargaining agent and to the Board for ratification within ten (10) days, unless mutually agreed otherwise. When so ratified, the complete agreement reflecting all the initialed tentative agreement item changes will be properly initialed, dated, and signed by the president and chief negotiator of the Board and the president and chief negotiator of the bargaining agent. The Agreement will be implemented and will become binding on both parties and will supersede all previous agreements and will control over any conflicting policy, or policies, or portions thereof and to the extent authorized by Section 4117.10 (A) O.R.C. conflicting statutory

provisions, if any. The Board will file a copy of the Agreement with SERB within thirty (30) days of execution.

2.0700 **MUTUALLY AGREED UPON DISPUTE SETTLEMENT PROCEDURE** The mediation procedures set forth below constitute the parties' mutually agreed-upon dispute settlement procedures. The foregoing not withstanding, the Painesville City Teachers Association will retain its right to strike as authorized by and in accordance with the provisions of Chapter 4117 O.R.C.

2.0701 **MEDIATION** In the event an agreement cannot be reached on any item before the negotiating teams, either team may declare impasse and request the assistance of a professional mediator to resolve the disagreement. A mediator will be obtained through the Federal Mediation and Conciliation Service. The request will be submitted in writing by the declaring party within five (5) days of the declaration of impasse.

A. **PURPOSE** The mediator will be used as a means of bringing the two parties to an agreement and will have authority to call all meetings, set location, time, and duration of said meetings, and set whatever ground rules he or she deems necessary.

B. **RESTRICTIONS** Either party may impose the following restrictions:

1. the mediator will not have the authority to call a meeting at a location more than ten (10) miles distant from the City of Painesville;

2. nor may he or she call any meeting before 8:00 a.m. on a Saturday;

3. nor may any such meeting continue beyond 6:00 p.m. on a Saturday;

4. nor may he or she call any meeting on a Sunday or before 3:30 p.m. on a weekday;

5. nor may any such meeting continue beyond 10:30 p.m. on a weekday.

2.0702 **AGREEMENT** If an agreement is reached through the use of a mediator, such agreement will be subject to the provisions set forth as to approval and adoption and execution.

2.0703 **RECOMMENDATION** If an agreement is not reached within fifteen (15) calendar days of the first mediation session, the mediator may, upon the request of either party, and at his or her sole discretion, prepare and distribute a written recommendation for settlement of all items remaining at impasse. Said recommendation will be delivered by the mediator to the chief negotiator for both teams and a copy thereof will be available at the office of the Board and at the local UniServ office for public inspection and review.

Any such recommendation will be advisory only, provided the parties will enter into a contract consistent with the recommendation unless either party or both

parties reject it by three-fifths (3/5) vote within ten (10) days of its receipt. Mediation may, at the discretion of the mediator, continue after the recommendation has been delivered and/or rejected.

2.0704 **COST OF MEDIATION** The costs of the mediator, if any, will be shared equally by the parties. Other costs will be paid by the party incurring them.

ARTICLE III GRIEVANCE PROCEDURE

3.0100 **DEFINITIONS**

3.0101 **GRIEVANCE** A claim by a teacher, teachers, or the Association (hereinafter called the grievant), that there has been a violation, misinterpretation, or misapplication of any provision of this Agreement, may be processed as a grievance as hereinafter provided.

In addition to the foregoing, claims of alleged unfair or inequitable treatment of a teacher or group of teachers may be processed through Step I.

3.0102 **DAYS** Days will be calendar days.

3.0200 **INFORMAL PROCEDURE** In the event that the grievant believes there is a basis for grievance, he or she will first discuss the alleged grievance with the immediate administrative authority who has the authority to bring about a resolution of this alleged problem. Either party may be accompanied by representation. Such grievances must be raised within thirty (30) days of the occurrence giving rise to the grievance.

If, after the informal discussion with the administrative authority, a grievance still exists, he/she may invoke the following formal grievance steps.

3.0300 **FORMAL PROCEDURE**

3.0301 **STEP I** The grievant may submit to the Superintendent or designee a completed statement of the nature of the grievance and provisions of the contract allegedly violated, when applicable, in triplicate showing the date of the occurrence and the relief sought (Appendix E). Within seven (7) days of the receipt of said statement, the Superintendent or designee will meet with the grievant and/or his/her Association representative in an effort to resolve the grievance. The Superintendent or designee will indicate in writing his/her disposition of the grievance within seven (7) days after such meeting with said grievant.

3.0302 **STEP II** If the grievant is not satisfied with the disposition made by the Superintendent or designee, or if no disposition has been made within the above stated time limits, then the grievant may submit the grievance to mediation by filing a copy of same with the Superintendent and the Federal Mediation and Conciliation Service. The parties agree to participate in the mediation of all the issues set forth in the grievance at the first meeting date available to the mediator, but not later than thirty (30) calendar days from the filing of the request for mediation. If the mediation process is not successful, or the first meeting cannot be held within thirty (30) calendar days from the date of the request, and the employee remains aggrieved, the employee, or the Association on his/her behalf, may proceed to Step Three.

3.0303 **STEP III** If the grievant is not satisfied with the disposition of the grievance as a result of mediation, or if no disposition has been made within the period above provided, the Association may request the grievance be submitted to arbitration before an impartial arbitrator by the Association filing the grievance with the Board and a copy to the Superintendent. Notice of the demand for arbitration will be given within ten (10) days after the notification of the Board's decision. If the parties cannot agree as to the arbitrator within seven (7) days, he/she will be selected by the American Arbitration Association in accord with its rules, which rules will likewise govern the arbitration proceeding. The arbitrator will have no power to alter, add to, or subtract from the terms of this Agreement. Both parties agree that the award of the arbitrator will be final and binding. The fees and expenses of the arbitrator will be borne by whichever party is deemed the loser by the arbitrator.

3.0400 **ADDITIONAL PROVISIONS**

3.0401 **TIME LIMITS** The time limits provided in this article will be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed within 15 days of the final work day of the school year, and strict adherence to the time limits may result in hardship to any party, the Board will use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

3.0402 **PERSONAL COMPLAINTS** If an individual teacher has a personal complaint which he/she desires to discuss, he/she is free to do so without recourse to the grievance procedure. In such a case the teacher should initiate discussion at the lowest administrative level able to resolve the complaint.

3.0403 **CONFIDENTIALITY** All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.

3.0404 **RELEASED TIME** A teacher engaged during the school day on behalf of the Association with any representative of the Board in any professional grievance, including arbitration, will be released from regular duties without loss of salary.

3.0405 **SCHEDULING** Every effort will be made to minimize the disruption of the normal school day by scheduling grievance matters so as not to interfere with any teacher's normal teaching responsibilities. Furthermore, the arbitrator will not be permitted to schedule any arbitration hearing during school hours and may not schedule any such meeting more than ten (10) miles in distance from the boundaries of the Painesville City Local School District.

3.0406 **NON-ENDORSEMENT** In the case of a grievance filed at Step III without Association endorsement, the individual grievant will, if the losing party, be liable for the Step III arbitrator's costs.

3.0407 **NO REPRISAL** No reprisals of any kind will be taken by the Board against any member of the PCTA or any participant in the grievance procedure by reason of such participation.

ARTICLE IV RIGHTS

4.0100 ASSOCIATION RIGHTS

4.0101 **NEW TEACHER ORIENTATION** The Association will be granted a reasonable opportunity to introduce itself at the initial planning and orientation meetings for new teachers including the right to place a letter with district materials delivered to the new teachers.

4.0102 **BUILDING USE/FACILITIES**

A. **USE OF BUILDINGS** The Association will be permitted to use school buildings for its official membership and executive committee meetings after school hours and at a time and place that does not interfere with the normal and other scheduled use of such buildings.

B. **BUILDING REPRESENTATIVES** The Association building representatives may call meetings of the Association members assigned to the building. Prior to scheduling or calling any such meeting, the Association building representative will advise the building principal or designee prior to the meeting. No Association meeting may be scheduled during the work day, or in conflict with other previously scheduled meetings, or at any time when the meeting will disrupt the regular work activity of any professional staff member to be in attendance at the meeting without the prior approval of the building principal or designee. Such approval will not be unreasonably denied. No more than one general membership Association meeting per month will be held during the teacher contract day without the prior approval of the principal of the building or buildings involved.

C. **USE OF MAIL FACILITIES** The Association will be authorized to use the interschool mail facilities and the teachers' mailboxes.

D. **USE OF BULLETIN BOARDS** The Board will designate reasonable space on a bulletin board in each building for general use of the Association. The bulletin board will, when possible, be located in an area readily accessible to and normally frequented by teachers.

E. **USE OF SCHOOL EQUIPMENT** The Association will be authorized to use school equipment provided that the Association reimburses the Board on an actual cost basis.

F. **EMPLOYEE INFORMATION** The names, addresses, listed phone numbers, and building assignments of all employed certificated staff members will be made available to the Association as this information becomes available.

4.0103 **BOARD/ASSOCIATION RELATIONS**

A. **THE AGENDA AND NON-CONFIDENTIAL MATERIALS** of regular Board of Education meeting will be made available to the Association no later than 3:00 pm Friday prior to the BOE meeting. These items will be non-official and subject to change or withdrawal before Board action is taken. In the event of a special or emergency meeting, the Association president will be notified.

B. **MINUTES** - The minutes of each Board of Education official meeting will be made available to the Association.

C. **BOARD POLICIES** - All written Board policies and procedures will be made available to the Association.

D. **RIGHT TO ADDRESS THE BOARD** The Association will have the right to address the Board on any issue before the Board.

4.0104 **TEACHER/ADMINISTRATOR ADVISORY COMMITTEE**

A. **PURPOSE** The Painesville City Local Board and PCTA agree to meet every other month to discuss instructional program goals and/or mutual concerns which are not currently being pursued through the grievance procedure.

B. **COMPOSITION** Composition of the committee will be: for the Board, the superintendent and his/her designees; for the Association, the PCTA President and a designee from each building.

C. **AGENDA ITEMS** Agenda items for the Teacher/Administrator Advisory Committee will be forwarded to the Superintendent/ designee from the President of the PCTA/designee and will be forwarded to the President of the PCTA/designee from the Superintendent/designee five (5) days in advance of scheduled meetings.

4.0105 Teachers will on an annual basis submit to the building principal requests for building and departmental instructional materials and supplies. If the member's needs exceed the allocated amount, the member and principal shall meet to resolve the issue. The final budget recommendation is the Principal's decision.

4.0106 **COMPENSATION TO PCTA OFFICERS FOR UNION ACTIVITIES IN ACCORDANCE WITH STRS** – Upon written request of the PCTA, the following PCTA officers shall be assigned to the PCTA to conduct PCTA business. These employees shall be paid an annual stipend by the Board in the amount listed below. One half of this stipend shall be paid to the employees by the second paycheck in December and one half shall be paid to the employees by the second check in May.

President	–	$2,000 + Amount of unified dues for the year
Vice President	–	$1.000 + Amount of unified dues for the year
Secretary-Treasurer	–	$1,000 + Amount of unified dues for the year
Secretary	–	$1,000 + Amount of unified dues for the year
Assistant Treasurer	–	Amount of unified dues for the year

The total cost of the STRS contributions will be deducted from the stipend amount and the PCTA shall reimburse the Board for the cost of the stipends (and one percent (1%) administrative costs) two weeks prior to the pay date.

4.0200 INDIVIDUAL TEACHER RIGHTS

4.0201 **RIGHTS UNDER THE LAW** Nothing contained herein will be construed to restrict or deny the rights that all parties of interest have under the law.

4.0202 **NON-DISCRIMINATION** - The policies and practices of the Board will be applied without regard to race, color, creed, national origin, sex, marital status, age, sexual orientation, gender identity, genetic information, or membership in the Association or its associated activities.

4.0203 **CITIZENSHIP** The Board agrees that all members of the instructional staff are entitled to full rights of citizenship regardless of race, color, creed, or place of origin.

4.0204 **RIGHTS AND PRIVILEGES** The employee will be insured all rights and privileges granted in the state and national statute and Constitution.

4.0205 **PARTICIPATION IN PROFESSIONAL AND CIVIC ORGANIZATIONS** -The Board further agrees that members of the instructional staff have the right to participate in professional and civic organizations for their personal benefit and interest so long as such activity does not interfere with their contractual obligation.

4.0206 **NO REPRISALS** No reprisals will be taken against an employee by reason of his/her utilization of any procedure or activity provided for in this Agreement or in any existing personnel policy.

4.0207 **DISCIPLINE** Disciplinary action will not be taken against a member solely on the basis of an oral or written complaint by a parent or student. No member shall be disciplined (written reprimand, suspension or termination) without an investigation and follow-up discussion with the member.

4.0208 **TELEPHONE** All teachers have the right to have access to a telephone for necessary, personal, and school-related calls. Teachers will reimburse the school for any personal toll calls.

4.0209 **OPEN ENROLLMENT** Children of teachers employed by Painesville City Local Schools will be granted permission to attend Painesville City Local Schools tuition free in any school year when the enrollment of such children will result in

additional funding on the SF3 formula for School Foundation Program monies from the State of Ohio.

4.0210 TEACHER EVALUATION

A. **ENTITLEMENT** Teacher and Other Certified Professional evaluations will be done in accordance with the evaluation procedures and documents delineated in Appendix D. The evaluation system, procedure, and all written forms as outlined in Appendix D will be strictly adhered to and uniformly applied throughout the district in a nondiscriminatory manner. The Board will not be required to evaluate long-term substitutes.

B. **DUE PROCESS** – Nothing herein is intended to deny any right contained in ORC 3319.11 or 3319.111 regarding limited contract status.

A teacher who does not have evaluation procedures applied in compliance with section 3319.111 of the Revised Code or who does not receive notice on or before June 1 of the intention of the Board not to reemploy the teacher is presumed to have accepted employment unless the teacher notifies the Board in writing to the contrary on or before June 15.

C. **CONTINUING CONTRACT TEACHERS** – Continuing contract teachers will be governed by the procedures and rights as specified in the O.R.C. 3319.11 regarding contract employment and termination.

D. **Review Committee for Standards-Based Evaluation Processes** A committee of three (3) bargaining unit members appointed by the PCTA President, and three (3) administrators appointed by the Superintendent shall meet on an annual basis to review the Standards-Based Evaluation System including;

1. Incorporation of new legislation into the current procedures.

2. Processes for selection and approval of sources of High Quality Student data

3. Approval of list of external evaluators not later than June 30th.

E. **Notice Of Intent To Not Re-employ** – Treasurer/CFO issues a written notice of Board's action to not re-employ by personal service and/or certified mail so that teacher actually receives notice by June 1.

4.0211 OUT-OF-POCKET REIMBURSEMENT

All members are eligible to receive one reimbursement of up to $200 for out-of-pocket expenses submitted one time per school year. Forms and receipts for reimbursement can be submitted at any time during the school year, but no later than the last Friday of April. Reimbursement will be paid within 30 days of approval of submission. Reimbursement forms are available on the district website.

ARTICLE V WORKING CONDITIONS

5.0100 EMPLOYMENT PRACTICES

5.0101 **EMPLOYMENT** Every new teacher employed by the Board for a regular teaching assignment in a nonvocational area will have a bachelor's degree from an accredited college or university. In addition, each newly employed teacher will have a provisional or higher certificate/license from the Ohio Department of Education except in areas declared as shortages. Certificated/licensed applicants (provisional or higher) will be given preference over non-certificated/licensed applicants in areas declared as shortages by the Ohio Department of Education.

5.0102 **NON-DISCRIMINATION** - The provisions of Board Policies and the wages, hours, terms, and conditions of employment will be applied in a manner which is not arbitrary, capricious, or discriminatory with regard to race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancenstry, genetic information (collectively, “Protected Classes”), or any other legally protected category.

5.0103 **VACANCY DEFINED** A vacancy will be defined as:

A. Death of a bargaining unit member;

B. Retirement of a bargaining unit member;

C. Resignation of a bargaining unit member;

D. Creation or restoration of a bargaining unit position;

E. Nonrenewal of a bargaining unit member;

F. Termination of a bargaining unit member;

G. Transfer or promotion of a bargaining unit member if the position is to be retained;

H. Vacant or new supplemental contract positions if the position is to be retained.

5.0104 **POSTING OF VACANCY(IES)**

A. The Superintendent will direct that said posting will be made incorporating the qualifications listed in the job description. Postings will occur within five (5) business days of the time the vacancy was known.

B. The typed notice will be posted for a five (5) business day period.

C. Communication to potential applicants will be as follows:

1. **SUMMER RECESS** - Notice of posting is to be sent via email to the bargaining unit members. The posting will include job title and building (where appropriate). Openings that occur within 14 calendar days prior to the first teacher work day in any given contract year are not subject to normal posting procedure. The Association President will be given a written notification of each resignation received by the Board for the summer months.

2. **SCHOOL-YEAR VACANCIES** - Notice will be sent via email to the bargaining unit members. For vacancies which occur for the current school year, a substitute teacher may be assigned to that position to complete the school year. In such an instance, the position will be posted as a vacancy for the following school year.

D. Letters of interest are to be submitted to the person named in the posting by the end of the work day of the last day of the posting period.

5.0105 **FILLING OF A VACANCY** If more than one teacher has applied for the same position, then the following will be considered when filling the opening:

A. Qualifications (as listed in the job description);

B. Seniority;

C. The best interest of the school district as demonstrated by the Superintendent or his designee in writing.

5.0200 ASSIGNMENT

5.0201 **AUTHORITY TO ASSIGN** The Superintendent will assign all school personnel subsequent to employment by the Board of Education. The authority of the Superintendent is found in the Ohio Revised Code, Section 3319.01.

5.0202 **SPECIAL ASSIGNMENTS** - Camping programs, summer school assignments, and federal program assignments will be with the consent of the teacher. Preference in making such assignments will be given to teachers regularly employed in the district. All such positions will be posted.

5.0203 **REASSIGNMENT** - Reassignment is defined as change in course assignment within department for teachers of grades 9-12. Administration will consider the input of the teachers, via their department heads, prior to making final course assignments for each school year.

5.0300 TRANSFERS

5.0301 Teachers may not be granted any transfer within the first three years of employment with the district, unless approved by the Superintendent. Teachers

who have been in the district more than three years, may request no more than two transfers in a five year period, unless approved by the Superintendent.

No transfer request will be granted based on a Cumulative Performance Rating of Ineffective or Developing Rating on the Teacher Performance portion of the evaluation process, unless approved by the Superintendent.

5.0302 **INVOLUNTARY TRANSFER** Involuntary transfer is defined as:

- change of grade level and/or building for teachers of grades PK-8
- change of department for teachers in any departmentalized grade

Prior to any involuntary transfer, the District will meet with PCTA representatives to review and discuss the need for the transfer. If after discussion, the District determines a need for involuntary transfers exists, it will first seek volunteers within the affected areas for transfer. If there is an insufficient number of volunteers, the District will provide written notice of the involuntary transfer to the affected teachers as soon as possible along with the reasons for the change. No teacher may be involuntarily transferred absent approval of the PCTA President and the Superintendent unless the teacher has served at least two years in his/her current assignment unless such a transfer is necessary due to student enrollment numbers or class offerings. A list of these teachers, current positions and new assignments, when made, will be given to the PCTA president, upon request.

5.0303 **EXCEPTIONS TO ASSIGNMENT AND/OR TRANSFER** No transfer or reassignment will be made that results in a layoff of a bargaining unit member or prevents the recall of an employee on layoff status. If a teacher's request for a transfer is denied due to the implementation of this provision, he/she will be so notified in writing.

5.0304 **ALLEGED NONCOMPLIANCE** Only matters of alleged noncompliance with this procedure are subject to remedy via the grievance procedure.

5.0400 **TEACHERS' EMPLOYMENT CONTRACTS** The Board will provide each member of the instructional staff individually written contracts in keeping with provisions of the Ohio Revised Code. Such contracts will therefore be either on a limited or continuing basis.

5.0401 **LIMITED CONTRACTS** Teachers eligible for limited contracts will be granted contracts in accordance with the following schedule:

A. Teachers with twenty (20) or more years experience will be granted a three (3) year limited contract.

B. Teachers with ten (10) through nineteen (19) years experience will be granted a two (2) year limited contract.

C. Teachers with zero (0) through nine (9) years experience will be granted a one (1) year limited contract.

5.0402 CONTINUING CONTRACTS

A. ELIGIBILITY Per Ohio Revised Code 3311.77, a teacher is eligible to apply for a continuing contract if the following conditions are satisfied:

1. Has held a professional license for at least five years (if issued initial license prior to January 2011) or for at least seven years (if issued initial license after January 2011)

2. Has attained a Master's Degree or completed thirty (30) graduate hours (if the teacher did not hold a Master's Degree when the initial license was issued). If the teacher held a Master's Degree at the time that the initial license was issued, six (6) semester hours of graduate credit are required.

   In addition, those professional staff members who, having attained continuing contract status elsewhere, have served two (2) years in the District, are eligible for continuing contract with the District.

B. **NOTIFICATION OF ELIGIBILITY** Any eligible teacher who has notified the Superintendent in writing prior to September 1 of each contract year that he/she will be eligible for a continuing contract at the completion of the current contract year will be subject to administrative evaluation during that year.

C. **CONTRACT RECOMMENDATION AFTER CONTINUING CONTRACT REVIEW** Per Ohio Revised Code 3319.81, a teacher eligible for a continuing contract who has provided notification and undergone administrative evaluation as described in Section B above, the Superintendent will make one of three recommendations to the Board with regard to the teacher's contract:

1. to award a continuing contract

2. to non-renew the teacher's employment contract

3. To award an extended limited contract not to exceed two years under an improvement plan. If this option is chosen, upon expiration of this extended limited contract, the employee will either be awarded a continuing contract or non-renewed.

D. **CHANGE IN STATUS** In such a case where the following conditions are present:

1. The teacher has notified the Superintendent pursuant to Section 5.0402 (A) of this Article, and

2. The Board elects to grant the teacher a new limited contract by April 30, or the teacher is currently under a multi-year limited contract, and

3. The documentation and data qualifying the teacher for a continuing contract is on file with the Superintendent no later than the following September 15.

The Board will act at that time to substitute a continuing contract for the limited contract for that teacher.

5.0500 FULL-TIME WORK DAY

1. The full time member's work day shall be seven and one half hours (7 and ½) for the high school, seven and one–quarter hours (7 and ¼) for the middle school and elementary staff including preschool staff. The work day for psychologists, OT's, PT's, school nurses and SLP's will be seven and one- quarter hours (7.25). This full time member's work day will include a thirty (30) minute duty free lunch (schedule will include transition time). Bargaining unit members may leave the building during duty-free lunch. The high school student day shall not exceed 6.8 hours and the middle school and elementary student days shall not exceed 6.5 hours.

2. Member's time before or after school may be spent in professional development activities, staff meetings, curriculum development, individual pupil assistance, parent conferences, and supervisory roles all which contribute to the educational program of Painesville City Local Schools. For this reason members shall maintain balance and flexibility in making themselves available at these times. The administration will maintain balance and flexibility in using these times and scheduling in advance.

3. ETR, 504 and IEP meetings that may occur outside of the member's work day will be scheduled upon mutual agreement in advance with affected staff members. Staff attending these meetings will not be eligible for supplemental pay, but can accrue up to three and one-half (3.5) hours of professional development time applicable to the Semester work day. Additionally, teachers can use technology such as phone conferencing and videoconferencing to participate in these meetings unless their presence is required by the administrator**.**

4. Supplementary contract duties may be scheduled during portions of the work day if such activity is reasonable and appropriate for students.

5. Occasional, traditional activities that may extend beyond the school day, should be attended on a voluntary basis to contribute to the educational programming of the building.

6. The teacher work day may be extended for the purpose of non-supplemental contract extracurricular assignments and/or necessary and reasonable meetings, not to exceed five (5) hours total per year. Such extension must immediately follow the conclusion of the work day (or staff meeting), and reasonable notice must be provided before scheduling this time. Use of this time shall not extend the work day beyond sixty (60) minutes. If this time is used to extend a monthly building staff meeting, the meeting shall last no more than sixty (60) minutes total. One thirty (30) minute building staff meeting may be held monthly, contiguous with the work day.

7. As part of the Professional Learning Community (PLC) model, members will participate in collaborative meetings in order to improve teaching and learning during their designated times.

8. Individual plan time at the elementary school shall be a minimum of two-hundred (200) minutes per week, with the goal of forty (40) minutes daily. Individual plan time at the middle and high schools shall be a minimum of forty (40) minutes during the school day.

5.0600 **PART-TIME TEACHERS**

5.0601 **DEFINITION** A part-time teacher is a teacher employed for less than full time, computed on a daily or weekly basis.

5.0602 **SALARY AND FRINGE BENEFITS** The salary and fringe benefits paid by the Board will be prorated to the time per day contracted. The time and percentage of the day contracted will be determined as follows:

5.0603 **ELEMENTARY TEACHERS** Total teaching time per day will be divided by 405 minutes per day, plus that percent times 40 minutes per day for plan time.

Example: Teacher hired for 3 hours per day - FTE = 180 divided by 405 = .444 + (.444 x 40 = 17.77 minutes) =180 + 17.77 = 197.77 divided by 405 = 48.8%

5.0604 **MIDDLE SCHOOL TEACHERS** Each period per day will equal 43 minutes divided by 405 minutes per day, plus that percent times 40 minutes per day for plan time.

Example: 1 period per day = 43 divided by 405 = .106 + (.106 x 40 = 4.24 minutes) = 43 + 4.24 = 47.24 divided by 405 = 11.66%

Formula:	1 period	=	.1166
	2 periods	=	.2332
	3 periods	=	.3498
	4 periods	=	.4664
	5 periods	=	.5830
	6 periods	=	.6996

5.0605 **HIGH SCHOOL TEACHERS** Each period per day will equal 46 minutes divided by 420 minutes per day, plus that percent times 42 minutes per day for plan time.

Example: 1 period per day = 46 divided by 420 = .110 + (.110 x 42 = 4.62 minutes) = 46 + 4.62 = 50.62 divided by 420 = 12.05%

Formula:	1 period	=	.1205
	2 periods	=	.2410
	3 periods	=	.3615
	4 periods	=	.4820
	5 periods	=	.6025

6 periods	=	.7230
7 periods	=	.8435

5.0606 **COMPENSATION** The annual salary paid part-time teachers will be determined by multiplying the percentage of the day worked by the salary they would earn as a full-time teacher. Part-time teachers will receive annual increments on the salary schedule for the purpose of determining their annual salary as a part-time teacher.

5.0607 **EXPERIENCE CREDIT** A part-time teacher moving to full-time employment will receive one year of salary schedule experience credit for each seven hundred ten (710) hours (elementary or middle school), or seven hundred twenty (720) hours (high school) worked as a part-time teacher within the school district. In making this calculation, additional hours worked as a substitute teacher will be added to the hours worked as a part-time teacher during each school year they are employed as a part-time teacher.

5.0608 **SENIORITY** Each year (120-day minimum) of part-time employment within the district will count as a full year for seniority purposes regarding RIF.

5.0609 **SICK LEAVE/PERSONAL LEAVE** Part-time teachers will earn fifteen (15) days of sick leave and three (3) days of personal leave per school year. All such sick leave and personal leave days will be equivalent to the percentage of a full-time day actually worked by each individual part-time teacher. At the conclusion of each school year the number of unused days of sick leave will be converted to full-time days of sick leave, rounded to the nearest one-half day, by utilizing the number of minutes in the school day at the appropriate building level and the number of minutes contracted for on a daily basis. Part-time teachers utilizing full-time days of accumulated sick leave will have their accumulated days reduced by the number of hours of sick leave paid, rounded to the nearest half day, at the end of each school year.

5.0610 **FRINGE BENEFITS** Insurance benefits will be provided on a percentage basis, at the part-time teacher's option, with the teacher paying for the percent of cost that corresponds to the percent of the day that is not contracted. Payroll deduction may be utilized for this purpose.

5.0611 **EXTRA ASSIGNMENTS** If a part-time teacher covers a class during a contracted plan period or substitutes during a non contracted period, reimbursement will be according to the class coverage schedule of pay.

When a part-time teacher is required to work more than the contracted time for conferences or teacher in-service days included in the salary schedule, such extra time will be reimbursed at the part-time teacher's hourly rate.

5.0700 REDUCTION IN FORCE

5.0701 **REASONS FOR RIF** When necessary, the Board of Education may reduce the number of teaching positions, but such reductions will be limited to such reasons as:

A. Decline in student enrollment.

B. Return to duty of regular teachers after leaves of absence.

C. Suspension of schools or territorial changes affecting the district.

D. Insufficient operating funds.

5.0702 **IMPLEMENTATION** If staff reduction is deemed necessary, it will first be accomplished by not replacing teachers who have resigned, retired, were terminated, or are going on an annual leave. If such use of attrition is insufficient, staff reduction will be by layoff . All layoffs for the subsequent school year will be by contract suspension and will be acted upon by the Board by April 30 of each school year unless an unanticipated event requires a later date.

5.0703 **LIMITATIONS**

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

B. All openings/vacancies will be posted; however, no transfer or reassignment will be made during a period of RIF that prevents the recall of an employee on layoff status.

C. Work previously performed by laid-off employees under a regular teaching contract or a supplemental contract will not be subcontracted. The Board will not subcontract bargaining unit work previously performed by bargaining unit members or work which would jeopardize full-time or part time opportunities in the bargaining unit.

D. PCTA is willing to “grandfather” one (1) nursing position, until such time as the current bargaining unit member leaves employment with the Board. Once the current bargaining unit member leaves employment, the nurse position may then be replaced with a non-certified employee (nurse, health aide, etc.).

5.0704 **SENIORITY**

A. **SENIORITY DEFINED** Seniority will be total continuous service in the district. (For all current employees who held a bargaining unit position prior to the beginning of the 1989-90 school year, seniority will be total cumulative service in the district.)

1. Seniority will begin to accrue from the first day of continuous work in a bargaining unit position under a regular teaching contract. (Supplemental, short-term substituting, and tutoring is not included.)

The day the contract is signed or the day the Board acts upon a contract, does not affect the date seniority begins to accrue.

2. Seniority will accrue for all time an employee is on active pay status or is receiving worker's compensation benefits, and will not be broken by legal work stoppage.

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

4. Full Time employees will accrue one (1) year of seniority for each year worked as determined by the minimal fulltime standard as defined by this Contract. Part Time employees' seniority will be controlled by Article V, Section 5.0600.

5. No employee will accrue more than one (1) year of seniority in any work year and no more than 185 days in a work year for purpose of this article.

6. Long-term substitutes hired for a regular teaching position will be credited with seniority from the first day of continuous work in a bargaining unit position (as a long-term substitute) provided there is no break in service.

B. **EQUAL SENIORITY** A tie in seniority will occur when two (2) or more employees have the same amount of seniority credit as determined by the final seniority list issued in March of that year. Ties in seniority will be broken by the following method of order to determine the most senior employee:

1. The employee with the greatest number of days under a regular teaching contract; then

2. The employee who has worked in a full-time position versus a part-time position; then

3. Previous interrupted employment with the school district as a long-term substitute; then

4. The employee with the highest level of teacher certification/licensure:

   a. Multi Areas of certification/licensure (including endorsements) will have preference over a single area of certification/licensure; then

   b. Permanent, eight (8) year professional, five (5) year license, four (4) year provisional, two (2) year provisional license, temporary;

5. The employee with the highest level of education:

    a. Number of degrees: Doctoral, masters, bachelors;

    b. Hours beyond the degree: Post-doctoral, post-masters, post-bachelors; then

6. By lottery, with the most senior employee being the one whose name is drawn first, etc. This procedure will be implemented in the presence of a designated Association representative.

C. **POSTING OF SENIORITY LIST** - The seniority list will be posted annually by February 15 of each school year. The Board will prepare and share electronically on a common site a seniority list indicating, by area of certification, license, or entry level requirement, the years of seniority, the date of each Board resolution to hire, and the contract status (limited or continuing) of each employee. Said list will be provided to the Association President on or before the date of posting. The seniority list will be emailed to each bargaining unit member assigned off-site.

1. The names of employees on the seniority list will appear in seniority rank order within areas of certification, license, or entry level requirement, with the name of the most senior employee appearing at the top of the listing and the name of the least senior employee appearing at the bottom of the listing. The years of seniority will be listed after each employee's name.

2. The names of employees who are certified, licensed, or otherwise qualified in more than one (1) area will be included on the listing for all areas of certification, license, or entry-level requirement.

3. Potential modifications of the "February 15" seniority list will be indicated by an asterisk (*) identifying those teachers eligible for continuing contract status, effective for the subsequent school year. This may affect an employee's seniority ranking.

D. **CORRECTION OF INACCURACIES** Each employee will have a period of thirty (30) days after posting of the seniority list in which to advise the Board or its agents in writing of any inaccuracies which affect his/her seniority. The Board or its agents will investigate all reported inaccuracies and make such adjustments as may be in order and post the updated list immediately. No protest will be considered after thirty (30) days of the posting of the seniority list as the list will be considered as final until the next posting.

5.0705 NOTIFICATION OF ANTICIPATED RIF/IMPLEMENTATION OF RIF

A. **NOTIFICATION TO THE ASSOCIATION** If the Board determines a RIF may occur, the Board will expeditiously notify the Association in writing of the date the RIF is to be implemented. The notification will include the reason(s) for the RIF; the position(s) to be reduced, eliminated, the name(s) of the employees to be affected, the date of Board action to implement the RIF, and the effective date of the RIF.

B. **REDUCTION IN FORCE LIST** The Board will develop and provide the Association with a RIF list of potentially affected teachers which will be based on the following criteria:

1. Limited contract teachers shall be reduced by using the following order:

    a. Certification/licensure; then
    b. Evaluation results; then
    c. If the evaluation results are "comparable" as defined in paragraph 3 below, seniority in the district as established by the final seniority list in March of that year.

2. Continuing contract teachers may be reduced only after all limited contract teachers of the same certification, by using the following order:

    a. Certification/licensure; then
    b. Evaluation results; then
    c. If the evaluation results are "comparable" as defined in paragraph 3 below, seniority in the district as established by the final seniority list in March of that year.

3. During the term of this contract, classroom teachers and non-classroom teachers with summative evaluation ratings of Accomplished, Skilled, or Developing will be considered to have "comparable" evaluation results. A classroom teacher will not be assigned an Ineffective rating for purposes of "comparable" evaluation results until that teacher has two (2) full years of student growth data available for that teacher and received two (2) consecutive years of an ineffective summative rating. A non-classroom teacher's summative rating is based solely on their overall performance rating.

C. **REVIEW OF PROPOSED REDUCTION IN FORCE** Upon receipt of the RIF notification, representatives of the Board and the Association will meet at the request of either party to review the proposed RIF.

5.0706 **RECALL**

A. **INITIAL RECALL LIST** The Board will provide the Association President and/or his/her designee and individuals on the recall list with an initial recall list by May 15 of each school year and thereafter as changes to the recall list occur.

B. **CHALLENGES** Challenges to the recall list(s) will be in accordance with the procedures outlined in Section 5.0704, D., of this article.

C. **PURPOSE OF RECALL** The recall will be called for if a vacancy exists or if a new position is created for which the teacher holds certification at the time of recall.

D. **DURATION OF TIME ON RECALL LIST**

1. Recall for nontenured teachers will be two (2) full contract years following the year in which the suspension occurred.

2. Recall rights for tenured teachers will be as per Ohio Revised Code.

E. **ORDER OF RECALL** Order of recall will be within the certificated/licensed area(s), the most senior teacher with regard to service in this district first, and thereafter in the order of that seniority.

F. **NOTIFICATION** The teacher will be notified by certified letter at his/her last known address, and the teacher will have seven (7) days from date of delivery to reply by same of his/her intention for accepting the position offered. The teacher will have up to twenty-one (21) days from date of delivery of the letter of recall to report for duty unless otherwise agreed to by the Board. All reasonable efforts will be made to report to duty as soon as possible. If the teacher does not meet any one of the above stipulations for recall and has no reason satisfactory to the Board for excusing such failure, he/she will be deemed to have forfeited recall rights.

G. **NEW CERTIFICATION/LICENSURE** For purpose of recall, new certification/ licensure obtained after March 15 will be utilized in the recall process provided the teacher has notified the Superintendent and Association President of the certification/licensure or pending certification/licensure prior to July 10. At the time of recall, the teacher must hold the certification/ licensure or have fulfilled the requirements for certification/licensure.

5.0800 **DRUG-FREE WORKPLACE**

5.0801 **PLEDGE** The parties to this Agreement oppose the illegal use of drugs by any employee. The parties agree that it is in the best interests of this School District, the Association, and all students served, for the Painesville City Local Schools to be a drug-free workplace. Each will whole-heartedly support reasonable

efforts by the other to obtain and maintain this result.

5.0802 **RIGHTS OF THE PARTIES** The Association further recognizes the right and duty of the Employer to make, publish, and enforce rules and policies to assure this result. It is expressly recognized by the Employer that bargaining unit employees have the right to challenge, through the grievance procedures of this Agreement, the reasonableness of any rule or policy adopted to accomplish this goal.

5.0803 **DEFINITIONS**

A. **DRUG** The term "drug" includes cannabis, as well as other controlled substances including alcohol as defined in the Ohio Revised Code.

B. **ILLEGAL DRUG USAGE** The term "illegal drug usage" includes the use of cannabis or any controlled substance which has not been legally prescribed and/or dispensed, or the abusive use of a legally prescribed drug.

C. **POSITIVE TEST RESULT** A "positive" drug test result will mean test levels on both the screening test and the confirmatory test that are recognized as positive by the U.S. Department of Health and Human Services in its "Mandatory Guidelines for Federal Workplace Drug Testing Programs" or in a subsequently issued rule or regulation issued by the Agency. A "positive" alcohol test result will mean test levels on both the initial test and the confirmatory test or tests that are officially recognized as positive by the federal, state, or local governmental authority.

5.0804 **TESTING**

A. **AUTHORITY TO TEST** Employees may be tested for illegal drug usage where there is just and sufficient cause to believe that the employee to be tested is abusing illegal drugs as objectively found by at least two (2) designated Employer representatives.

B. **CONTROL AND SUPERVISION** All chemical testing will come under the control and supervision of a physician, with employee confidentiality protected in accordance with the Medical Review Officer Manual as developed by the National Institute on Drug Abuse.

C. **WHO MAY TEST** Chemical testing will be performed only by laboratories listed by the U.S. Department of Health and Human Services in its most current "List of Laboratories which Meet Minimum Standards to Engage in Urine Drug Testing for Federal Agencies," as set forth in the Federal Register.

D. **GUIDELINES AND ADDITIONAL REQUIREMENTS** Except as otherwise provided, all drug testing will, as a minimum, be conducted in accordance with the U.S. Department of Health and Human Services' "Mandatory Guidelines for Federal Workplace Drug Testing Programs," as set forth in

the Federal Register and at Board expense. In addition to the "Guidelines," urine samples will be separated into two containers at the time of sample donation. One portion of the original urine sample will be kept secure and chemically stable and made available for verification of laboratory testing results as provided in Section E., 2. All alcohol testing will, as a minimum, include the use of "evidential-grade breath alcohol analysis devices." Moreover, where a confirmatory test is performed directly on blood, one portion of the sample will be kept secure and chemically stable and made available for verification of laboratory testing results as provided in Section E., 2.

E. **TESTING POSITIVE**

1. In the case of a "positive" test result, the employee will be so advised by the appropriate representative of the laboratory conducting the test, on a confidential basis, prior to the reporting of the results to the Employer, and the employee will have the right to discuss and explain the results, including the right to advise the laboratory representative of any medication prescribed by his/her own physician, which may have affected the results of the test.

2. An employee testing "positive" will have the right to have the secured portion of his/her urine or blood sample independently retested by a HHS-certified laboratory of his/her choice and at his/her expense. If the independent retest is "negative" the employee will be permitted to resume work immediately and be reimbursed for the cost of such independent test.

5.0805 **TREATMENT PROGRAMS** The Employer will encourage and refer the employee to participate in drug counseling, employee assistance, rehabilitation and other drug and alcohol abuse treatment programs. Employees who have tested "positive" under these procedures may accept a referral to such a Program.

5.0806 **DISCIPLINE**

A. **CONFIRMATION** No adverse action or discipline will be taken against any employee on the basis an unconfirmed "positive" result of a drug or alcohol test. Confirmation of positive drug test results will be conducted using the GCMS method or other method which may subsequently be recognized by the U.S. Department of Health and Human Services as the state-of-the-art for validity and accuracy of drug testing results. Confirmation of positive alcohol test results will be conducted using a second breath sample and a second analytic device. In addition, at the option of the employee, a further confirmatory test will be performed on a blood specimen using the Gas Chromatography method or other method which may subsequently be recognized by the U.S. Government as the state-of-the-art for validity and accuracy of alcohol testing results.

B. **GRIEVANCE PROCEDURE** Any discipline or adverse action imposed by the Employer as a result of this drug and alcohol program, including the results of chemical testing, will be subject to the grievance and arbitration procedures as provided in the collective bargaining agreement.

5.0807 **CONFIDENTIALITY** Employee confidentiality will be maintained.

5.0900 SPECIAL EDUCATION

5.0901 **INDIVIDUALIZED EDUCATION PROGRAM (IEP) TEAM** Employees whose duties would be impacted by an IEP will be provided the opportunity to participate in the development of the IEP and be present at the IEP meetings. The IEP team meeting will be scheduled at a time and place that is most accommodating for IEP team members for such participation.

Any employee whose duties would be impacted by an IEP can request a meeting at any time to review the IEP and/or the placement of the student. The meeting will take place within ten (10) working days from the date of the request.

5.0902 **TRAINING/STAFF DEVELOPMENT** The employer will annually provide training and/or staff development programs for employees whose duties are impacted by an IEP and/or special needs student. These days may coincide with or be in addition to the employee's professional development days at the option of the employee.

5.0903 **CLASS SIZE** The determination of the size of regular classes with included students will take into consideration any extraordinary demands on physical space, teacher contact, and/or teacher supervision. The participation of a special education teacher and/or aide will not change the teacher/pupil ratio of the regular classroom teacher.

5.0904 **ASSIGNMENT** – When special needs students are to be assigned to regular education classroom, volunteers will be sought among appropriate teachers. In the absence of volunteers, all attempts will be made to distribute the students equally among the appropriate teachers.

5.0905 **SUPPORT SERVICES** The employer will provide the necessary personnel as identified in the IEP to perform any supportive services which may be required by any student in his/her IEP.

Members that have paraprofessionals in their classrooms will provide direction to the paraprofessional. Job expectations between the member and the paraprofessional will be reviewed at the first teacher work day of the year under the auspices of the building principal. In the event an assignment occurs after the school year begins, the teacher and paraprofessional shall review job expectations before the first day that the paraprofessional is placed in the classroom.

5.0906 **RELEASE TIME** Special education teachers, OTs, and SLPs will be provided up to an equivalent of three (3) release days per year to cooperatively write Individual Education Plans (IEPs) and/or to conferences.

Additional time may be provided to special education teachers and SLP's by the following methods when feasible as determined by the administration:

a. Use of conference nights;
b. Use of substitutes during their planning time for coverage;
c. No assignment of extra duties such as recess, and;
d. No participation at assemblies

5.0907 **CHALLENGE OF STUDENT PLACEMENT** An employee who is impacted by an IEP and who has reason to believe that the student's placement is inappropriate may challenge the placement of the student by providing notice to the administration requesting that the IEP team be reconvened to discuss the placement and to resolve the student service problem. The employer will reconvene the IEP team no later than ten (10) days after receipt of the employee's notification.

5.0908 **IEP WRITING** – **Elementary (PK-5)** special education teachers who are responsible for writing more than twelve (12) IEPs will be given a stipend of fifty dollars ($50.00) for each IEP over (12) twelve. Secondary (6-12) special education teachers who are responsible for writing more than sixteen (16) IEPs will be given a stipend of fifty dollars ($50.00) for each IEP over (16) sixteen. Any bargaining unit member who writes the IEP for a special needs child only as a consultant and not as the instructor of that child will receive fifty dollars ($50.00) per IEP per year. The Director of Pupil Personnel will seek volunteer teachers for these assignments. Appendix O will be used to request reimbursement.

5.0909 **IEP DISTRIBUTION AND TESTING**

A. It will be the responsibility of the administration to ensure necessary IEP information is distributed to the assigned teachers within the students' first full week of school.

B. Testing as part of an evaluation team report will be conducted by the appropriate specialist (e.g. SLP, OT, PT, psychologists, counselors, TTW). Teachers will assist with the evaluation team report by providing curriculum-based data.

5.0910 **ALTERNATE ASSESSMENT** – Any member required to complete an alternate assessment will be given one-half release day for each alternate assessment required.

5.1000 LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

5.1001 **PURPOSE** Contingent upon an adoption of the standards, rules, and regulations governing teacher licensure, a Local Professional Development

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

5.1002 **TERM OF OFFICE** The term of office for members serving on the committee will be three (3) years.

5.1003 **COMMITTEE COMPOSITION AND SELECTION**

A. **COMPOSITION** – The committee will be comprised of five (5) members as follows:

Three (3) teachers
One (1) Administrator
One (1) other district employee appointed by administration

B. **APPOINTMENTS** The three (3) teachers (one elementary, one middle, and one high school) will be appointed by the PCTA President. The principal member and other employee member will be appointed by the superintendent.

C. **VACANCY(IES)** In the event of a vacancy, the committee member will be replaced for the unexpired term in accordance with B., above.

5.1004 **CHAIRPERSON** The committee chairperson will be determined by majority vote of the committee members.

5.1005 **DECISION-MAKING** Decisions will be made by majority vote of the committee members present and voting.

5.1006 **TRAINING**

A. **TRAINING** Members of the LPDC will be afforded the opportunity to attend training on the purpose, responsibilities, functioning, and legal requirements of LPDCs.

B. **COMPENSATION FOR TRAINING** If the available training is during work hours, the committee members will be given paid release time to attend. If the training occurs outside the regular workday or work year, members will be paid an hourly rate based on .00075 times the base salary.

C. **EXPENSES** LPDC members will be reimbursed for all actual and necessary expenses incurred as part of the training.

D. **EQUIVALENT ACTIVITIES** LPDC training for committee members will constitute appropriate "equivalent activities" for purposes of the committee members' own individual professional development plans if they so decide by majority vote.

5.1007 **MEETINGS AND COMPENSATION**

A. **MEETINGS** The LPDC will meet as often as the members deem necessary to complete their work, but in no case more than ten (10) times per year. Not later than September 10 each year, the committee will post online and email to members their meeting schedule. Additional meetings may be scheduled as necessary.

B. **COMPENSATION** Committee members will be paid according to the supplemental schedule (Appendix B).

5.1008 **APPEALS PROCESS** The appeals process will follow the regulations/ guidelines of the Ohio State Department of Education on LPDC appeals.

5.1100 **COOPERATING TEACHER** A teacher will be notified by the Superintendent, at least thirty (30) days prior to or as soon as the information is available, of the proposed placement of a student teacher in his/her classroom. Said teacher, upon notification of the Superintendent's intent to place a student teacher in his/her classroom, may notify the Superintendent in writing of his/her desire not to have a student teacher. Upon receipt of such notification, the Superintendent will reassign the student teacher to another Cooperating Teacher.

5.1200 **SECURITY/WORKING ENVIRONMENT** Barring unknown circumstances, the Board of Education will provide teachers, staff, and students a safe and secure environment in which to work. If any member reports an incident of harassment, threats and/or physical contact by a student, or non-student to the administration, the administrator will investigate and report the actions being taken to the affected member within two (2) working days following the report by the member.

5.1201 **REMOVAL OF DISRUPTIVE STUDENT** – A teacher may remove a disruptive student from curricular or extracurricular activities if a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within the classroom or elsewhere on the school premises as provided in O.R.C. 3313.66[C]. As soon as practical after making such removal, the teacher will submit in writing to the principal the reason(s) for the removal. The student will not be readmitted to a classroom without evidence that an administrator or designee has taken or will take action**.** If a teacher is dissatisfied with the disposition he/she may raise the concern with the Superintendent or designee after first conferring with the building principal.

Any student who physically attacks a member or makes threats of physical harm against a member, shall be immediately removed from his/her classroom for up to 24 hours, unless special circumstances apply. Reckless conduct that results in physical harm to a member may result in suspension and or possible recommendation for expulsion.

The Board shall provide one mental health professional in each elementary building to de-escalate, process, and monitor students in a dedicated space for the term of this agreement.

5.1300 **STANDARDS FOR OHIO SCHOOLS** All members of the bargaining unit, members of the administration, and the Board of Education will adhere to the requirements of the *Standards for Ohio Schools as established by the Ohio Department of Education*.

5.1400 **INFECTIOUS AND COMMUNICABLE DISEASES**

5.1401 **DISEASE CONTROL** The Employer will maintain a program of infectious and communicable disease control in accordance with applicable laws concerning release of information.

5.1402 **DISCRIMINATION** An employee who has been exposed to or who contracts a chronic communicable disease will be treated no differently than an employee on any other medical disability. No employee will be subjected to indiscriminate testing or testing which is not in accordance with the law. The Employer will not discharge any employee nor otherwise discriminate against any employee with respect to wages, hours, terms or other conditions of employment on the basis of the fact that such employee has contracted a chronic communicable disease. The Employer will comply with all laws regarding the civil and constitutional rights of all employees.

5.1403 **ADMINISTRATION** Hepatitis B Virus vaccination will be offered at no cost to any teacher who wishes to receive it and whose health care insurance does not provide coverage. This provision will cover administration of the vaccination only by the district's school nurse who will administer the first vaccination on the first in-service day of school and will provide the follow-up vaccinations at the designated intervals on a building by building basis.

5.1404 **OSHA** The parties will comply with current OSHA Bloodborne Pathogen Rules and Regulations.

5.1500 **STUDENT HEALTH CONDITIONS AND HEALTH CARE PROCEDURES** Qualified nurses and/or licensed medical technicians will be the only bargaining unit employees to provide and conduct necessary medical procedures. Teachers will not be required or requested to perform non-emergency medical procedures on a student.

5.1600 **LENGTH OF SCHOOL YEAR** The length of the school year will consist of one hundred eighty-five (185) total days as follows:

5.1601 **PUPIL CONTACT DAYS** One hundred eighty (180) student contact days, which will include two (2) full days for parent-teacher conferences.

5.1602 **NINE (9) NON-TEACHING DAYS**

A. Orientation Day (one-half (1/2)
B. Work Day Three and one-half (3 ½)
   One and one-half (1 ½) days prior to student first day
   Four (4) one-half (½) days per quarter, one at the end of each quarter

C. Curriculum/Meet-the-Teacher or other equivalent activity (one-half (1/2) day)
D. Semester Work Day (one (1) day)
E. Records/Staff Check-out Day (one-half (1/2) day)
F. Professional Development Days – Three (3)
One (1) full day
Four (4) one-half (½) days, one at the end of each quarter
* One per quarter in 2024-25, one at the end of each quarter beginning 2025-26

** The Association will have input on any additional professional development days to be added to the calendar.

185 total days for the school year.

5.1603 **SEMESTER WORKDAY OPTIONS** – By October 1, the Administration will provide the teachers with a list of staff development opportunities approved for Semester Work Day Credit.

Scenario One – A teacher will work one-half (1/2) of the regular semester workday. In exchange for the one-half (1/2) semester workday not worked, the teacher will complete three and one-half (3-1/2) hours of in-service from the approved list.

Scenario Two – A teacher will not work on the semester workday. The teacher will be required to complete five and one-half (5-1/2) hours of in-service from the approved list. In-service may include grade level meetings as well as other district offerings.

Scenario Three – A teacher will work on the semester workday.

5.1604 **NEOEA DAY** NEOEA Day will be a day when school will not be in session and will not be included in the official school calendar, unless mutually agreed to by both PCTA and the Board.

5.1605 **CALAMITY DAYS** - Calamity days in excess of seven (7) days, the Superintendent shall differentiate between “School Closed” and “Staff-Only Report” day. Staff-Only Report days shall be when the closing conditions are for coldness only. There shall be a maximum of three (3) “Staff-Only Report” days per year.

5.1700 CLASS SIZE

5.1701 **MAXIMUM CLASS SIZE** The administration will continue to make reasonable efforts as per past practice to ensure that the maximum class size will not exceed twenty-five (25) students per teacher per class but in no instance will the class size exceed thirty (30) students per class with the exception of art, vocal music, instrumental music, and physical education.

5.1702 **COMPENSATION FOR EXCEEDING LIMITS** -If reasonable efforts have been exhausted, the teacher will be paid as follows: an average class size will be determined for academic classes and the teacher will be paid three hundred dollars ($300.00) per student per semester over the twenty-five (25) student per class limit. The above payment will be made when the teacher's class enrollment during a semester has exceeded the above limits for thirty (30) consecutive school days. These class averages will be reported by using Appendix N by February 1st for the first semester and by the last teacher workday for the second semester.

5.1703 **SPECIAL EDUCATION CLASSES** Special education classes will not exceed the limits as specified in the Ohio Department of Education's *Rules and Regulations of Handicapped Children*.

5.1800 **PERSONNEL FILE** There will be in the office of the Superintendent of Schools a file on each teacher in which will be deposited the following items which will be dated:

5.1801 **FILE CONTENT**

A. Application for employment, including references.
B. College transcripts.
C. Performance record to include the principal's appraisal of work and growth, according to formal evaluation procedures.
D. Permanent record card.
E. Level of training special sheet.
F. Professional visits.
G. Personal leave days.
H. Correspondence.
I. Certificate(s) and/or license.
J. Information other than the above may be added to personnel files. If any additional information which is added to a file might be construed to be of a derogatory nature, the individual to whose file the information is added will be notified in writing. Each item will be dated as to its entrance into the personnel file.

5.1802 **APPLICABLE LAW** All records relating to teacher personnel of the school district are maintained in accordance with applicable law. Any employee upon request may examine those records which pertain to said employee. Any employee will be entitled to a copy of such information upon payment of costs that may be incurred.

5.1803 **ANONYMOUS MATERIAL** No anonymous letter or report will be the basis for any evaluation or entry in the teacher's personnel file.

5.1804 **LETTERS FROM NONPROFESSIONALS** Letters received from the parents and other nonprofessionals regarding a teacher will be reviewed by the principal and staff member involved.

5.1805 **INTEROFFICE COMMUNICATIONS** A copy of any written communication between administrative offices regarding a teacher, intended for personnel files,

will be sent to the teacher. Prior to any negative materials being placed in a personnel file, the administrator must provide the member an opportunity to meet and/or respond to the issue.

5.1806 **EVALUATION** Any written formal evaluation of the teacher will follow the procedure of the official teacher's evaluation procedures of the Painesville City Local School District. A teacher may send a reply regarding any written evaluation or other material in the personnel file to the appropriate administrator. Such reply will be attached to the original evaluation or material.

5.1807 **ANECDOTAL RECORDS** The Board will permit review of and response to administrative anecdotal records prior to any such anecdotal record being inserted in the teacher's personnel file. At least once every two (2) years a member of the bargaining unit will have the right to indicate those documents and/or other materials in his/her file which he/she believe to be obsolete or otherwise inappropriate for retention. Said documents will be reviewed by the Superintendent or his designee and if he/she agrees, they will be removed subject to compliance with the Public Records Law. The decision of the Superintendent or designee is not subject to the grievance procedure.

5.1900 PROFESSIONAL STAFF DEVELOPMENT

5.1901 **PURPOSE** District administrators will meet individually and/or collectively with teachers at each building to collaboratively develop short and long term goals to improve the educational program for the school. Ongoing Staff Development programs will be provided to facilitate the accomplishment of individual and building goals.

5.1902 **STUDENT RELEASE** The Administration will plan for student release time which will be utilized for staff development programs or other activities that promote student learning or staff efficiency. The Administration will assess parental response to the program and meet with PCTA representatives to plan future early release programs.

5.1903 **PROGRAMS OUTSIDE WORKDAY** - Teachers may be provided staff development programs outside the regular workday. The first five and one-half (5.5) hours shall be used towards credit for the Semester workday, with the exception of any mutual agreed upon committee work. Staff members attending those activities provided outside the teacher workday will be compensated for their time at an hourly rate of .00075 x the base salary for a maximum of five and one-half hours (5.5). All other staff development programs outside the regular workday shall be on a volunteer basis with no negative impact to any staff.

5.1904 **PLANNING AND DEVELOPMENT**

A. DLT/BLT will meet to help plan and coordinate the yearly in-services.

5.2000 **PARENT-TEACHER CONFERENCES** There will be no more than two (2) Parent-Teacher Conferences per semester for members of the bargaining unit. Each conference will be no more than three and one-quarter (3-1/4) hours in duration.

5.2100 **EXTENDED AND/OR RELEASED TIME**

5.2101 **DESIRABILITY** It is mutually recognized that the nature of some instructional programs and curriculum development activities within the school system make it desirable to provide release and/or extended time for staff involved in these areas.

5.2102 **ANNUAL REVIEW** The administration will annually review the needs in these areas and establish extended time programs as required.

5.2103 **COMPENSATION** Payment for released and/or extended time will be determined in the following manner:

A. **HOURLY RATE** An hourly rate based on .00075 x the base salary rate. Authorization for payment will be facilitated by supplemental contract, which may be amended.

B. **RELEASED TIME** Provide substitute teachers for released time from contracted services.

C. **OPTION** Teachers who participate will have the option of receiving either the cash payment or the released time.

D. **FAIR DISTRIBUTION** Compensation for released and/or extended time will be distributed fairly for all staff participants.

5.2104 **INCLUDED DUTIES** Extended time will include such duties as curriculum development and curriculum review or additional work to comply with the standards for Ohio schools.

5.2200 **COMPUTERIZED REPORT CARD/DATA ENTRY** – Any changes to the report card and/or report card procedures shall be reviewed by the Administration and Association designees in order to make recommendations for implementation.

5.2300 **CLASSROOM MOVING ALLOWANCE** – A moving allowance of $100.00 will be payable to the classroom teacher upon satisfactorily completing the mandatory move (or the preparation) all instructional and personal materials to the designated classroom location. For purposes of this payment, classroom teachers will be defined as all teachers with direct classroom responsibility including regular education, special education, Title I reading tutor, art, music and physical education teachers. Satisfactory completion of the move will be defined as the appropriate packing of all materials in accordance with the guidelines established by administration, labeling of boxes and furniture to be moved to the new location. Authorization for the moving allowance will be approved by the Superintendent or his/her designee. The moving allowance will only apply in cases where personnel are requested to move by the

administration and not in cases of voluntary movement to new locations within or between schools.

ARTICLE VI LEAVES OF ABSENCE

6.0100 SICK LEAVE

6.0101 **ACCUMULATION** Sick leave credit will accumulate at the rate of one and one-quarter (11/4) days per month at a maximum of fifteen (15) days per year. The maximum accumulation of sick leave will be two hundred thirty-two (232) days.

6.0102 **ADVANCEMENT** At the beginning of each school year, all teachers will be advanced such number of sick leave days as needed to enable them to begin the year with fifteen (15) days available for immediate use if needed. Any teacher leaving the system will repay the system for all unearned days used.

6.0103 **TRANSFER** Any teacher transferring to the District will be credited with the unused balance of his/her accumulated sick leave upon verification of such accumulation from the proper public agency pursuant to Section 3319.141 of the Ohio Revised Code.

6.0104 **APPROVED USE OF SICK LEAVE** Sick leave will be paid for absence due to the following:

A. Personal illness.

B. Injury.

C. Exposure to a contagious disease which could be communicated to other employees or children.

D. Birth/Adoptive Parent(s) - Immediately following the birth of a child or adoption, a member can use up to ten (10) continuous weeks (if available) unless a doctor note requires longer.

E. Non Birth Parent - Immediately following the birth of a child, a member can use up to twelve (12) continuous days (if available) unless a doctor note requires longer.

F. Illness or injury in the employee's immediate family which illness reasonably requires the presence and/or assistance of the employee, and death in the employee's immediate family.

Any case not covered by the above will be subject to approval by the Superintendent.

Pattern absence may be an abuse of absence privileges. Pattern absence will be defined as those absences which occur with repetition. When administration identifies a case of pattern absence, the Superintendent or designee will notify the PCTA president. The PCTA president will meet with the member to discuss the pattern of absence within five work days. If the pattern continues, a meeting will be held between the member and the Superintendent, including designated representatives, if needed. This meeting may result in disciplinary action.

6.0105 **CALAMITY DAYS** Any teacher who is on sick leave with pay when schools are closed and staff are not required to report due to severe weather or other temporary conditions will be paid the same as any other teacher, and there will be no deduction in sick leave.

6.0106 **EMPLOYEE OPTION** At the end of each school year each teacher who has accumulated at least one hundred sixty-nine (169) days unused sick leave will be given the option of:

A. Adding to their accumulation, or

B. Returning all or a portion of the unused sick leave days and rolled-over personal leave days from that given school year (above 169 days) to a maximum of eighteen (18) days in exchange for a one time payment of seventy-five dollars ($75.00) for each such day. Payment for returned days will be made annually, on or before August 31, and will be subject to deductions required by law. Any days redeemed will not thereafter count for any purpose.

6.0107 **IMMEDIATE FAMILY** - The immediate family is to be interpreted to mean father, mother, sister, brother, spouse, children, father-in-law, mother-in-law, grandparent, grandchild, or any other person taking on the role listed above or living in the same household.

6.0200 PERSONAL LEAVE

6.0201 **ENTITLEMENT** - All personnel will be granted up to three (3) days of paid personal leave each year. One (1) of the three (3) days shall be unrestricted (with the exception of 6.0202 F). For part time employees, this shall be taken to mean the daily length of that member's work schedule, e.g., a 4 hour teacher is eligible for three 4 hour days of personal leave. Personal leave must be approved in advance and shall be used only for such purposes or in connection with activities of the type listed immediately below and which cannot be accomplished during the non-working hours. As used in this section, immediate family shall be defined as in Section 6.0107.

Use of such leave may be for the following:

A. Religious holidays.

B. Personal business matters that cannot be taken care of outside school hours.

C. Attendance at set graduation ceremonies in the immediate family.

D. A son, daughter, spouse, or other person residing in the employee's household leaving for military service or college as a freshman.

E. Weddings of the employee or in his or her immediate family.

F. Attending funerals not covered in the Bereavement Leave Policy.

G. Attendance at ceremonies where the teacher or his/her immediate family is receiving an award of major significance.

H. Appointments required by academic programs or educational requirements.

I. Emergencies affecting the teacher or a member of his/her immediate family.

J. Moving from one permanent residence to another.

6.0202 **RESTRICTIONS** The following nonexclusive list contains examples of reasons for which personal leave with pay is not available:

A. Engaging in or seeking other employment except in the case of an employee who has been nonrenewed, terminated, or laidoff or suspended due to a RIF.

B. Recreational purposes.

C. Working around the house or shopping.

D. Accompanying spouse or any other person on a business trip.

F. Personal leave may not be used immediately before or after any break period, holiday, or weekend containing a holiday, and may not be used to extend any vacation period, except in case of emergency, or significant family business for which a reason must be provided to the Superintendent whose decision to grant or deny such leave will be final and not subject to the grievance procedure by the member or Association.

G. Extension of sick leave.

H. Any situation covered by a specific leave policy of the Board of Education.

I. Attending weddings of nonrelatives when the employee is not a member of the wedding party.

J. Engaging in any form of political activity.

6.0203 **UNUSED PERSONAL LEAVE** Annually, unused personal leave will be added to the teacher's accumulated sick leave.

6.0204 **COMPENSATION** Compensation for personal leave is to be at the same rate as the teacher's daily contract rate.

6.0205 **REQUEST FOR LEAVE** - Request for personal leave will be on AESOP, stating the reason for the request, and will be submitted to building principal not less than forty-eight (48) hours in advance of the requested leave, except in the case of an emergency. The principal will acknowledge the request and forward it to the Superintendent/designee who will render the final approval/denial where required. Requests that fall within the guidelines of this provision will be approved. Requests falling within the final (15) fifteen work days of the school year must specifically state in detail the reason for the request and are subject to the approval of the Superintendent/designee. Requests to attend documented high school or college graduation ceremonies of a member of the immediate family during the last 15 days in compliance with this provision will be approved upon proper request.

6.0300 **SPECIAL LEAVE**

6.0301 **ENTITLEMENT** Each staff member may request a maximum of five (5) days of unpaid special leave during each school year. Such leave may be used for any purpose other than those specifically excepted below and, subject to compliance with the terms and conditions hereof, will be granted upon request.

6.0302 **RESTRICTIONS** No special leave will be granted for:

A. Preplanned extensions of regularly scheduled school vacations and holidays.

B. Any period when an acceptable substitute cannot be secured.

C. Any period for which less than forty-eight (48) hours advance request time was provided the system.

6.0303 **PER DIEM RATE** Prior to receiving any special leave, each teacher must file a written request acknowledging his/her awareness of his/her specific per diem rate.

6.0304 **APPROVAL** All special leave requests which are in compliance herewith will be granted.

6.0400 **BEREAVEMENT LEAVE**

6.0401 **ENTITLEMENT** A three (3) day absence with no deduction in pay will be allowed all employees attending the funeral of a relative in the immediate family as defined in Section 6.0107.

6.0402 **EXTENSION** The Superintendent may grant an extension of Bereavement Leave as he or she deems reasonable and appropriate.

6.0500 **SABBATICAL LEAVE** In accordance with the provisions of the Ohio Revised Code, Section 3319.131, and in accordance with the following provisions the Board of Education will allow sabbatical leave to members of the instructional staff.

6.0501 **ENTITLEMENT** Sabbatical leave will be available to a member of the instructional staff upon written request to the Board through its Superintendent and upon approval of the Board. Any such leave will be granted for not more than one (1) full school year and not less than one (1) full semester.

6.0502 **RESTRICTIONS**

A. Sabbatical leave will not be available to any member of the instructional staff who has not served at least five (5) years in the system.

B. No more than five (5) members of the instructional staff may be granted sabbatical leave at one time.

C. A year of sabbatical leave will not count as a year of credit for placement on the salary schedule.

6.0503 **PLAN FOR PROFESSIONAL IMPROVEMENT** A plan for professional improvement during the period of sabbatical leave must be furnished at the time of making the initial request.

6.0504 **BENEFITS** The Board of Education will pay the full Board share of all fringe benefits for said employee during his or her approved sabbatical leave.

6.0505 **RETURN FROM LEAVE** All teachers returning from sabbatical leave will be returned to the same assignment held prior to such leave if reasonably possible and, in any case, will be returned to a position within his or her area of certification.

6.0506 **COMMITMENT** All teachers being granted sabbatical leave and exercising said leave must, as a condition precedent to the granting of said leave, agree to return to the system and continue as a member of the instructional staff for a period of one (1) year following said leave.

6.0507 **PENALTY** Should any teacher fail to complete said obligation to return to the staff, he or she will be responsible to the Board of Education for the whole cost of all the Board's share of fringes paid by the Board during the leave in question.

6.0508 **SECOND SABBATICAL** A teacher may receive a second sabbatical leave at the expiration of five (5) additional years of teaching experience in the system. In no case will any teacher be granted a second leave when other teachers are still awaiting their requested first leave.

6.0509 **LEAVE IN EXCESS OF ONE (1) YEAR MAXIMUM** Any member of the instructional staff desiring more than the one (1) year maximum sabbatical leave will apply for leave in accordance with the terms of the general leave policy hereinafter set forth.

6.0600 UNPAID MATERNITY/PATERNITY/ADOPTION LEAVE

6.0601 **ENTITLEMENT** An employee of the school district who has become pregnant or whose spouse has become pregnant, who is adopting a child, or who is rearing his or her natural or adopted child, will, upon proper application, be granted a leave of absence without pay for up to one (1) year.

6.0602 **APPLICATION** Applications for maternity/paternity or adoption leave will be in writing, and will contain a statement of the expected date of birth, or in the case of adoption, the date of obtaining custody, the date on which the leave of absence is to commence, and the intended date of return to service. Said written application will be submitted sixty (60) days in advance of the beginning date of the leave. In the case of adoption or emergency, a shorter notice will be acceptable.

6.0603 **DISABILITY** The schools recognize that although pregnancy is not in itself a disability, it can contribute to a disability, the extent and duration of which can be determined and will be declared in writing by the individual's attending physician. Disability due to pregnancy or childbirth will be considered on the same terms and conditions as applied to other temporary disabilities. Employees on maternity leave effective prior to the period of disability caused or contributed to by pregnancy will not be entitled to the use of sick leave.

6.0604 **RETURN FROM LEAVE** Upon return from approved maternity/paternity-adoption leave, at the time set forth in the application for leave, the employee will be entitled to reinstatement to the same position which was held prior to leave or to an equivalent position for which the employee holds valid unexpired certification. Employees will be expected to resume duties within a reasonable time as related to their intended date of return.

6.0605 **UNFORESEEN CIRCUMSTANCES** An employee, who because of a miscarriage, other unforeseen circumstances, or personal desire to return to service, and who is physically able to resume contractual duties before the stated "intended date of return", may present a medical certificate from the attending physician indicating the employee's ability to return at a date earlier than one (1) year. If a position for which the employee is qualified becomes available, the employee will be granted said position.

6.0606 **EXTENSION**

A. **ENTITLEMENT TO EXTENSION** Any such leave will be extended for an additional period of approximately one (1) year upon the employee's application unless acceptable replacement staffing is not available.

B. **APPLICATION FOR EXTENSION** Application for extension must be made in writing to the Superintendent no later than April 1 of the preceding contract year.

C. **TERMINATION OF LEAVE** In the case of any such extension, the termination date of such extended leave will correspond to the last day

prior to either the beginning of the first or second semester in the school year, whichever provides a term closer in length to one (1) year.

6.0607 **CERTIFICATION** The Board of Education will require certification by a medical doctor that an employee is physically able to perform all contractual obligations upon intended date of return from maternity leave. If the employee cannot present medical certification declaring said employee to be physically fit to resume all contractual obligations, the employee will not be reinstated as a staff member.

6.0700 MEDICAL LEAVE

6.0701 **ENTITLEMENT** Upon written request, a teacher may apply for medical leave of absence pursuant to Section 3319.13 O.R.C., and said request will be processed pursuant to said section.

6.0702 **EXHAUSTION OF SICK LEAVE** If a teacher has exhausted accumulated sick leave and the five (5) days provided by Section 3319.08 and the added ten (10) days provided contractually by the Board, and does not request medical leave of absence, it will be handled as though the teacher has made such a request pursuant to Section 3319.13 O.R.C.

6.0703 **PHYSICIAN'S STATEMENT** Whenever medical leave of absence begins, whether requested or otherwise, it is mandatory that a physician's statement be submitted to the Board of Education. Failure to submit such a report to the Board within thirty (30) days will constitute a good and just cause for termination of contract. While the employee is on medical leave of absence, he/she ceases to accumulate sick leave.

6.0704 **DISABILITY RETIREMENT** Pursuant to O.R.C. Section 3307.44, a member who was under contract when granted disability retirement and who has not resigned is on leave of absence from his/her position during the first five (5) years on disability retirement. If disability retirement is terminated by the Retirement Board within the five (5) year period, the member is entitled to be restored to the same or to a similar position and salary not later than the next September 1.

6.0705 **CERTIFICATE** When the employee is ready to return to work, he/she will schedule an appointment with the Superintendent and present a medical doctor's certificate indicating that he/she is able to return to work. Upon recommendation of the Superintendent as to availability of a position, the Board of Education will, by resolution, place the employee back on the payroll and reinstate fringe benefits.

6.0706 **NOTIFICATION** Prior to any action by the Board of Education pursuant to this contract provision, the Board or its designee will notify the staff member, or in the case of total disability the staff member's immediate family, of the medical leave provision. The staff member or those acting in his/her behalf will have seven (7) days after notification in which to apply for a medical leave of absence.

6.0800 **FAMILY AND MEDICAL LEAVE ACT** The family leave provision will not diminish any teacher's rights and/or privileges provided by this Contract. The Board may require teachers eligible for family leave under the provisions of the Family Leave Act to substitute accrued paid leave as consistent with the provisions of the Federal Family Leave Act.

6.0900 **LEAVE OF ABSENCE WITHOUT PAY**

6.0901 **ENTITLEMENT** A leave of absence without pay and without Board paid fringe benefits may be granted by the Board of Education upon the recommendation of the Superintendent. Only employees who have served three (3) or more years with Painesville City Local Schools are eligible to request any such leave of absence.

6.0902 **REQUEST** Such request must be submitted in writing with reasons therefore to the Superintendent of Schools.

6.0903 **DURATION** As a general rule, leave of absence pursuant hereto will be limited to one (1) calendar year.

6.0904 **SECOND YEAR** The request for a second year will be considered under special circumstances, and each request will be considered individually by the Superintendent and the Board of Education.

6.0905 **INVOLUNTARY MILITARY SERVICE** Involuntary military service automatically calls for the granting of a leave of absence for the period of that service.

6.1000 **INJURY LEAVE**

6.1001 **ENTITLEMENT** Any employee who is absent due to physical disability resulting from an actual physical injury which occurs in the course of his or her employment will be granted up to ten (10) days of injury leave without same being subtracted from his or her accumulated sick leave benefits.

6.1002 **RESTRICTIONS**

A. **SICK LEAVE** Should the period of disability extend beyond ten (10) days, the employee in question will then have his or her continued absence charged against his or her accumulated sick leave, if any.

B. **WORKER'S COMPENSATION** Any amount of salary payable pursuant to this Section will be reduced by the amount of any worker's compensation awarded for temporary disability due to said injury for the period for which such salary is paid.

C. **PHYSICIAN'S VERIFICATION** In order to be eligible for a leave, the employee will be required to submit a physician's verification that a

disabling condition exists due to the employment-related injury.

6.1003 **MEDICAL VISITS** A teacher who is injured in the course of his or her employment and takes time off to visit a doctor or hospital will have that time charged to injury leave.

6.1100 ASSOCIATION LEAVE On an annual basis in accordance with the provisions of 6.1101 and 6.1102, below, the PCTA will be granted leave to be used by its designees.

6.1101 **UNITED EDUCATION PROFESSION (UEP) ELECTED POSITIONS**

A. **ENTITLEMENT** Any teacher(s) elected to serve in a governance capacity or appointed to serve in a committee/commission role at the district, state, or national levels of the United Education Profession will be granted Association Leave, provided the yearly total of all such days used by all such teacher(s) will not exceed ten (10).

B. **REQUEST AND VERIFICATION** Said leave will be granted upon prior written request of the teacher to the Superintendent with verification by the Association's President that each such teacher is so qualified.

C. **RESTRICTIONS**

1. These days will be granted with full pay but subject to the requirement that the teacher and/or the Association and/or the United Education Profession reimburse the district for the full actual cost of replacement teacher hired for each of said days.

2. Use of this leave in excess of ten (10) days will be cause for the Board to either receive reimbursement for the teacher's full per diem pay or for the teacher to be docked pay on a per diem basis, whichever the teacher chooses.

3. In no case will more than five (5) days in excess of the aforesaid ten (10) days be used for the purposes allowed hereunder.

4. Staff members using leave days under this provision may not use Association Leave for non-elected positions (Section 6.1102).

6.1102 **NON-ELECTED POSITIONS**

A. **ENTITLEMENT** A maximum of twelve (12) teacher days per year will, upon written request to the Superintendent, be granted to teachers for attendance at professional association governance meetings.

B. **DESIGNATION** The teacher or teachers to be granted said leave will be designated by the Painesville City Teachers Association in writing.

C. **NOTIFICATION** The Superintendent will be notified in writing each school year of the names of said teacher or teachers from the President of the Painesville City Teachers Association or his/her designee.

D. **REPORTING** All such requests will be reported to the Board of Education.

E. **LEAVE DAY(S) DEDUCTION** Approved time off will not be charged to days off or accumulative leave due employee under any other leave provision.

6.1200 PROFESSIONAL LEAVE (VISITING DAYS)

6.1201 **ENTITLEMENT** All members of the teaching staff are entitled to leave to attend education conferences, meetings, workshops, committee hearings, assemblages, and meetings of community groups determined by the Superintendent of Schools to be beneficial to the employee and the community.

6.1202 **RESTRICTIONS**

A. **LIMIT** No more than two (2) teachers from the same department and/or school may be allowed to attend the same professional meeting.

B. **PERMISSION** Permission to attend these meetings must be secured from the Superintendent in advance of the meeting.

6.1203 **PROCEDURES** In order to regulate attendance at these meetings, the following procedures will be followed unless specifically waived by the Superintendent:

A. **REQUESTS** - Written request will be submitted to the building principal for approval and will be immediately forwarded to the Assistant Superintendent. Such request may be granted without loss of pay. The Assistant Superintendent will respond via AESOP/email within one week of the date of submission of said request or the request will be deemed approved.

B. **APPROVAL** All absences of such nature should be approved by the Board of Education**.**

C. **EXPENSES** Procurement of necessary arrangements shall be the responsibility of the member through procedures consistent with policies of the Board of Education including but not limited to conference registration, overnight accommodations (if necessary) and transportation/parking. If meals are not provided as part of the meeting, members will receive an allowance of $10.00 per day. If overnight stay is necessary and meals are not provided as part of the meeting, members will receive an additional $25.00 per night for a maximum allowance of $35.00 per day. Such payments shall be made as a reimbursement directly to the member in the form of after tax compensation.

D. **REPORT** Upon the Superintendent's request, a report of the visit will be filed with the Superintendent for distribution to the Board and other interested parties.

E. **LIKE TREATMENT** In making a determination relative to the granting of professional leave and/or expense reimbursement, the Superintendent and/or Board will treat like situations in like manner.

6.1300 ASSAULT LEAVE

6.1301 **ENTITLEMENT** Any employee who is absent due to physical disability resulting from an actual physical assault which occurs in the course of his or her employment will be granted up to twenty (20) days of assault leave without same being subtracted from his or her accumulated sick leave benefits.

6.1302 **RESTRICTIONS**

A. **WORKER'S COMPENSATION** Any amount of salary payable pursuant to this Section will be reduced by the amount of any worker's compensation awarded for temporary disability due to said assault for the period for which such salary is paid.

B. **PHYSICIAN'S VERIFICATION** In order to be eligible for a leave, the employee will be required to submit a physician's verification that a disabling condition exists due to the employment-related assignment.

6.1303 **MEDICAL VISIT** A teacher who is assaulted in the course of his or her employment and takes time off to visit a doctor or hospital will have that time charged to assault leave.

6.1400 COURT APPEARANCE

6.1401 **ENTITLEMENT** When an employee is required to be absent from his or her regular daily work schedule due to an appearance in court on behalf of the Board of Education or arising out of his/her job-related responsibilities he or she will be paid his or her regular compensation and will not be considered absent.

6.1402 **REMUNERATION** In the event he or she receives any remuneration other than mileage, parking fees, and meal expense for such appearance, it will be paid to the Board of Education.

6.1403 **NON-JOB-RELATED** Non-job-related court appearances, with the exception of jury duty, will be covered by the personal and special leave provisions of this article.

6.1404 **SICK LEAVE** Once a teacher has utilized his/her personal leave days, the teacher will have the option to utilize accumulated sick leave to cover such leave.

6.1500 FRINGE BENEFITS DURING UNPAID LEAVES OF ABSENCE

6.1501 **LOSS OF BOARD-PAID FRINGE BENEFITS** While the employee is on an approved leave of absence without pay, he/she ceases to accumulate sick leave. The employee has the option of self-paying his/her fringes during the leave of absence; otherwise, the fringes will be canceled on the first of the month following the first day of the leave until the employee returns to work.

6.1502 **COST OF FRINGE BENEFITS** The cost of the fringes for self payment will be determined by dividing the number of days of leave by the number of contract days. The resulting percentage times the annual cost of the fringes is the amount the employee would have to pay.

6.1503 **ENTITLEMENT TO PURCHASE** During the time the employee is on the leave of absence, he/she will be given the opportunity of continuing in the hospitalization, dental, and life insurance programs by forwarding a check or checks for the amount determined by the above formula to cover the cost of the insurance programs.

6.1504 **PAYMENT** The Treasurer's Office will process all leaves and requests for insurance coverage. Checks must be in the Treasurer's Office not later than the twenty eighth (28th) day of the preceding month in order to continue the insurance in force. Checks for the insurance coverage are to be made out to the Painesville City Local Board of Education. The Treasurer's Office will make the appropriate payment.

ARTICLE VII COMPENSATION

7.0100 **TEACHER'S ANNUAL SALARY SCHEDULE** The salary schedule is one that rewards staff members for additional training and experience.

7.0101 **DEFINITIONS**

A. B.A. means Bachelor's degree or equivalent degree.
B. BA+9 means nine graduate hours (semester) after receiving a B.A. degree.
C. BA+18 means eighteen graduate hours (semester) after receiving a B.A. degree.
D. BA 150 means a total of not less than one hundred fifty undergraduate credit hours (semester) earned in obtaining a B.A. degree.
E. BA+27 means twenty-seven graduate hours (semester) after receiving a B.A. degree.
F. M.A. means Master's degree or equivalent degree.
G. MA+15 means fifteen graduate hours (semester) after obtaining an M.A. degree or taken concurrently with the MA degree content.
H. MA+30 means thirty graduate hours (semester) after obtaining an M.A. degree or taken concurrently with the MA degree content.
I. MA+60 means sixty graduate hours (semester) after obtaining an M.A. degree or taken concurrently with the MA degree content.

7.0102 **EXPERIENCE CREDIT**

A. **TEACHING EXPERIENCE** The Board of Education will allow up to and including ten (10) years for chartered school elementary and secondary teaching experience earned within the United States.

B. **MILITARY SERVICE** In accordance with the Ohio Revised Code, military experience will be credited the same as teaching experience to a maximum of five (5) years.

C. **COMBINATION** The ten (10) years may be a combination of both elementary and secondary teaching and/or military experience.

D. **DAYS REQUIRED** In order to be counted as a year of experience for salary schedule placement purposes, the teacher in question must have worked at least one hundred twenty (120) days during each year claimed.

E. **SUBSTANTIAL EQUIVALENCY** The Board of Education retains the right to authorize salary schedule placement other than set forth above based upon Superintendent's determination of substantial equivalency.

F. **SUBSTITUTING** Experience for substituting at least 120 days in any one district in a given year must be under a valid standard or higher degree certificate/license.

7.0103 **TRAINING CREDIT**

A. Teachers will notify the Superintendent's office in writing of additional training by August 1 of each school year.

B. Official transcripts certifying additional training must be received by the Superintendent's office no later than October 1.

C. The teacher's salary will be adjusted accordingly on the salary schedule commencing with the first day of the new school year.

D. If the official transcripts are not received by October 1, the teacher's salary will be adjusted back to the former placement on the salary schedule retroactive to the first day of the school year.

E. MID-YEAR SALARY ADJUSTMENTS FOR OBTAINING MASTER'S DEGREE

1. Members will notify the Superintendent's office in writing of additional training by December 1 of each school year.

2. Official transcripts certifying the Master's Degree must be received by the Superintendent's office no later than January 20.

3. The member's salary will be adjusted to the Master's Degree salary schedule commencing with the first pay of February.

4. If the official transcripts are not received by January 20, the teacher's salary will be adjusted back to the former placement on the salary schedule retroactive to the first day of the school year.

7.0104 **NEW TEACHERS** New teachers will be placed on the schedule in accordance with training and experience. Training will be documented by an official transcript; experience by written statement from former employers.

7.0105 **TEACHERS' ANNUAL B.A. BASE SALARY**

A. 2024-2025 SCHOOL YEAR - The B.A. base pay as applied to the salary schedule index effective the first workday of the 2024-2025 school year will be $45,570 (3%) (Appendix A-1)

B. 2025-2026 SCHOOL YEAR - The B.A. base pay as applied to the salary schedule index effective the first workday of the 2025-2026 school year will be $46,823 (2.75%) (Appendix A-2)

C. 2026-2027 SCHOOL YEAR - The B.A. base pay as applied to the salary schedule index effective the first workday of the 2026-2027 school year will be $47,994 (2.5%) (Appendix A-3)

7.0106 **SALARY SCHEDULE INDEX** The following salary index schedule will be used for computing each teacher's annual salary in accordance with the teacher's training and experience placement (index) times the district's base salary in effect for the time period in question.

Step (exp.)	B.A.	B.A.+9	150 Hrs. or B.A.+18	B.A.+27	M.A.	M.A.+15	M.A.+30	M.A.+60
0	**1.0000**	1.0127	1.0253	1.0380	1.0506	1.0696	1.0886	1.1076
1	**1.0405**	1.0532	1.0658	1.0785	1.1139	1.1329	1.1519	1.1709
2	**1.0810**	1.0937	1.1063	1.1190	1.1772	1.1962	1.2152	1.2342
3	**1.1215**	1.1342	1.1468	1.1595	1.2405	1.2595	1.2785	1.2975
4	**1.1620**	1.1747	1.1873	1.2000	1.3038	1.3228	1.3418	1.3608
5	**1.2025**	1.2152	1.2278	1.2405	1.3671	1.3861	1.4051	1.4241
6	**1.2430**	1.2557	1.2683	1.2810	1.4304	1.4494	1.4684	1.4874
7	**1.2835**	1.2962	1.3088	1.3215	1.4937	1.5127	1.5539	1.5729
8	**1.3240**	1.3366	1.3493	1.3620	1.5570	1.5760	1.6144	1.6528
9	**1.3645**	1.3772	1.3898	1.4025	1.6203	1.6393	1.6749	1.7105
10	**1.4050**	1.4177	1.4303	1.4430	1.6836	1.7026	1.7354	1.7682
11	**1.4455**	1.4582	1.4708	1.4835	1.7469	1.7659	1.7959	1.8259
12	**1.4860**	1.4987	1.5113	1.5240	1.8102	1.8292	1.8564	1.8836
13	**1.5265**	1.5392	1.5518	1.5645	1.8735	1.8925	1.9169	1.9413
14	**1.5670**	1.5797	1.5923	1.6050	1.9368	1.9558	1.9774	1.9990
15	**1.6076**	1.6203	1.6329	1.6456	2.0000	2.0190	2.0380	2.0570
16	**1.6202**	1.6329	1.6455	1.6582	2.0126	2.0316	2.0506	2.0696
17	**1.6328**	1.6455	1.6581	1.6708	2.0253	2.0442	2.0632	2.0822
18	**1.6455**	1.6581	1.6708	1.6835	2.0380	2.0569	2.0759	2.0949
19	**1.6582**	1.6707	1.6835	1.6962	2.0507	2.0696	2.0886	2.1076
20	**1.6709**	1.6834	1.6962	1.7089	2.0634	2.0823	2.1013	2.1203
21	**1.6835**	1.6960	1.7088	1.7215	2.0760	2.0949	2.1139	2.1329
22	**1.6961**	1.7087	1.7214	1.7341	2.0886	2.1075	2.1265	2.1455
23	**1.7088**	1.7214	1.7340	1.7468	2.1012	2.1202	2.1392	2.1582
24	**1.7215**	1.7341	1.7467	1.7595	2.1139	2.1329	2.1519	2.1709

25	**1.7342**	1.7468	1.7594	1.7722	2.1266	2.1456	2.1646	2.1836
26	**1.7468**	1.7594	1.7720	1.7848	2.1392	2.1582	2.1772	2.1962
27	**1.7594**	1.7720	1.7847	1.7974	2.1518	2.1708	2.1898	2.2088
28	**1.7720**	1.7847	1.7974	1.8100	2.1645	2.1835	2.2025	2.2215
29	**1.7847**	1.7974	1.8101	1.8227	2.1772	2.1962	2.2152	2.2342
30	**1.7974**	1.8101	1.8228	1.8354	2.1899	2.2089	2.2279	2.2469
31	**1.8064**	1.8192	1.832	1.8446	2.2009	2.22	2.2391	2.2582
32	**1.8155**	1.8283	1.8412	1.8539	2.2119	2.2311	2.2503	2.2695

7.0107 **TITLE I TUTORS** Lead Title I Teachers (compensated in accordance with section 7.106) will be replaced by Title Reading Tutors through attrition. Title I Tutors are paid at an hourly rate of .00064 of BA Step 0 salary. Title I tutors receive paid planning time commensurate with that of elementary teachers, and are paid benefits according to section 5.0602. In the event of a reduction in force of any Title I tutor, the member in the Title I tutor assignment shall not be eligible to displace or otherwise assume any position in the bargaining unit other than Title I tutor, provided the applicable provisions of Section 5.0700's reduction in force are satisfied. Title I tutors are not eligible to attain continuing contract status. No other teaching positions will be replaced with tutors without agreement from the PCTA.

7.0200 SUPPLEMENTALS

7.0201 SUPPLEMENTAL CONTRACTS

A. **AUTHORITY** All teachers assigned additional responsibilities and granted additional compensation for such responsibilities will be given a written contract that is in addition to their regular contract in keeping with the Ohio Revised Code.

B. **SUPPLEMENTAL CONTRACT INFORMATION** Each supplemental contract will include the following information:

1. Name of said teacher.

2. Name of the school district and the Board of Education for which responsibilities will be performed.

3. Statement of supplemental contract's length.

4. Statement of each additional assignment and compensation thereof.

5. Provision for signature and date of signing by the teacher.

C. **EMPLOYMENT** This Agreement will establish and set compensation for supplemental contracts. The Board will be authorized to employ non-teachers for supplemental duties, as provided by O.R.C. 3313.53.

7.0202 **SUPPLEMENTAL POSITIONS**

A. **CURRENT POSITIONS** The supplemental positions in Appendix B presently exist, and the compensation for each position will be computed on the basis of an indexed schedule calculated for each position by determining the relationship of the compensation schedule to the base teacher's salary BA-0 experience level.

B. **ADDITIONAL POSITIONS** Additional supplemental positions in new areas and the salary therefore may be created by the Board during the term hereof (see Appendix B).

C. **TUITION AND MATERIALS** All bargaining unit coaches under contract and those placed under contract subsequent hereto will receive full reimbursement and/or payment for tuition and materials necessary to satisfy their annual CPR and sports medicine certification.

D. **EXPERIENCE CREDIT**

1. **ATHLETIC SUPPLEMENTALS** - Years of experience for athletic supplemental will be defined as cumulative years of service performing any athletic supplemental.

2. **NON-ATHLETIC SUPPLEMENTALS** Years of experience for non-athletic supplementals will be defined as cumulative years of service performing any non-athletic supplemental.

E. **JOB DESCRIPTIONS** Every supplemental position will have a fully developed written job description. The job description will be used as a guide from year to year and will detail duties and responsibilities of each supplemental position.

7.0300 **SUMMER SCHOOL** If the Board elects to provide a summer school program, the following conditions and compensation will be observed:

7.0301 **COMPENSATION** Salary will be determined by multiplying the base salary by the following rates to determine the hourly rate:

Members with 0 -14 years of teaching experience	.0012
Members with 15 or more years of teaching experience	.0015

7.0302 **BENEFITS**

A. **SICK LEAVE**

1. **ENTITLEMENT** Summer school teachers will be entitled to sick leave benefits, but will not be entitled to additional sick leave credit by reason of summer school employment.

2. **DEDUCTION** Each day of summer school absence will result in a deduction of applicable accumulated sick leave in one-half (1/2) or full day increments.

B. **PERSONAL LEAVE** Should a personal leave day be requested and approved, applicable one half (1/2) or full day increments will be deducted from the days that are allowable.

C. **RESTRICTION** The above statements concerning sick leave and personal leave do not apply to teachers employed only for the summer session or to teachers with no accumulated leave.

7.0303 **SELECTION** Summer school positions will be filled by the teacher regularly employed by the Board unless a qualified applicant from the school system is not available. The following criteria will be considered in making the selection:

A. **TRAINING** The teachers who are trained to meet the needs of the curriculum to be offered.

B. **CONSIDERATION** Teachers who have not taught in the district's summer school previously will receive the same consideration as those who have.

C. **REGULAR STAFF** All summer school positions will be filled by regular staff personnel prior to considering other applicants.

7.0304 **NOTIFICATION** Following the selection of the summer school staff, those personnel who made formal application for consideration will be notified on or before May 15 concerning their employment status for the summer.

7.0400 **SUPPLEMENTAL SCHOOL**

7.0401 **COMPENSATION** – Salary will be determined by multiplying the base salary by the following rates to determine the hourly rate:

Members with 0 -14 years of teaching experience .0012

Members with 15 or more years of teaching experience .0015

7.0402 **APPLICATIONS** Written applications for supplemental school teaching may be made by a qualified and certified teacher directly to the supplemental school principal prior to the term.

7.0403 **SELECTION** Supplemental school positions will be filled by teachers who are best qualified to meet the needs of the curriculum to be offered.

7.0404 **NOTIFICATION** Following the selection of the supplemental school staff, those personnel who made formal application for consideration will be notified as soon as possible concerning their employment status for each semester.

7.0405 **BENEFITS** Supplemental school teachers are not covered by sick leave and personal leave provisions.

7.0600 MILEAGE

7.0601 **ENTITLEMENT** Teachers assigned to more than one building during the course of one school day and teachers required to travel on school business as part of their duties will be paid mileage at the IRS approved rate at the time of travel.

7.0602 **FORMS** Forms for recording such mileage will be given upon request to each teacher involved in travel by his administrative supervisor. Each teacher will be notified of the availability of forms.

7.0603 **PAYMENT** Payment for mileage expense will be within one month from submission.

7.0700 REMUNERATION FOR MILITARY SERVICE

All personnel of the Painesville City Local Schools who have served on active duty in the armed services will be entitled to a salary adjustment in accordance with the following:

Less than 8 months no adjustment
8 - 17 months 1 increment
18 - 29 months 2 increments
30 - 41 months 3 increments
42 - 53 months 4 increments
54 - 60 months 5 increments MAXIMUM

(REGULATIONS LISTED ABOVE ARE NOT RETROACTIVE)

7.0800 CLASS COVERAGE/COMPENSATION -

A. **Plan Lunch Coverage** - Any bargaining unit member asked to assume teaching duties during the member's planning and/or lunch time for an absentee will be compensated at a rate of $35.00 per period.

B. **Reassignment of Duty (In lieu of member regular duties) -** Any bargaining unit member (SPED teachers last resort) reassigned to assume teaching duties for an absentee will be compensated as follows:

15 - 120 minutes- $25 compensation
121 - 240 minutes- $50 compensation
241 - 360 minutes- $75 compensation

C. **Class sharing/splitting up class serving grades K-5** - Any bargaining unit member accepting students reassigned to their class to cover for an absentee will be compensated as follows:

One (1) teacher accepts all students per absence $100 per full day/$50 per half day/$25 per quarter day

Two (2) teachers accept students per absence $50 per full day/$25 per half day/$12.50 per quarter day

Three (3) teachers accept students per absence $34 per full day/$17 per half day[1]/$8.50 per quarter day

In the event that a bargaining unit member serving grades 6-12 accepts students reassigned to their class to cover for an absentee, he or she will be compensated at a rate of $18 per class period, up to a maximum daily payment of $100.

RESTRICTION There will be no compensation paid for a cooperative arrangement between two (2) teachers to fill in for each other.

7.0900 **STRS PICKUP-SALARY REDUCTION** The Board will reduce each teacher's gross pay and taxable income by the amount of the teacher's required contribution to STRS for the purposes of contribution to STRS and forward to STRS.

The teachers will retain legal rights to the amount reduced and will be obligated to pay taxes on it when it is received from STRS. For the calculation of severance, per diem rates and all other compensation purposes, including position on the faculty salary step schedule, the full gross pay will be used. Retirement benefits will be calculated on the gross pay. This provision will be subject to the perpetual written acknowledgment of each teacher that he or she is aware that any such action is not, in fact, a pay reduction and that his/her actual gross pay also includes his or her contribution to STRS. Any such reduction will apply to all members of the bargaining unit.

7.1000 **PAYROLL PRACTICES**

7.1001 **PAY PERIODS**

A. **CONTRACT YEAR** The teacher contract year will be divided into twenty-six (26) equal, biweekly pay periods made every other Friday. The deposits will be made on the Friday payday. The Treasurer, when necessary, but not more than once every five (5) years, may divide the contract year into twenty-seven (27) equal, biweekly pay periods made every other Friday. The deposits will be made on the Friday payday.

B. **EXCEPTIONS**

1. If the Friday pay date falls on a federal legal holiday (when banks are closed), then the date of the payroll will be changed to the day before the holiday (Thursday).

7.1002 **ELECTRONIC DEPOSIT**

A. **AFFECTED EMPLOYEES** All teachers will be paid via electronic deposit.

B. **CENTRAL BANK** The deposit will be made in one central bank, which will then electronically transfer to the designated bank and account on the normal payroll date.

C. **REQUIREMENTS**

1. Teachers must complete appropriate forms for electronic transfer with the Treasurer's Office.

2. Errors in transmittal of funds from the central bank will be the sole responsibility of that bank.

D. **SIGNED AGREEMENT** A signed agreement will include the automatic deposit of all paychecks issued to that employee (payroll, supplementals, sick leave purchase, etc.).

E. **SUMMARY** Each teacher will receive a summary of gross pay, deductions, net pay, and unused accumulated sick leave days with year-to-date figures for each pay.

7.1003 **ADDITIONAL ASSIGNMENT(S)** Compensation, to the extent earned for each additional assignment, will be paid after prompt certification by the appropriate designated official, per the attached schedule (Appendix C).

7.1004 **DUES DEDUCTIONS** - The Board shall provide at no charge payroll deduction of Association (FHEA/OEA/NEA) dues and FCPE contributions.

On or before October 1 of each year, the Association shall provide the Board Treasurer with a list of names of unit members who are to pay dues, along with the annual amount to be deducted for that year, if changed from the previous year. Deductions of dues shall be made in eighteen (18) equal installments beginning with the first pay in October.

7.1005 **PAYROLL DEDUCTION** The following payroll deductions will be provided at no cost to the professional staff member:

A. Deduct from the wages of any employee-member of the Association, the dues, initiation fees and assessments of the Association, upon presentation of a written deduction authorization.

Association membership is annual with the membership year beginning September 1 through August 31. Once a member enrolls such membership shall be continuous thereafter for each subsequent membership year unless the individual cancels their membership.

Deductions of the annual dues, fees and assessments will be made in as nearly equal pay period installments during the school year and in an amount determined by the Association. Deductions shall begin with the first pay period in October.

All money so deducted will be remitted to the Treasurer of the Association not more than five (5) days following the pay date, accompanied by a list of teachers from whom the deductions are made and the amount for each said teacher.

Any individual who wishes to cancel their membership must notify the Association President and District Treasurer in writing between August 1 and August 31. If a member severs employment or cancels their membership outside of the cancellation period, such member shall be responsible for all remaining dues and assessments of the current membership year. The District Treasurer shall deduct all owed and remaining dues from the employee's next pay check immediately following the notification.

B. Credit Union Deductions for the Credit Union will be withheld from each pay.

C. Income Protection Insurance.

D. United Way of Lake County.

E. Insurance Program Costs.

F. Tax Sheltered Annuities.

1. 403(b) companies on the current approved provider list.

    a. Minimum of five (5) participants for new companies able to comply with IRS regulations.

2. 457 companies with investment agreements in place with the Board of Education.

G. Political Contributions.

H. Other deductions as agreed to by the parties to this Agreement.

Unless otherwise stated, the Treasurer will begin payroll deductions upon authorization of the employee requesting such actions and will promptly deliver monies deducted to the authorized parties on a monthly basis.

ARTICLE VIII BENEFITS

8.0100 INSURANCES

MEMBERSHIP The Painesville City Local School District is a member of the Lake County Health Care Consortium. Any change in the present health care coverage provided to members of the bargaining unit represented by the Painesville City Teachers Association will be mutually agreed to by the Painesville City Board of Education and the Painesville City Teachers Association.

If the Lake County Health Care Consortium or other insurance providers notify the Painesville City Local Board of Education of any change in benefits as listed in Appendix P during the duration of this Contract, then representatives of the Painesville City Teachers Association and representatives of the Painesville City Board of Education will meet within thirty (30) days in in-term bargaining to address the change(s).

8.0101 LINES OF COVERAGE

The Board shall offer the following lines of coverage for members:
Effective 1/1/2025:

A. Medical
   1. Standard Plan 1
   2. Narrow Network Plan
   3. Consumer-Driven (HSA) Plan

B. Dental

C. Vision

The carrier for all lines of coverage will be selected by the Board.

OPEN ENROLLMENT will be held in November annually for new plan selection to begin January 1st.

ONE TIME CONSUMER-DRIVEN HSA CONTRIBUTION upon enrollment of CDHP:
Single $250 from Lake County Healthcare Consortium
Family $500 from Lake County Healthcare Consortium

BOE contributions for HSA for employees on CDHP will be as follows:

$1,200 Single / $3,000 Family – Length of contract

8.0102 **MEMBER/BOARD CONTRIBUTIONS**

The member shall pay the following monthly amounts:

Effective : 1/1/2025

(A) Standard Plan 1	$45/Single monthly	$112/Family monthly
(B) Narrow Network(Medflex)	$60/Single monthly	$150/Family monthly
(C) Consumer-Driven (HSA)	$15/Single monthly	$30/Family monthly

Dental and Vision Coverage

The member shall pay the following monthly amounts:

(A) Dental	$2.50/Single monthly	$5.00/Family monthly
(B) Vision	$0	$2.50/Family monthly

If a member chooses to waive dental and/or vision coverage during a scheduled open enrollment period, the employee's monthly contribution amount for dental and/or vision will be deducted from the member's share of healthcare/ prescription insurance.

The Board shall pay 100% of monthly premium for all medical, dental, and vision lines of coverage in cases where a member's spouse is also employed by the Board. However, the member/spouse is not eligible to receive the insurance waiver in Section 8.0104.

Section 125 Plans – The Board will allow before-tax deductions for insurances.

8.0103 **INSURANCE WAIVER**

A. **ENTITLEMENT**

1. Any employee who is covered by his/her spouse's family health coverage may annually waive his/her coverage in writing and receive three thousand dollars ($3,000) per year cash "waiver bonus".

2. This waiver will occur at the time of initial employment and annually thereafter.

3. The waiver must clearly explain the procedure for enrollment if a spouse's coverage is lost during the year.

4. The enrollment is contingent upon the carrier's determination of insurability. Return to the Board health coverage will be the first of the following month.

5. Bargaining unit members whose FTE for any school year is less than 100% will be eligible to receive a $3,000 "waiver bonus" multiplied by his/her FTE.

B. **PAYMENT** The payment will be a lump sum of fifteen hundred dollars ($1,500) in a non-payroll week in January and June.

8.0104 ADDITIONAL VOLUNTARY INSURANCE

A. Any cost of additional voluntary insurance programs will be deducted from the employee's salary upon written authorization to that effect from the employee.

B. The employees will have the option of choosing the plan which best meets their needs.

8.0105 DISTRICT-WIDE INSURANCE COMMITTEE

The PCTA and the Board of Education agree to participate in a district-wide committee to study and develop recommendations designed to achieve a responsive and cost-efficient medical benefits program. The committee will include four (4) members from each of the following groups: OAPSE Local #393, the PCTA, and the Administration.

The committee will meet as needed. Dates shall be set at the beginning of the school year for the committee to meet. The committee's studies will include, but not be limited to, the following areas:

A. Developing an understanding of the medical benefits program.

B. Identifying various program options to reduce the costs associated with the program.

C. Developing strategies which, if implemented, will result in program cost reductions.

D. Developing and implementing strategies for educating employees regarding employee benefits.

E. Developing and implementing strategies for educating employees on general health issues and wellness programs.

The members of the committee will be empowered by all parties to make recommendations relating to the medical benefits program. If the recommendations are contrary to the provisions of this contract or appendices, then following ratification by the PCTA membership and the Board, the committee's recommendations will be written in the form of a Memorandum of Understanding.

8.0106 **LIFE INSURANCE** The Board will pay one hundred percent (100%) of the cost for fifty thousand dollars ($50,000.00) of term life insurance, including double indemnity for accidental death, for all members of the instructional staff.

8.0200 SEVERANCE PAY

8.0201 **ENTITLEMENT** The Board of Education will grant severance pay in the amount to be determined by multiplying the greatest daily rate of the certified employee's pay during his/her employment in the district by the number of severance pay eligibility days. A bargaining unit member, to be entitled to severance pay, must have been employed in the Painesville City Local School District for at least five (5) years.

8.0202 **ELIGIBILITY DAYS** - Thirty-five percent (35%) of the number of accumulated unused sick leave days to a maximum of sixty-five (65) days.

8.0203 **PAYMENT** This amount will be paid in a lump sum to the member on the first pay date following the date of retirement which will be defined as actual approval of the member's application by STRS. This lump sum shall be paid as determined and directed by the member into a 403(b) and/or 457(b) plan up to the maximum amounts permitted by the IRS with any balance to be paid in cash.

8.0300 **EARLY NOTIFICATION OF RETIREMENT OR RESIGNATION BONUS** – Certified employees intending to retire or resign effective for the succeeding school year will be eligible to receive a five hundred dollar ($500.00) cash payment for submission of an irrevocable letter of resignation or retirement for the following school year.

Letters of resignation or retirement must be in the Superintendent's office not later than 4:30 p.m. EST on Friday of the second full week in February of the year preceding the year of resignation or retirement.

8.0400 **VAN CERTIFICATION** – Certified employees that hold van certification under Ohio guidelines are required to submit an annual certification of general health (T-8) form. The following will apply to all such employees:

A. The Board of Education will identify a contracted vendor to provide the basic T-8 physical and make this vendor available to all employees.

B. The Board of Education will pay the full cost of the required T-8 physical given by the contracted provider.

C. The employee will be responsible for any costs above the reimbursement to the contracted provider.

D. The employee may select an alternate provider at his/her discretion, but will only be eligible for reimbursement as described in item B, above.

E. The employee will be notified of the T-8 physical reimbursement cost.

F. The member will receive a fifty dollar ($50.00) stipend for completing the annually required certification/recertification training.

ARTICLE IX – EDUCATIONAL IMPROVEMENT

9.0100 CONTINUOUS IMPROVEMENT PLANNING PROCESS

A. The Painesville City Local Schools' Continuous Improvement Planning process will provide for inclusion of the PCTA President and PCTA appointees to the District Advisory Committee. Said appointees shall be members of the PCTA and will be selected one each from the elementary, middle, and high school staffs.

B. The Continuous Improvement Plan will be structured to insure solicitation and consideration of staff and community input and to disseminate its ongoing plans, programs, and progress to staff and the Painesville City Local Schools' community.

ARTICLE X - SAVINGS, FORM, AND DURATION

10.0101 **SAVINGS CLAUSE** - If any item or part of this Agreement is found by a court of proper jurisdiction to be contrary to law, that item or part will be declared null and void, and all other items and parts of this Agreement will remain in full force and effect.

10.0102 **ENTIRE AGREEMENT** - The Agreement will supersede any rules, policies, regulations, or practices of the Board which are contrary to or inconsistent with such negotiated items.

10.0103 **FORM** - This Agreement constitutes the whole and complete Agreement negotiated between the Board and the Association.

10.0104 **DURATION** - This Agreement will take effect September 1, 2024, and will remain in effect through August 31, 2027.

10.0200 **PRINTING AND DISTRIBUTION** This Agreement will be available electronically on the union Google sites. Twenty-five (25) paper copies will be printed for both PCTA and Administration–the cost of printing or reproduction and assembly will be borne equally by the Association and the Board.

As witnesses and acceptance to this Agreement and its parts, the following officials do place their signatures:

FOR THE PAINESVILLE CITY LOCAL SCHOOL BOARD:		FOR THE PAINESVILLE CITY TEACHERS ASSOCIATION:	
(Superintendent)	(Date) 6-10-24	(President)	(Date) 6/10/24
(President)	(Date) 6/10/24	(Bargaining Team Chairperson)	(Date) 6/10/24
(Negotiator)	(Date)	(Team Member)	(Date) 6/10/24
(Treasurer)	(Date) 6/10/24	(Negotiator)	(Date)

APPENDIX A-1

2024-25 PCTA SALARY SCHEDULE

$45,570	B.A.	B.A. +9	B.A. +18 or 150 hours	B.A. +27	M.A.	M.A. +15	M.A. +30	M.A. +60
0	45,570	46,149	46,723	47,302	47,876	48,742	49,608	50,473
1	47,416	47,994	48,569	49,147	50,760	51,626	52,492	53,358
2	49,261	49,840	50,414	50,993	53,645	54,511	55,377	56,242
3	51,107	51,685	52,260	52,838	56,530	57,395	58,261	59,127
4	52,952	53,531	54,105	54,684	59,414	60,280	61,146	62,012
5	54,798	55,377	55,951	56,530	62,299	63,165	64,030	64,896
6	56,644	57,222	57,796	58,375	65,183	66,049	66,915	67,781
7	58,489	59,068	59,642	60,221	68,068	68,934	70,811	71,677
8	60,335	60,909	61,488	62,066	70,952	71,818	73,568	75,318
9	62,180	62,759	63,333	63,912	73,837	74,703	76,325	77,947
10	64,026	64,605	65,179	65,758	76,722	77,587	79,082	80,577
11	65,871	66,450	67,024	67,603	79,606	80,472	81,839	83,206
12	67,717	68,296	68,870	69,449	82,491	83,357	84,596	85,836
13	69,563	70,141	70,716	71,294	85,375	86,241	87,353	88,465
14	71,408	71,987	72,561	73,140	88,260	89,126	90,110	91,094
15	73,258	73,837	74,411	74,990	91,140	92,006	92,872	93,737
16	73,833	74,411	74,985	75,564	91,714	92,580	93,446	94,312
17	74,407	74,985	75,560	76,138	92,293	93,154	94,020	94,886
18	74,985	75,560	76,138	76,717	92,872	93,733	94,599	95,465
19	75,564	76,134	76,717	77,296	93,450	94,312	95,178	96,043
20	76,143	76,713	77,296	77,875	94,029	94,890	95,756	96,622
21	76,717	77,287	77,870	78,449	94,603	95,465	96,330	97,196
22	77,291	77,865	78,444	79,023	95,178	96,039	96,905	97,770
23	77,870	78,444	79,018	79,602	95,752	96,618	97,483	98,349
24	78,449	79,023	79,597	80,180	96,330	97,196	98,062	98,928
25	79,027	79,602	80,176	80,759	96,909	97,775	98,641	99,507
26	79,602	80,176	80,750	81,333	97,483	98,349	99,215	100,081
27	80,176	80,750	81,329	81,908	98,058	98,923	99,789	100,655
28	80,750	81,329	81,908	82,482	98,636	99,502	100,368	101,234
29	81,329	81,908	82,486	83,060	99,215	100,081	100,947	101,812
30	81,908	82,486	83,065	83,639	99,794	100,660	101,525	102,391
31	82,318	82,901	83,484	84,058	100,295	101,165	102,036	102,906
32	82,732	83,316	83,903	84,482	100,796	101,671	102,546	103,421

Thirty-three years of annual service and beyond will be paid $1,000 anually. Paymmet will be processed in June after the completion of the school year.

APPENDIX A-2

2025-26 PCTA SALARY SCHEDULE

$46,832	B.A.	B.A. +9	B.A. +18 or 150 hours	B.A. +27	M.A.	M.A. +15	M.A. +30	M.A. +60
0	46,832	47,427	48,017	48,612	49,202	50,092	50,981	51,871
1	48,729	49,323	49,914	50,508	52,166	53,056	53,946	54,836
2	50,625	51,220	51,810	52,405	55,131	56,020	56,910	57,800
3	52,522	53,117	53,707	54,302	58,095	58,985	59,875	60,765
4	54,419	55,014	55,604	56,198	61,060	61,949	62,839	63,729
5	56,315	56,910	57,500	58,095	64,024	64,914	65,804	66,693
6	58,212	58,807	59,397	59,992	66,988	67,878	68,768	69,658
7	60,109	60,704	61,294	61,888	69,953	70,843	72,772	73,662
8	62,006	62,596	63,190	63,785	72,917	73,807	75,606	77,404
9	63,902	64,497	65,087	65,682	75,882	76,772	78,439	80,106
10	65,799	66,394	66,984	67,579	78,846	79,736	81,272	82,808
11	67,696	68,290	68,881	69,475	81,811	82,701	84,106	85,511
12	69,592	70,187	70,777	71,372	84,775	85,665	86,939	88,213
13	71,489	72,084	72,674	73,269	87,740	88,630	89,772	90,915
14	73,386	73,981	74,571	75,165	90,704	91,594	92,606	93,617
15	75,287	75,882	76,472	77,067	93,664	94,554	95,444	96,333
16	75,877	76,472	77,062	77,657	94,254	95,144	96,034	96,924
17	76,467	77,062	77,652	78,247	94,849	95,734	96,624	97,514
18	77,062	77,652	78,247	78,842	95,444	96,329	97,219	98,108
19	77,657	78,242	78,842	79,436	96,038	96,924	97,813	98,703
20	78,252	78,837	79,436	80,031	96,633	97,518	98,408	99,298
21	78,842	79,427	80,027	80,621	97,223	98,108	98,998	99,888
22	79,432	80,022	80,617	81,211	97,813	98,698	99,588	100,478
23	80,027	80,617	81,207	81,806	98,403	99,293	100,183	101,073
24	80,621	81,211	81,801	82,401	98,998	99,888	100,778	101,668
25	81,216	81,806	82,396	82,996	99,593	100,483	101,373	102,262
26	81,806	82,396	82,986	83,586	100,183	101,073	101,963	102,852
27	82,396	82,986	83,581	84,176	100,773	101,663	102,553	103,443
28	82,986	83,581	84,176	84,766	101,368	102,258	103,147	104,037
29	83,581	84,176	84,771	85,361	101,963	102,852	103,742	104,632
30	84,176	84,771	85,365	85,955	102,557	103,447	104,337	105,227
31	84,597	85,197	85,796	86,386	103,073	103,967	104,862	105,756
32	85,023	85,623	86,227	86,822	103,588	104,487	105,386	106,285

Thirty-three years of annual service and beyond will be paid $1,000 anually. Paymmet will be processed in June after the completion of the school year.

APPENDIX A-3

2026-27 PCTA SALARY SCHEDULE

$47,994	B.A.	B.A. +9	B.A. +18 or 150 hours	B.A. +27	M.A.	M.A. +15	M.A. +30	M.A. +60
0	47,994	48,604	49,208	49,818	50,422	51,334	52,246	53,158
1	49,938	50,547	51,152	51,762	53,461	54,372	55,284	56,196
2	51,882	52,491	53,096	53,705	56,499	57,410	58,322	59,234
3	53,825	54,435	55,040	55,649	59,537	60,448	61,360	62,272
4	55,769	56,379	56,983	57,593	62,575	63,486	64,398	65,310
5	57,713	58,322	58,927	59,537	65,613	66,524	67,436	68,348
6	59,657	60,266	60,871	61,480	68,651	69,563	70,474	71,386
7	61,600	62,210	62,815	63,424	71,689	72,601	74,578	75,490
8	63,544	64,149	64,758	65,368	74,727	75,639	77,482	79,324
9	65,488	66,097	66,702	67,312	77,765	78,677	80,385	82,094
10	67,432	68,041	68,646	69,255	80,803	81,715	83,289	84,863
11	69,375	69,985	70,590	71,199	83,841	84,753	86,192	87,632
12	71,319	71,929	72,533	73,143	86,879	87,791	89,096	90,401
13	73,263	73,872	74,477	75,087	89,917	90,829	92,000	93,171
14	75,207	75,816	76,421	77,030	92,955	93,867	94,903	95,940
15	77,155	77,765	78,369	78,979	95,988	96,900	97,812	98,724
16	77,760	78,369	78,974	79,584	96,593	97,505	98,416	99,328
17	78,365	78,974	79,579	80,188	97,202	98,109	99,021	99,933
18	78,974	79,579	80,188	80,798	97,812	98,719	99,631	100,543
19	79,584	80,184	80,798	81,407	98,421	99,328	100,240	101,152
20	80,194	80,793	81,407	82,017	99,031	99,938	100,850	101,762
21	80,798	81,398	82,012	82,622	99,636	100,543	101,455	102,366
22	81,403	82,007	82,617	83,226	100,240	101,147	102,059	102,971
23	82,012	82,617	83,222	83,836	100,845	101,757	102,669	103,581
24	82,622	83,226	83,831	84,445	101,455	102,366	103,278	104,190
25	83,231	83,836	84,441	85,055	102,064	102,976	103,888	104,800
26	83,836	84,441	85,045	85,660	102,669	103,581	104,493	105,404
27	84,441	85,045	85,655	86,264	103,273	104,185	105,097	106,009
28	85,045	85,655	86,264	86,869	103,883	104,795	105,707	106,619
29	85,655	86,264	86,874	87,479	104,493	105,404	106,316	107,228
30	86,264	86,874	87,483	88,088	105,102	106,014	106,926	107,838
31	86,696	87,311	87,925	88,530	105,630	106,547	107,463	108,380
32	87,133	87,747	88,367	88,976	106,158	107,079	108,001	108,922

Thirty-three years of annual service and beyond will be paid $1,000 anually. Paymmet will be processed in June after the completion of the school year.

APPENDIX B

SUPPLEMENTAL POSITIONS AND COMPENSATION INDEX

2024-2027

POSITION	SALARIES PER YEARS EXPERIENCE* 0 - 2	3 - 5	6 - 8	9+
WEIGHT ROOM (4, 1 per quarter) Summer Contract - JUNE, JULY and AUGUST Fall Contract - SEPTEMBER, OCTOBER and NOVEMBER Winter Contract - DECEMBER, JANUARY and FEBRUARY Spring Contract - MARCH, APRIL and MAY	.050	.050	.050	.050
FOOTBALL				
Harvey Head Coach	.158	.171	.184	.197
Harvey Varsity/Assistants (6)	.109	.121	.133	.145
Heritage Head Coach	.084	.100	.116	.132
Heritage Assistant Coaches (3)	.062	.078	.094	.110
BASKETBALL				
Harvey Varsity Coach (Boys)	.146	.159	.172	.185
Harvey Assistant Varsity Coach (Boys)	.084	.094	.104	.114
Harvey Assistant Coaches (2) (Boys) (Freshman and JV)	.084	.094	.104	.114
Harvey Varsity Coach (Girls)	.146	.159	.172	.185
Harvey Assistant Varsity Coach (Girls)	.084	.094	.104	.114
Harvey Asst. Coaches (2) (Girls) (Freshman and JV)	.084	.094	.104	.114
Heritage Coach (8th grade) (Boys)	.074	.084	.094	.104
Heritage Coach (8th grade) (Girls)	.074	.084	.094	.104
Heritage Coach (7th grade) (Boys)	.074	.084	.094	.104
Heritage Coach (7th grade) (Girls)	.074	.084	.094	.104
WRESTLING				
Harvey Varsity Coach	.146	.159	.172	.185
Harvey Assistant Coach	.084	.094	.104	.114
Harvey Freshman/JV Coach	.084	.094	.104	.114
Heritage Coach	.074	.084	.094	.104
Heritage Assistant Coach	.048	.053	.058	.063

*Years of experience for placement on the supplemental salary schedule will be defined as total teaching years in the supplemental area or related field.

POSITION	SALARIES PER YEARS EXPERIENCE* 0 - 2	3 - 5	6 - 8	9+
BASEBALL/SOFTBALL				
Harvey Varsity Baseball Coach	.099	.106	.113	.120
Harvey JV Baseball Coach	.070	.078	.086	.094
Harvey Freshman or Assistant Baseball Coach	.066	.070	.074	.078
Harvey Assistant Baseball Coach	.066	.070	.074	.078
Harvey Softball Head Coach	.099	.106	.113	.120
Harvey JV Softball Coach	.070	.078	.086	.094
Harvey Softball Assistant Coach	.066	.070	.074	.078
Harvey Freshman or Assistant Softball Coach	.066	.070	.074	.078
Heritage Baseball Coach	.057	.063	.070	.077
Heritage Baseball Assistant Coach	.034	.039	.044	.049
Heritage Softball Coach	.057	.063	.070	.077
Heritage Softball Assistant Coach	.034	.039	.044	.049
TRACK				
Harvey Head Coach (Boys)	.099	.106	.113	.120
Harvey Head Coach (Girls)	.099	.106	.113	.120
Harvey Assistant Coaches (2 Girls) (2 Boys)	.066	.070	.074	.078
Heritage Coach (Boys)	.057	.063	.070	.077
Heritage Coach (Girls)	.057	.063	.070	.077
Heritage Assistant Coach (2 Boys/Girls)	.034	.039	.044	.049
GOLF				
Harvey Varsity Coach (Boys & Girls)	0.99	.106	.113	.120
Harvey Varsity Assistant Coach (Boys & Girls)	.066	.070	.074	.078
Heritage Coach (Boys and Girls)	.057	.063	.070	.077
TENNIS				
Harvey Varsity Coach (Boys)	.077	.087	.097	.107
Harvey Varsity Coach (Girls)	.077	.087	.097	.107
Harvey JV Coach (Boys)	.064	.072	.081	.089
Harvey JV Coach (Girls)	.064	.072	.081	.089
Heritage (Boys)	.051	.058	.065	.072
Heritage (Girls)	.051	.058	.065	.072
CHEERLEADING SPONSORS				
Harvey Varsity (Basketball and Football)	.077	.087	.097	.107
Harvey JV (Basketball and Football)	.064	.072	.081	.089
Heritage Cheerleading Sponsor (Basketball and Football)	.064	.072	.081	.089
Sparkle Cheer Sponsor	.051	.058	.065	.072
CROSS COUNTRY				
Harvey Varsity Coach (Boys & Girls)	.099	.106	.113	.120
Heritage (Boys and Girls)	.051	.058	.065	.072

*Years of experience for placement on the supplemental salary schedule will be defined as total teaching years in the supplemental area or related field.

SALARIES PER

POSITION	YEARS EXPERIENCE* 0 - 2	3 - 5	6 - 8	9+
VOLLEYBALL				
Harvey Varsity Coach	.099	.106	.113	.120
Harvey Assistant Coach (2)	.066	.070	.074	.078
Heritage Coaches (7th Grade)	.057	.063	.070	.077
Heritage Coaches (8th Grade)	.057	.063	.070	.077
SOCCER				
Harvey Varsity Coach (Boys)	.099	.106	.113	.120
Harvey Varsity Assistant Coach (Boys) (2)	.066	.070	.074	.078
Harvey JV/Freshman Coach (Boys) (1)	.066	.070	.074	.078
Harvey Varsity Coach (Girls)	.099	.106	.113	.120
Harvey Varsity Assistant Coach (Girls) (2)	.066	.070	.074	.078
Harvey JV/Freshman Coach (Girls) (1)	.066	.070	.074	.078
Heritage Coach (Boys)	.066	.070	.074	.078
Heritage Assistant Coach (Boys) (1)	.051	.058	.065	.072
Heritage Coach (Girls)	.066	.070	.074	.078
Heritage Assistant Coach (Girls) (1)	.051	.058	.065	.072
NON-ATHLETIC SUPPLEMENTALS				
AFTERSCHOOL CLUBS (1 semester each, 10 per building)	.010	.011	.012	.013
ATHLETIC STUDY TABLE ADVISOR - Harvey	.065	.066	.067	.068
ATHLETIC STUDY TABLE ADVISOR - Heritage	.065	.066	.067	.068
District				
A.V. COORDINATOR	.030	.033	.036	.039
AUDITORIUM MANAGER	.028	.029	.030	.032
CLASS SPONSORS (4) - Harvey	.020	.021	.022	.023

*Years of experience for placement on the supplemental salary schedule will be defined as total teaching years in the supplemental area or related field.

POSITION	SALARIES PER YEARS EXPERIENCE* 0 - 2	3 - 5	6 - 8	9+
DEPARTMENT HEADS				
Harvey (8), Heritage (6)	.036	.038	.040	.042
Preschool Director	.079	.080	.081	.082
Music Department District Chair	.036	.038	.040	.042
ELEMENTARY BUILDING LEADERSHIP TEAM (up to 12 per building)	.018	.020	.022	.023
DRAMATICS				
Fall Production	.046	.050	.054	.058
Assistants (2)	.020	.022	.024	.026
Spring Musical	.080	.084	.088	.092
Assistants (4)	.030	.032	.034	.036
Musical Accompaniment (4)	.009			
MENTOR TEACHER	.035			
**Administration approved	**Each addl. Teacher			.015
FBLA ADVISOR - Harvey	.077	.087	.097	.107
FBLA Assistant- Harvey	.028	.029	.030	.032
EDUCATORS RISING ADVISOR - Harvey	.020	.021	.022	.023
MTSS TEAM				
Elementary Facilitator (7 per building)	.025	.036	.027	.028
Middle School Facilitator (up to 3)	.040	.041	.042	.043
High School Facilitator (up to 3)	.040	.041	.042	.043
BUILDING TECHNOLOGY COACH (1 per building)	.020	.021	.022	.023
INSTRUMENTAL MUSIC				
Harvey	.150	.155	.160	.165
Harvey Assistant	.030	.032	.034	.036
Heritage	.051	.058	.065	.072
Pep Band	.028	.029	.030	.032
Marching Band				
Director	.065	.070	.075	.080
Assistant Director (Up to 4 as needed)	.048	.053	.058	.063
Section Instructor (up to 6, as needed)	.009	. 009	. 009	. 009
Flag Instructor	.034	.035	.037	.038
Majorette Instructor	.034	.035	.037	.038
Dance Team	.034	.035	.037	.038
Percussion Advisor	.048	.049	.051	.052

*Years of experience for placement on the supplemental salary schedule will be defined as total teaching years in the supplemental area or related field.

EXPERIENCE* / POSITION	SALARIES PER YEARS 0 - 2	3 - 5	6 - 8	9+
LPDC	.036	.038	.040	.042
MOCK TRIAL SPONSOR	.040	.041	.042	.043
NATIONAL HONOR SOCIETY SPONSOR - Harvey	.020	.021	.022	.023
NATIONAL JUNIOR HONOR SOCIETY SPONSOR - Heritage	.020	.021	.022	.023
SPORTS CAMERA PERSON	.021	.025	.029	.033
STUDENT AMBASSDOR SPONSOR (1) - Harvey	.045	.048	.051	.054
STUDENT AMBASSDOR SPONSOR (1) - Heritage	.045	.048	.051	.054
STUDENT AMBASSDOR SPONSOR (3) - Elementary (one per building)	.020	.021	.022	.023
TOUR DIRECTORS				
Heritage Day Class Trip	.019	.021	.023	.025
Heritage Overnight Class Trip	.021	.023	.025	.027
VIDEO COMMUNICATIONS	.128	.133	.158	.168
VIDEO PRODUCTION/BROADCASTING	.045			
VOCAL MUSIC – High School	.061	.066	.071	.075
VOCAL MUSIC – Middle School	.020	.021	.022	.023
YEARBOOK				
Harvey	.093	.105	.117	.129
Heritage	.028	.031	.034	.037

Staff members approved for a supplemental will sign a job description outlining their specific responsibilities on an annual basis.

Saturday School Supervisor	Seventy-Five ($75.00) per Saturday Session

*Years of experience for placement on the supplemental salary schedule will be defined as total teaching years in the supplemental area or related field.

APPENDIX C

SUPPLEMENTAL POSITIONS PAY PERIODS

POSITION	
H.S. Football	1/3 August, September, October
M.S. Football	1/3 August, September, October
Fall Sports Payment	1/3 August, September, October
Sports Camera Person	1/3 August, September, October
Marching Band Director	1/3 August, September, October
Percussion	1/3 August, September, October
Majorette/Flags/Dance Advisors	1/3 August, September, October
Cheerleading (MS, Fr., & HS)	
(Football)	1/3 August, September, October
(Basketball)	1/3 December, January, March
Band Camp Assistant Director	Full August
Winter Sports	1/3 December, January, March
Pep Band	1/3 December, January, March
Band	1/2 December, May
Vocal Music	1/2 December, May
Drama	Full payment after play
Spring Sports	1/3 April, May, June
Department Heads	1/2 December, May
All Others Not Listed	1/2 December, May
Quarterly Weight Room	August, November, February, May

The payments will occur the second paycheck of each month.

APPENDIX D

PAINESVILLE CITY LOCAL SCHOOLS

TEACHER EVALUATION PROCEDURES

PHILOSOPHY OF AND OVERVIEW OF TEACHER EVALUATION SYSTEM - The Purpose of Painesville City Local Schools is to maximize positive academic, social, and emotional impact on the students that we serve. In order to achieve this, we believe that all professional personnel should work cooperatively in the process of performance evaluation. Evaluation of professional performance will be based upon criteria that provide each person with specific expectations, standards, and procedures. Results of the evaluation process will be used to identify effective practice and to promote continuous professional growth for our staff. The evaluation procedure is designed to be a fair process in which quality feedback is provided, and in which personnel have adequate opportunity for improvement wherever such improvement is warranted.

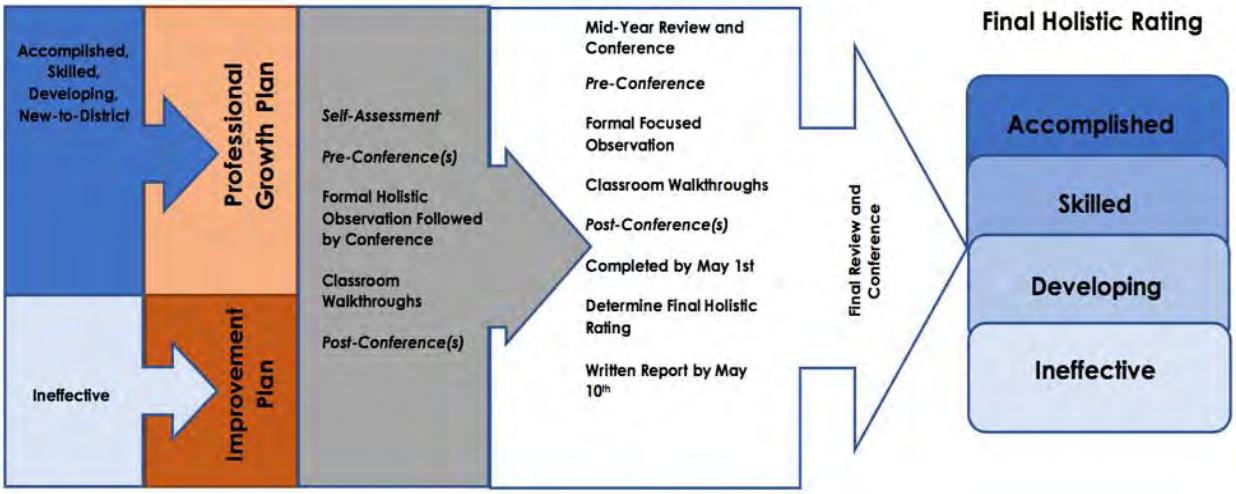
GOALS OF EVALUATION

- Inform instruction/practices in order to increase student learning and achievement
- Identify and develop best practices in order to provide the greatest opportunity for student learning and achievement
- Serve as a tool to advance professional growth and development
- Encourage ongoing dialogue between educational staff and evaluators
- Develop each individual's talents and abilities
- Provide specific information, resources and assistance to those whose practice falls in the Developing or Ineffective performance ranking
- Provide a fair and equitable appraisal process that is implemented uniformly throughout the district
- Provide formative (developmental) as well as summative (evaluative) information to educational staff
- Propel schools to higher levels of effectiveness as a result of improved educational staff performance
- Meet professional standards
- Inform employment decisions (retention, assignment, promotion, and removal of poorly performing staff)

SECTION 1. DEFINITIONS, TIMELINE/SCHEDULE

A. OHIO TEACHER EVALUATION SYSTEM (OTES)

Pursuant to Ohio Revised Code 3319.111, the district has adopted OTES as its standards-based procedure for teacher evaluation.



Any person who spends at least fifty percent of the time employed providing content-related student instruction and who is employed under a teaching license issued under Chapter 3319, or a professional or permanent teacher's certificate issued under former section 3319.222 will be evaluated according to the OTES procedures outlined herein, in accordance with current state policy governing OTES for the given evaluation year.

B. OHIO SCHOOL COUNSELOR EVALUATION SYSTEM (OSCES)

Pursuant to Ohio Revised Code 3319.113, the district has adopted OSCES as its standards-based procedure for school counselor evaluation.

Any person who is employed under a school counselor license issued under Chapter 3301-24-05 will be evaluated according to the OSCES procedures outlined herein, in accordance with current state policy governing OSCES for the given evaluation year.

C. NON-OTES/OSCES CERTIFIED STAFF

Any person who spends less than fifty percent of the time providing student instruction and who is employed under a license issued under Chapter 3319, or a professional or permanent certificate issued under former Section 3319.222 will be evaluated using the position-specific evaluation instruments found in this appendix. These employee classifications include:

- School Psychologist
- Curriculum Specialist
- School Nurse
- Speech/Language Pathologists
- Occupational Therapist
- Gifted Intervention Specialist

D. "ON YEAR" AND "OFF YEAR" EVALUATION

OTES, OSCES, and non-OTES/OSCES evaluations may be conducted annually, every two years, or every three years and may require 2 or 3 evaluation cycles depending on contract type and rating on most recent evaluation. These "on year" evaluations (based on the schedule below) require application of the full evaluation process. Those members who are not required to be on an annual evaluation cycle per the table below are considered to be "off year". "Off year" OTES and OSCES members still require a walkthrough as described in section 3B of this appendix. A professional growth/improvement plan (as described in Section 2 of this appendix) and evaluation conference is required of all members annually, regardless of whether they are "on" or "off year". The following table outlines the circumstances which require "on year" full evaluation procedures:

Contract Type	Rating on Last Evaluation	"On Year" Evaluation Schedule	Number of Cycles
Continuing or extended limited (not in final year of contract)	Accomplished	1 every 3 years*	2
	Skilled	1 every 2 years*	2
	Developing or Ineffective	Annually	2
One-year or final year of extended limited contract	Accomplished, Skilled, Developing, or Ineffective	Annually	3**

*All staff members must demonstrate adequate progress on their professional growth plan to remain on an extended evaluation cycle.

**Two observations must be completed prior to January 30. The Superintendent may waive the third observation.

NOTE 1:
"Limited contract" means a limited contract, as described in section 3319.08 of the Revised Code, that a school district board of education or governing board of an educational service center enters into with a teacher who is not eligible for continuing service status.

"Extended limited contract" means a limited contract, as described in section 3319.81 of the Revised Code, that a board of education or governing board enters into with a teacher who is eligible for continuing service status, but to whom a continuing contract has not been granted by the board.

NOTE 2:

Administration reserves the right to fully evaluate a staff member in any given year, regardless of "on" versus "off year" per the criteria above.

E. TIMELINES

	Description of Activity	Form or Online	Deadline	Person Being Evaluated	Evaluator	District Admin
All Certified Staff	Designation of Evaluation Status & Evaluator with Notification to person being evaluated/evaluator	Online Ohio ES (OTES & OCES)	Sept. 1			**X**
	District-wide Evaluation Process Meeting		First Fri. in Sept.			**X**
	Optional Self-Assessment and Summary Tool	Online Ohio ES (OTES & OCES)	Sept. 30th (All OTES/ OSCES members)	**X**		
	Professional Growth Plan or Improvement Plan	Online Ohio ES (OTES & OCES) Form (non-OTES/OSCES)	Sept. 30th	**X** See section 2, part A for plan responsi-bility	**X** See section 2, part A for plan responsi-bility	
	Summative conference & Evaluation of Growth/Improvement Plan	Online Ohio ES (OTES & OCES) Form (non-OTES/OSCES)	May 1st	**X**	**X**	
"On year" OTES members	High Quality Student Data submission for approval	HQSD Form	Sept. 15th (Appeals: Sept. 30)	**X**		**X**
	Formal Holistic Observation Formal Focused Observation (limited contract teachers) Focused Walkthrough (1 for continuing contract teachers, 2 for limited contract teachers)	Online Ohio ES	January 30th		**X**	
	Formal Focused Observation Focused Walkthrough	Online Ohio ES	May 1st		**X**	
"On year" OSCES members	Formal Holistic Observation (1 for continuing contract counselors, 2 for limited contract counselors) Walkthrough (1 for continuing contract counselors, 2 for limited contract counselors)	Online Ohio ES	January 30th		**X**	
	Formal Holistic Observation Walkthrough	Online Ohio ES	May 1st		**X**	
	Metrics of Student Outcomes	(Established with evaluator)	Sept. 15th	**X**	**X**	

"On year" non-OTES/OSCES members	First Evaluation		January 30th		**X**	
	Second Evaluation		May 1st		**X**	
"Off year" OTES/OSCES members	Walkthrough	Form (Online – Ohio ES)	May 1st	**X**	**X**	

F. ASSIGNMENT OF STAFF AND EVALUATORS

The building administrator(s) will typically evaluate his/her staff. Members serving more than one building will typically be evaluated by the building administrator in whose building they spend the majority of their instructional time. Any member with a final summative rating of "Accomplished" on their most recent evaluation may choose their evaluator from a list of evaluators for their building. This choice will be granted on a first-come, first-served basis based upon each evaluator's availability. In the event that a member selects an evaluator who is not their building principal, the building principal will have the opportunity to provide evidence/input on the member's evaluation.

SECTION 2: PROFESSIONAL GROWTH/IMPROVEMENT PLAN (ALL MEMBERS, ANNUALLY)

Staff receiving a rating of "ineffective" on their most recent evaluation will be required to complete an Improvement Plan, while all others will be required to complete a Professional Growth Plan. A staff member may be placed on an Improvement Plan at any time during the evaluation cycle by the evaluator based on deficiencies in performance as documented by evidence collected by the evaluator. OTES/OSCES members, whether "on year" or "off year", will enter plans into the Ohio ES system. All non-OTES/OSCES members will submit plans via the appropriate form contained in this appendix. All plans must demonstrate alignment with the building/district improvement plan.

PROFESSIONAL GROWTH PLAN

A. The Professional Growth Plan helps the teacher focus on areas of professional development that will enable them to improve their practice.

- Members receiving an overall rating of "Accomplished" on their most recent evaluation can be self-directed in the selection of areas for growth on their plans.
- Members with a most recent evaluation rating of "Skilled", or who have no previous rating (new hires) will develop plans to be completed collaboratively with their evaluator.
- Members with a most recent rating of "Developing" will have their growth plan directed by the evaluator.

Members are accountable for the implementation and completion of their plan and may use the plan as a starting point for the school year. The Professional Growth plan is intended to be one academic year in duration and may support the goals of the Individual Professional Development Plan - IPDP. The Professional Growth Plan is not intended to replace the IPDP.

The Professional Growth plan and process includes feedback from the evaluator as well as the members self-assessment, and the support needed to further the teacher's continuous growth and development. The growth plan should be reflective of relevant data and include:

- Goal statement(s) demonstrating performance on Ohio Standards for the Teaching Profession/Ohio Standards for School Counselors;
- District/building goal alignment;
- Action steps and resources to achieve goal(s);
- Qualitative or quantitative measurable indicators (evidence indicating progress on the goal(s).

Number of goals to be included on the professional growth plan:

- "Off year evaluation" members and those receiving an overall rating of "accomplished" on the previous year's evaluation will include a minimum of one goal.
- All other members will include a minimum of two goals in their professional growth plan.

B. IMPROVEMENT PLAN

Improvement Plans are directed for a member by the evaluator in response to ineffective ratings in performance and/or student growth. The plan is intended to identify specific areas for improvement of performance and for identifying guidance and support needed to help the member improve. When an improvement plan is initiated by administration at any time, it is the responsibility of administration to:

- Identify, in writing, the specific area(s) for improvement to be addressed in relationship to the Ohio Standards for the Teaching Profession and the building/district improvement plan.
- Specify, in writing, the desired level of performance that is expected to improve and a reasonable period of time to correct the deficiencies;
- Develop and implement a written plan for improvement that will be initiated immediately and includes resources and assistance available;
- Determine additional assistance and professional development needed to improve in the identified area(s);
- Gather evidence of progress or lack of progress.

Once the improvement plan has been reviewed with the member, it becomes the member's responsibility to take action on the prescribed steps on the plan within the agreed-upon timeframe.

C. REVIEW OF PROFESSIONAL GROWTH/IMPROVEMENT PLAN

A summative conference will be held with every certified staff member, whether "on year" or "off year", for review and evaluation of the growth or improvement plan. For "on year" members, this review of the plan may take place in conjunction with the post-conference following his or

her final evaluation cycle. Through this conference, it will be determined by administration whether or not the member has made adequate progress on the plan. In the event that it is determined that adequate progress has not been made, the member will be placed in an "on year" evaluation cycle for the next year, regardless of his or her rating on the most recent evaluation.

SECTION 3: "ON YEAR" OTES/OSCES

A. FORMAL OBSERVATIONS

Observations provide important evidence when assessing a staff member's performance and effectiveness. As an evaluator observes a ~~staff~~ member carrying out his or her responsibilities, valuable evidence may be collected on multiple levels. Based upon researched best practices, the formal observation process consists of a pre-conference, observation, and post-conference.

A1. Pre-conference

During the pre-conference, held prior to the formal holistic observation, the member provides important information which may not be directly observable during the observation. This includes (but is not limited to) such elements as planning, data-based decisions, and communication. Information/evidence obtained through the pre-conference will be utilized to inform ratings on the evaluation rubric.

Pre-conferences are not required for formal focused observations, but may be requested by either the evaluator or member.

Completion of the provided pre-conference form is not required. However, it is strongly recommended that members complete it and submit it to their evaluators, as the completed form ensures a more thorough documentation of evidence in the areas included. Further, completion of the pre-conference form may make the pre-conference meeting more efficient, or negate the need for a pre-conference meeting (if mutually agreed upon by the evaluator and the person being evaluated).

A2. Formal Holistic Observations

Formal holistic observations are a minimum of 30 minutes in duration, and are guided by the entire OTES/OSCES evaluation rubric. During these observations, the evaluator collects and records evidence of performance which will be used in conjunction with other evidence collected to inform ratings on the rubric. Results will be recorded in the Ohio ES system.

"On year" OTES teachers will receive one formal holistic observation per year (the first observation of the year). Each OSCES counselor will receive one formal holistic observation per evaluation cycle (two or three per year, depending on continuing or limited contract status).

A3. Scheduling of Formal Holistic Observations

Each member being observed will be provided the opportunity to establish a mutually agreed upon time and date for each formal holistic observation. The time and date will be established expediently upon the request for scheduling being initiated by either the evaluator or member. In the event that the member to be observed reschedules a formal holistic observation more than once, the evaluator reserves the right to conduct the observation at a time of his or her choosing. Evaluators will make every effort to avoid cancelling scheduled observations. In the

event that an unforeseen circumstance requires that an evaluator cancel an observation, it will be rescheduled for the earliest mutually agreed upon time and date.

In the event that a formal observation must be rescheduled after the pre-conference meeting has been completed, it is not expected that another pre-conference be held prior to the rescheduled observation, nor that the member submit new/additional lesson plans/pre-conference questions.

A4. Formal Focused Observations

Formal focused observations are a minimum of 30 minutes in duration, and are focused on chosen areas of the rubric identified based upon the holistic observation. These areas may be areas of relative strength or areas for improvement. The evaluator will collaborate with the members being evaluated to choose areas of focus that will support the member's professional growth. Evaluators will collect sufficient evidence around the identified focus area(s) and may also collect additional evidence to support a Final Holistic Rating. These focused observations may be announced or unannounced. Unannounced focused observations will not occur on the day preceding the district-approved Thanksgiving, Winter, or Spring Break periods. Results will be recorded in the Ohio ES system.

Each "on year" OTES teacher will receive at least one formal focused observation per evaluation cycle. Formal focused observations do not apply to OSCES counselors.

A5. Post-conference

During the pre-conference, or at the time of the observation, the teacher and evaluator will set a time for the post-conference to take place, and revise this scheduled date and time as needed if the post-conference is not conducted as originally planned.

The purpose of the post-observation conference, held after formal holistic and focused observations, is to provide reflection and feedback on the observed lesson and to identify strategies and resources to increase effectiveness, as well as to discuss progress on the professional growth/improvement plan. During this conference, the member may provide the evaluator with additional evidence of performance based upon the evaluation rubric. The members' performance on the evaluation rubric will be updated as appropriate after each of these conferences, up to and including the final summative conference.

The post-conference will typically occur within seven (7) school days of the formal observation and no more than ten (10) school days following the formal observation. An exception to this deadline will be available in cases where the teacher or evaluator is absent due to documented leave, then the ten (10) school day requirement shall be extended by the number of approved leave days.

Members will be able to access the draft evaluation rubric in Ohio ES at least 24 hours prior to the scheduled post-conference.

B. FOCUSED WALKTHROUGHS

The purpose of the focused walkthrough is to provide evidence-based feedback on instructional practices and classroom environment including areas such as (but not limited to) lesson objectives, planning, instructional strategies, student engagement, differentiation, and assessment practices. These walkthroughs focus on chosen areas of the evaluation rubric identified based upon the holistic observation. These areas may be areas of relative strength

or areas for improvement. Evaluators will choose areas of focus that will support the member's professional growth. During these walkthroughs, additional evidence to support a Final Holistic Rating may also be collected.

A focused walkthrough will be less than 30 minutes (approximately 15-20 minutes). These may occur frequently and may be unannounced. Focused walkthroughs, for the purpose of evaluation, will not occur on the day preceding the district-approved Thanksgiving, Winter, or Spring Break periods, or on school days between the formal classroom observation and the associated post-conference.

Walkthroughs will be documented in Ohio ES. Members may request a face-to-face meeting at any time following the walkthrough report. When requested, this conference should typically occur within seven (7) school days of the walkthrough report and no more than ten (10) school days following the walkthrough report. An exception to this deadline will be available in cases where the member or evaluator is absent due to documented leave. In such cases the ten (10) school day requirement shall be extended by the number of approved leave days.

C. HIGH QUALITY STUDENT DATA (HQSD)/METRICS OF STUDENT OUTCOMES

Identification of HQSD is a requirement *only for "on year" OTES-evaluated members*, and is to be used as performance evidence in determining ratings on the OTES performance rubric. Specifically, HQSD is one source of performance evidence in the areas of "use of high quality student data" (for setting and monitoring goals) and "evidence of student learning" (student growth/achievement).

Each "on year" OTES member must identify two sources of HQSD. Any member who has value-added attributed to them must use these data as one of the two sources of HQSD. The criteria for an assessment to meet the standards of providing HQSD are:

- Align to learning standards
- Measure what is intended to be measured
- Not offend or be driven by bias
- Be attributable to a specific teacher for course(s) and grade level(s) taught
- Demonstrate evidence of student learning (achievement and/or academic growth) of a significant portion of course standards or of a key grouping of course standards
- Follow protocols for administration and scoring
- Provide trustworthy results

Sources of HQSD must be formally approved as meeting all criteria above. No later than September 15 of each year, "on year" OTES teachers will submit sources of HQSD to be utilized for evaluation purposes via the district-developed form. A review committee comprised of the district's Curriculum Specialists and the Superintendent (or designee) will review and approve all submissions.

It is the member's responsibility to ensure that he or she has at least two sources of HQSD formally approved prior to September 30. After this deadline, no further submissions will be reviewed for approval (with the exception of those data sources already pre-approved). The review committee will return decisions on submissions within five work days of the submission; it is the teacher's responsibility to account for this review time in order to meet the September 30 deadline for final approval.

In the event that there is disagreement with a review committee decision, the affected teacher may appeal to the PCTA president in writing. An ad hoc review committee will convene, consisting of not more than three representatives appointed by the PCTA president and not more than three representatives appointed by the Superintendent to make the final decision. This ad hoc committee will return decisions on appeals within five work days of the appeal; it is the member's responsibility to account for this review time in order to meet the September 30 deadline for final approval.

Metrics of Student Outcomes (OSCES)

Identification of "Metrics of Student Outcomes" is a requirement only for "on year" OSCES-evaluated members and are the source of performance evidence in rubric area by the same name. The school counselor and the evaluator will collaboratively pre-determine the metrics which will be used on the same timeline outlined for HQSD. The school counselor and the evaluator will select metrics that most clearly reflect the work of the school counselor and clearly illustrate a link between the work and student outcomes. While there is no established requirement for the number of metrics to be determined, the counselor must demonstrate positive change within at least one student domain to achieve a "skilled" rating, and in at least three student domains for an "accomplished" rating.

SECTION 4: "ON YEAR" NON-OTES/OSCES

Non-OTES/OSCES evaluations will be documented on the appropriate form associated with the member's job assignment, as contained in this appendix. Each evaluation cycle consists of a formal holistic observation, followed by a post-conference (as described in section 3, part A5 of this appendix). Formal holistic observations are a minimum of 30 minutes in duration, and are guided by the appropriate district evaluation form. During these observations, the evaluator collects and records evidence of performance which will be used in conjunction with other evidence collected to inform ratings on the evaluation form. Scheduling of formal holistic observations will be conducted in accordance with section 3, part A3 of this appendix. A pre-conference meeting (as described in section 3, part A1 of this appendix) will be held prior to the formal holistic observation if requested by either the evaluator or member being evaluated

SECTION 5: "OFF YEAR" OTES/OSCES

Each "off year" OTES/OSCES member will receive at least one focused walkthrough per section 3, part B. The focus of the walkthrough for these members will be chosen with the objective of supporting the member's professional growth, and will be based upon the professional growth plan and/or discussions with administration.

OTES Professional Growth Plan/Improvement (to be completed in Ohio ES)

Teacher Name: Evaluator Name: ☐ Self-Directed (Accomplished) ☐ Jointly Developed (Skilled) ☐ Evaluator Directed (Developing/Ineffective)

Choose the Domain(s) aligned to the goal(s).

☐ Focus for Learning
☐ Knowledge of Students
☐ Lesson Delivery
☐ Classroom Environment
☐ Assessment of Student Learning
☐ Professional Responsibilities

Goal Statement(s) Demonstrating Performance on Ohio's Standards for the Teaching Profession	Action Steps & Resources to Achieve Goal(s)	Qualitative or Quantitative Measurable Indicators: Evidence Indicating Progress on the Goal(s)	Dates Discussed

Describe the alignment to district and/or building improvement plan(s):

Comments:

Teacher's Signature:_____ Date: _____

Evaluator's Signature:_____ Date: _____

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

OSCES Professional Growth/Improvement Plan (to be completed in Ohio ES)

School Counselor Name: Evaluator Name:

☐ Self-Directed ☐ Collaborative ☐ Evaluator Directed

*Choose the **Standard(s)** aligned to the goal(s). These are addressed by the evaluator as appropriate for this school counselor.*			
☐ Comprehensive School Counseling Program Plan ☐ Direct Services for Academic, Career, and Social/Emotional Development Indirect Services		☐ Evaluation and Data ☐ Leadership and Advocacy ☐ Professional Responsibility, Knowledge & Growth	
SMART Goal Statement	Action Steps & Resources to Achieve Goal(s)	Qualitative or Quantitative Measurable Indicators: Evidence Indicating Progress on the Goal(s)	Dates Discussed
Describe the alignment to district and/or building improvement plan(s):			
Comments:			

School Counselor:_____

Evaluator:_____

Date: _____

Non-OTES/OSCES Professional Growth Plan
(form submitted to evaluator)

Employee Name: Evaluator Name:

☐Self-Directed ☐Collaborative ☐Evaluator-Directed

Goal statement for improvement of knowledge/skill directly related to job responsibilities	Action steps and resources to achieve goal	Qualitative or Quantitative Measurable Indicators: Evidence Indicating Progress on the Goal(s)	Dates discussed

Goal Two	Goal statement for measurable outcome(s)	Action steps and resources to achieve goal	Qualitative or Quantitative Measurable Indicators: Evidence Indicating Progress on the Goal(s)	Dates discussed

Alignment to District and/or Building Improvement Plan(s)
Describe the alignment to district and/or building improvement plan(s).

Progress on Professional Goals (*completed by evaluator after final conference*)	☐ Adequate progress demonstrated ☐ Inadequate progress demonstrated

Employee Signature:_____ Date:_____

Evaluator's Signature:_____ Date:_____

Non-OTES/OSCES Improvement Plan
(form submitted by evaluator)

Employee Name:
Date of Improvement Plan Conference:
School Year:
Building:

Section 1: Improvement Statement

List specific areas for improvement with performance.	
Specific Statement of the Concern: Area(s) of Improvement	Date(s) Improvement Area or Concern Observed

Section 2: Desired Level of Performance

List specific measurable goals to improve performance. Indicate what each goal will measure.			
Goal(s)	Level of Performance Specifically Describe Successful Improvement Target(s)	Starting Date	Ending Date

Non-OTES/OSCES Improvement Plan, *continued*

Section 3: Specific Plan of Action

Describe in detail specific plans of action that the employee must take to improve his or her performance. Indicate the sources of evidence that the evaluator will use to document completion of the improvement plan.	
Actions to be Taken	Sources of Evidence that Will Be Examined

Section 4: Assistance and Professional Development

Describe in detail specific supports that will be provided as well as opportunities for professional development.

Date for this Improvement Plan to Be Evaluated:

Employee's Signature:_____ Date:_____

Evaluator's Signature:_____ Date:_____

PAINESVILLE CITY LOCAL SCHOOLS
SCHOOL PSYCHOLOGIST EVALUATION

Name_____ Evaluator _____

Observation Date_____ Observation Time_____

Code: (I) Ineffective (D) Developing (S) Skilled (A) Accomplished				
PROGRAM PLANNING & MANAGEMENT	**I**	**D**	**S**	**A**
Fully participates in a differentiated referral system which allows staff and parents to request a multi-factored evaluation and/or consultation services for non-disabled students				
Appropriately administrates diagnostic tests, accurately interprets and documents results, and effectively communicates results and recommendations.				
Documents necessary components of the program in an accurate and timely manner, including student progress, proper consent for services, service schedules, and other required documentation.				
Comments:				

DELIVERY OF SERVICES	**I**	**D**	**S**	**A**
Establishes rapport with students in the delivery of services.				
Appropriately selects and implements consultation services and therapeutic interventions commensurate with student needs.				
Demonstrates a positive impact on student outcomes through the coordination of effective programming and the delivery of effective direct services.				
Conducts effective individual and group counseling sessions as needed.				
Conducts quality evaluations, including knowledge of required components of different types of evaluations, selecting appropriate assessments, accurately interpreting test data, and writing quality comprehension reports				
Comments:				

COLLABORATION & SUPPORT	I	D	S	A
Appropriately and productively consults with staff and families to address student concerns and to identify ongoing/emerging student social/emotional needs.				
Accesses and interacts effectively with outside personnel (i.e. pediatricians, counseling agencies, Human Services).				
Contributes to the school multi-tiered system of support to provide support plans for students, and assists staff as needed in the implementation of those plans.				
Helps formulate and guide the implementation of Individualized Education Plans (IEPs).				
Monitors ongoing student/family participation in community intervention/assistance programs.				
Effectively leads meetings.				
Comments:				

PROFESSIONALISM	I	D	S	A
Demonstrates progress toward professional growth goals.				
Demonstrates quality professional judgement and abides by state/federal regulations and school/district guidelines and policies.				
Demonstrates flexibility & responsiveness.				
Comments:				

AREA(S) OF REINFORCEMENT (RELATIVE STRENGTH):

AREA(S) OF REFINEMENT (RELATIVE WEAKNESS):

RECOMMENDATIONS FOR IMPROVEMENT:

The evaluator and/or school psychologist may attach comments to this form if deemed necessary.

Evaluator's Signature_____Date_____

Psychologist's Signature_____Date_____

The signatures indicate that the information has been reviewed, but do not necessarily indicate agreement with the content.

PAINESVILLE CITY LOCAL SCHOOLS

SUMMATIVE EVALUATION – SCHOOL PSYCHOLOGISTS

Psychologist _____ School _____

Evaluator _____ School Year _____

Observation Date_____ Observation Time_____

Code: I = Ineffective D = Developing S = Skilled A = Accomplished

	I	D	S	A
Program Planning & Management				
Delivery of Services				
Collaboration & Support				
Professionalism				
Overall Summative Rating				

Summary Comments:

(Use separate sheet if more space is needed.)

Evaluator's Signature _____ Date _____

Psychologist's Signature _____ Date _____

The signatures indicate that the information has been reviewed, but do not necessarily indicate agreement with the contents.

PAINESVILLE CITY LOCAL SCHOOLS
CURRICULUM SPECIALIST EVALUATION

Name_____ Evaluator _____

Observation Date_____ Observation Time_____

Code: (I) Ineffective (D) Developing (S) Skilled (A) Accomplished				
CURRICULUM DEVELOPMENT	**I**	**D**	**S**	**A**
Evaluates district curriculum and instructional programs in an ongoing manner. Makes meaningful recommendations for the selection of programs/materials and adjustments to programming.				
Effectively facilitates the creation and maintenance of user-friendly curriculum maps aligned to applicable learning standards.				
Effectively facilitates the creation of high-quality student assessments which support standards-based grading across content areas.				
Assists the Director of Teaching and Learning with operating within the department's budget and seeks out ways to control costs.				
Comments:				

TEACHER SUPPORT	**I**	**D**	**S**	**A**
Develops and implements impactful collaborative processes for the inclusion of teachers in decision-making and the development of curriculum and assessments.				
Provides high-quality, accessible professional development to staff which supports district programming and the district's school improvement plan.				
Conducts such activities as classroom observations, instructional coaching, co-planning, co-teaching, and modeling which yields actionable feedback for teachers.				
Demonstrates a positive impact on teacher practices which in turn produce positive impacts on student performance.				
Effectively orients and supports new teachers on district curriculum and instructional programming.				
Comments:				

SCHOOL IMPROVEMENT	I	D	S	A
Analyzes student performance and adult implementation data which are actionable in making decisions.				
Effectively supports TBTs, BLTs, and DLT in implementing the OIP.				
Consistently supports and reinforces the district's Instructional Framework to ensure implementation.				
Comments:				

PROFESSIONALISM	I	D	S	A
Demonstrates flexibility & responsiveness.				
Communicates appropriately and effectively with instructional staff and administration.				
Builds and maintains collegial and appropriately confidential relationships with instructional staff.				
Demonstrates progress toward professional growth goals.				
Actively seeks to remain up-to-date with trends and best practices in curriculum and instruction.				
Demonstrates quality professional judgement and abides by state/federal regulations and school/district guidelines and policies				
Maintains accurate records				
Comments:				

AREA(S) OF REINFORCEMENT (RELATIVE STRENGTH):

AREA(S) OF REFINEMENT (RELATIVE WEAKNESS:

RECOMMENDATIONS FOR IMPROVEMENT:

The evaluator and/or curriculum specialist may attach comments to this form if deemed necessary.

Evaluator's Signature_____ Date _____

Specialist's Signature _____ Date _____

The signatures indicate that the information has been reviewed, but do not necessarily indicate agreement with the content.

PAINESVILLE CITY LOCAL SCHOOLS

SUMMATIVE EVALUATION – CURRICULUM SPECIALIST

Specialist__ _____ School Year _____

Evaluator _____

Observation Date_____ Observation Time_____

Code: I = Ineffective D = Developing S = Skilled A = Accomplished

	I	D	S	A
Curriculum Development				
Teacher Support				
School Improvement				
Professionalism				
Overall Summative Rating				

Summary Comments:

(Use separate sheet if more space is needed.)

Evaluator's Signature _____ Date _____

Specialist's Signature _____ Date _____

The signatures indicate that the information has been reviewed, but do not necessarily indicate agreement with the contents.

PAINESVILLE CITY LOCAL SCHOOLS
SCHOOL NURSE EVALUATION

Name_____ Evaluator _____

Observation Date_____ Observation Time_____

Code: (I) Ineffective (D) Developing (S) Skilled (A) Accomplished				
MANAGEMENT OF SERVICES	**I**	**D**	**S**	**A**
Maintains a safe, orderly, organized, and properly stocked clinic.				
Maintains accurate and up-to-date records, including emergency authorization forms, immunizations, and a clinic visit log.				
Ensures that all required health screening activities are completed, and refers students to specialists as necessary.				
Comments:				

DELIVERY OF SERVICES	**I**	**D**	**S**	**A**
Demonstrates care, respect, and empathy toward students.				
Properly secures and administers student medication.				
Provides proper care to sick and injured students.				
Is responsive and effective in emergency situations.				
Develops effective nursing care plans for students with special needs and ensures that these plans are properly implemented.				
Is effective in helping students monitor and manage medical conditions as needed.				
Comments:				

COLLABORATION & SUPPORT	I	D	S	A
Serves as a resource for students and staff for education and training.				
Collaborates with staff and administration to develop plans for the management of health/wellness issues.				
Consults with staff and families as necessary to assist in addressing student concerns (i.e., excessive absences, at-risk behavior mental/physical health, family/peer relations, etc.), and initiates referrals to external resources as needed.				
Maintains effective communication with families and properly logs those communications.				
Comments:				

PROFESSIONALISM	I	D	S	A
Demonstrates flexibility and responsiveness.				
Demonstrates progress toward professional growth goals				
Demonstrates quality professional judgement and abides by state/federal regulations and school/district guidelines and policies.				
Comments:				

AREA(S) OF REINFORCEMENT (RELATIVE STRENGTH):

AREA(S) OF REFINEMENT (RELATIVE WEAKNESS:

RECOMMENDATIONS FOR IMPROVEMENT:

The evaluator and/or school counselor may attach comments to this form if deemed necessary.

Observer's Signature_____ Date _____

Nurse's Signature _____ Date _____

The signatures indicate that the information has been reviewed, but do not necessarily indicate agreement with the content.

PAINESVILLE CITY LOCAL SCHOOLS

SUMMATIVE EVALUATION – SCHOOL NURSE

Nurse _____ School _____

Evaluator _____ School Year _____

Observation Date_____ Observation Time_____

Code: I = Ineffective D = Developing S = Skilled A = Accomplished

	I	D	S	A
Management of Services				
Delivery of Services				
Collaboration & Support				
Professionalism				
Overall Summative Rating				

Summary Comments:

(Use separate sheet if more space is needed.)

Evaluator's Signature _____ Date _____

Nurse's Signature _____ Date _____

The signatures indicate that the information has been reviewed, but do not necessarily indicate agreement with the contents.

PAINESVILLE CITY LOCAL SCHOOLS
SPEECH/LANGUAGE PATHOLOGIST EVALUATION

Name_____ Evaluator _____

Observation Date_____ Observation Time_____

Code: (I) Ineffective (D) Developing (S) Skilled (A) Accomplished				
PROGRAM PLANNING & MANAGEMENT	**I**	**D**	**S**	**A**
Documents necessary components of the program in an accurate and timely manner, including student progress, proper consent for services, service schedules, end-of-year recommendations for each student served, and other required IEP documentation.				
Maintains effective communication with families regarding service goals and student progress (e.g., quarterly reports, parent conferences, IEP meetings).				
Effectively accesses school/district/community resources as necessary.				
IEP goals are well-developed and integrate with the regular school curriculum to meet individual student needs				
Appropriately administrates diagnostic tests, accurately interprets results, and effectively communicates results and recommendations.				
Comments:				

DELIVERY OF SERVICES	**I**	**D**	**S**	**A**
Establishes rapport with students within the delivery of services				
Accurately evaluates students' communication needs using objective data				
Develops & implements plans to maximize student success using a continuum of effective intervention strategies				
Demonstrates success in remediating student communication disorders through appropriate implementation of effective interventions				
Performs screening activities appropriately and accurately, and performs follow-up activities with students who have not passed earlier screening procedures.				
Maintains an organized physical space conducive to testing & providing therapy				
Comments:				

COLLABORATION & SUPPORT	I	D	S	A
Contributes to the school multi-tiered system of support to provide support plans for students, and assists staff as needed in the implementation of those plans.				
Builds professional relationships with colleagues to coordinate activities, interventions, and student assistance as needed				
Comments:				

PROFESSIONALISM	I	D	S	A
Demonstrates flexibility & responsiveness				
Demonstrates quality professional judgement and abides by state/federal regulations and school/district guidelines and policies.				
Demonstrates progress toward professional growth goals.				
Comments:				

AREA(S) OF REINFORCEMENT (RELATIVE STRENGTH):

AREA(S) OF REFINEMENT (RELATIVE WEAKNESS:

RECOMMENDATIONS FOR IMPROVEMENT:

The evaluator and/or speech/language pathologist may attach comments to this form if deemed necessary.

SLP Signature _____ Date_____

Evaluator's Signature_____ Date_____

The signatures indicate that the information has been reviewed, but do not necessarily indicate agreement with the content.

PAINESVILLE CITY LOCAL SCHOOLS

SUMMATIVE EVALUATION – SPEECH/LANGUAGE PATHOLOGIST

SLP _____ School _____

Evaluator _____ School Year _____

Observation Date_____ Observation Time_____

Code: I = Ineffective D = Developing S = Skilled A = Accomplished

	I	D	S	A
Program Planning & Management				
Delivery of Services				
Collaboration & Support				
Professionalism				
Overall Summative Rating				

Summary Comments:

(Use separate sheet if more space is needed.)

Evaluator's Signature _____ Date _____

SLP's Signature _____ Date _____

The signatures indicate that the information has been reviewed, but do not necessarily indicate agreement with the contents.

PAINESVILLE CITY LOCAL SCHOOLS
OCCUPATIONAL THERAPIST EVALUATION

Name_____ Evaluator _____

Observation Date_____ Observation Time_____

Code: (I) Ineffective (D) Developing (S) Skilled (A) Accomplished				
PROGRAM PLANNING & MANAGEMENT	**I**	**D**	**S**	**A**
Maintains accurate records and submits reports on time.				
Maintains effective communication with families regarding service goals and student progress (e.g., quarterly reports, parent conferences, IEP meetings).				
Maintains treatment equipment and supplies.				
Appropriately administers student assessments, accurately interprets results, and effectively communicates results and recommendations.				
Comments:				

DELIVERY OF SERVICES	**I**	**D**	**S**	**A**
Establishes rapport with students within the delivery of services				
Develops & implements treatment plans to maximize student success utilizing effective therapy strategies.				
Successfully meets and properly documents service requirements as defined in student IEP/504 Plan.				
Demonstrates success in improving student outcomes (fine/gross motor skill development, sensory-motor integration, self-care, daily living activities).				
Comments:				

COLLABORATION & SUPPORT	I	D	S	A
Effectively consults with staff and families to identify student needs and to monitor progress.				
Assists instructional staff in implementing student supports in the classroom.				
Comments:				

PROFESSIONALISM	I	D	S	A
Demonstrates flexibility & responsiveness				
Demonstrates quality professional judgement and abides by state/federal regulations and school/district guidelines and policies.				
Demonstrates progress toward professional growth goals.				
Comments:				

AREA(S) OF REINFORCEMENT (RELATIVE STRENGTH):

AREA(S) OF REFINEMENT (RELATIVE WEAKNESS:

RECOMMENDATIONS FOR IMPROVEMENT:

The evaluator and/or occupational therapist may attach comments to this form if deemed necessary.

OT Signature _____ Date_____

Evaluator's Signature_____ Date_____

The signatures indicate that the information has been reviewed, but do not necessarily indicate agreement with the content.

PAINESVILLE CITY LOCAL SCHOOLS

SUMMATIVE EVALUATION – OCCUPATIONAL THERAPIST

SLP _____ School _____

Evaluator _____ School Year _____

Observation Date_____ Observation Time_____

Code: I = Ineffective D = Developing S = Skilled A = Accomplished

	I	D	S	A
Program Planning & Management				
Delivery of Services				
Collaboration & Support				
Professionalism				
Overall Summative Rating				

Summary Comments:

(Use separate sheet if more space is needed.)

Evaluator's Signature _____ Date _____

OT's Signature _____ Date _____

The signatures indicate that the information has been reviewed, but do not necessarily indicate agreement with the contents.

PAINESVILLE CITY LOCAL SCHOOLS
GIFTED TEACHER EVALUATION

Name_____ Evaluator _____

Observation Date_____ Observation Time_____

Code: (I) Ineffective (D) Developing (S) Skilled (A) Accomplished				
PROGRAM MANAGEMENT	**I**	**D**	**S**	**A**
Effectively oversees mandated processes of gifted screening, identification, and notification of identification. Maintains accurate and up-to-date records associated with these processes.				
Ensures the development of compliant, high-quality Written Education Plans and Written Acceleration Plans.				
Collaborates with administration and instructional staff to determine the most appropriate service-delivery methods for gifted and advanced students.				
Facilitates district programming as directed (i.e., spelling bee, awards/recognition).				
Comments:				

TEACHER SUPPORT	**I**	**D**	**S**	**A**
Develops and delivers high-quality professional development to teachers on the instruction of gifted and advanced students to ensure that state requirements are met.				
Effectively serves as a resource in the instruction of gifted and advanced students, including such activities as classroom observations, instructional coaching, co-planning, co-teaching, and modeling, which yields actionable feedback for teachers.				
Provides support to teachers in the development and implementation of assessments which can capture student performance exceeding grade-level standards.				
Comments:				

DIRECT SERVICE TO STUDENTS	I	D	S	A
Delivers effective lessons to students as assigned which appropriately extend the grade-level curriculum into levels of greater depth/complexity.				
Demonstrates positive impact on the performance of gifted-identified students.				
Researches and prepares quality instructional materials for the instruction of gifted and advanced students.				
Appropriately communicates with families as necessary in support of district programming.				
Comments:				

PROFESSIONALISM	I	D	S	A
Demonstrates flexibility & responsiveness.				
Communicates appropriately and effectively with instructional staff and administration.				
Demonstrates progress toward professional growth goals.				
Actively seeks to remain up-to-date with trends and best practices in gifted education.				
Demonstrates quality professional judgement and abides by state/federal regulations and school/district guidelines and policies				
Comments:				

AREA(S) OF REINFORCEMENT (RELATIVE STRENGTH):

AREA(S) OF REFINEMENT (RELATIVE WEAKNESS:

RECOMMENDATIONS FOR IMPROVEMENT:

The evaluator and/or teacher may attach comments to this form if deemed necessary.

Evaluator's Signature_____ Date _____

Teacher's Signature _____ Date _____

The signatures indicate that the information has been reviewed, but do not necessarily indicate agreement with the content.

PAINESVILLE CITY LOCAL SCHOOLS

SUMMATIVE EVALUATION – GIFTED TEACHER

Coordinator _____ School Year _____

Evaluator _____

Observation Date_____ Observation Time_____

Code: I = Ineffective D = Developing S = Skilled A = Accomplished

	I	D	S	A
Program Management				
Teacher Support				
Direct Service to Students				
Professionalism				
Overall Summative Rating				

Summary Comments:

(Use separate sheet if more space is needed.)

Evaluator's Signature _____ Date _____

Teacher's Signature _____ Date _____

The signatures indicate that the information has been reviewed, but do not necessarily indicate agreement with the contents.

PAINESVILLE CITY LOCAL SCHOOLS **APPENDIX E**

GRIEVANCE FORM

STEP _____ DATE _____

GRIEVANT _____ SCHOOL _____

STATEMENT OF GRIEVANCE: (Relate this to Section A of the Grievance Procedure)

BASIS OF GRIEVANCE: (State the activities, actions, and dates that are the basis for the grievance)

ACTION REQUESTED:

_____
Signature of Grievant

LAKE COUNTY **APPENDIX F**

TEACHER'S PROFESSIONAL RECORD UPDATE

School Year _____

School Name _____

School Address _____

Name _____ Social Security # _____
Last First Middle

Home Address _____ Telephone _____

PLEASE COMPLETE ALL BLANKS

PRESENT TEACHING SERVICE

District	Name of School	Grades/Subjects Taught

Instructions: Graduate and Undergraduate Study **Update from your previous year's Professional Record**

ADDITIONAL GRADUATE STUDY

Name of College or University	Location (City, County and State)	Dates of Study	Date of Degree	Degree	Semester Hours of Graduate Credit

TOTAL ADDITIONAL HOURS _____

ADDITIONAL UNDERGRADUATE STUDY Summer, Extension & Correspondence (not included above)

Name of College or University	Location (City, County and State)	Dates of Study	Term in Weeks	Sem. Hrs. Earned	Names of Courses

TOTAL ADDITIONAL HOURS _____

_____ **I will/have complete(d) requirements to be eligible for a Professional Certificate/License at the completion of the current contract year.**

At the present time I have (circle one)	A Diploma	B Bachelor's	C Master's
	D Doctorate	E Educational Specialist	

PAINESVILLE CITY LOCAL SCHOOLS **APPENDIX G**

REQUEST FOR SABBATICAL LEAVE FORM

Name _____

Number of years of service in the District _____ years

Date of requested leave From _____

To _____

Assignment (Position) prior to leave _____

Teaching Certification _____

_____

_____ _____

Date Signature of Employee

_____

ADMINISTRATIVE ACTION

Approved _____

Disapproved _____

_____ _____

Date Superintendent

PAINESVILLE CITY LOCAL SCHOOLS **APPENDIX H**

LEAVE OF ABSENCE FORM

A leave of absence without pay and without Board paid fringe benefits may be granted by the Board of Education upon the recommendation of the Superintendent. Only employees who have served three (3) or more years with Painesville City Local Schools are eligible to request any such leave of absence. This leave of absence will be limited to one (1) calendar year with a second year considered under special circumstances.

_____ Date: _____
Employee's Name

_____
School

I hereby request a leave of absence without pay from _____

to _____.

Reason for unpaid leave: _____

_____

_____

_____ _____
Principal's Signature Date Employee's Signature

☐ Approved

_____
Superintendent's Signature Date

☐ Disapproved

Copy: Treasurer
Employee
File

PROFESSIONAL VISIT REQUEST FORM

APPENDIX I

MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO DATE OF PROFESSIONAL VISIT

Press firmly with ballpoint pen

NAME:_____ SCHOOL: _____

I wish to attend the following:

MEETING:_____ DATES:_____

LOCATION:_____ CITY_____STATE_____

SUBSTITUTE NEEDED:

_____ AM

_____ PM

_____ FULL DAY

_____ NONE

EXPENSES

(Paid directly by the Board via check or using Board issued credit card)

Registration Cost *(Please attach original, completed registration form.)* $_____

Accommodations # of nights_____ x rate $_____

(Use your Board Visa card & obtain a tax exemption certificate from the Treasurer's Office before you go. Receipt must be forwarded to the Treasurer's office upon your return) $_____

Transportation: airfare, parking/shuttle **$**_____

Office use only

Regist. Form _____
PO #_____

Mtg. Agenda_____

Hotel:
VisaPO#_____
Tax Ex Form_____
Receipt _____

Cert. of Attendance Received _____

REIMBURSABLE EXPENSES

(DO NOT USE BOARD ISSUED CREDIT CARD FOR THESE EXPENSES)

Meals *(per PCTA & OAPSE agreement; see language on back of pink copy)*

Please attach the meeting agenda

Daily Allowance (if meal is not provided) @ $10.00 x _____days = $_____

Overnight/Multiple Day *(if meal is not provided)*
Additional Allowance @ $25.00 x _____days = $_____

Mileage: _____miles @_____¢ per mile = **$**_____

Expense Reimbursement Form is provided on back of employee copy

TOTAL ESTIMATED COST $_____

_____ _____

Principal's Signature Date

_____ _____

Assistant Superintendent's Approval Date

CODING TO BE COMPLETED BY AUTHORIZING ADMINISTRATOR

CODE	TI	FUND	FUNCTION	OBJECT	SPEC. COST CTR	SUBJECT	OPER.UNIT	INST. LEVEL	JOB

Forward request with attachments to the attention of the Assistant Superintendent.

WHITE—Treasurer YELLOW—Personnel File PINK—Employee

PAINESVILLE CITY LOCAL SCHOOLS
EXPENSE REPORT

APPENDIX J

Return completed form to the Treasurer's office

Name: _____ Date: _____

YOU MUST ATTACHE A COPY OF THE CERTIFICATE OF ATTENDANCE FOR THIS MEETING IN ORDER TO BE REIMBURSED FOR YOUR EXPENSES

**Only if van is not available* MILEAGE _____miles @ _____¢ per mile	$
MEALS (if not provided) Single day – Lunch @$10.00 Overnight/Multiple days – Lunch @10.00, Dinner @$25.00	$
OTHER EXPENSES: *(itemize and attach receipts)*	$
GRAND TOTAL EXPENSES	**$**

PCTA agreement section 6.1203C and the OAPSE agreement section 6.0705C

Procurement of necessary arrangements shall be the responsibility of the member through procedures consistent with policies of the Board of Education including but not limited to conference registration, overnight accommodations (if necessary) and transportation/parking.

If meals are not provided as part of the meeting, members will receive an allowance of $10.00 per day. If overnight stay is necessary and meals are not provided as part of the meeting, members will receive an additional $25.00 per night for a maximum allowance of $35.00 per day. **Such payments shall be made as a reimbursement directly to the member in the form of after tax compensation.**

PAINESVILLE CITY LOCAL SCHOOL DISTRICT **APPENDIX K**

ASSAULT LEAVE REQUEST FORM

Employee Assaulted _____ Home Phone _____

Date (of assault) _____ Time _____ a.m. / p.m.

Building _____ Assignment _____

Name(s) of perpetrator(s) _____

☐ Student ☐ Parent ☐ Other

Witness(es) _____

Incident Location _____

School Official Notified _____ Title _____

Date _____

Incident was also reported to ☐ Police ☐ Juvenile Authorities ☐ Worker's Comp

Briefly describe incident _____

_____

_____

Action taken by ☐ School ☐ Police ☐ Juvenile Authorities

Describe action taken _____

_____

_____

_____ _____

Principal's Signature Date

_____ _____

Superintendent's Signature Date

PAINESVILLE CITY LOCAL SCHOOLS **APPENDIX L**

COMPENSATORY TIME SHEET

NAME _____

POSITION _____

BUILDING _____

_____
Building Administrator's Signature

DATE	TIME WORKED (Start/End)	TOTAL

Reason for Comp Time:

_____

Authorized by _____

Date _____

Painesville City Local School District APPENDIX M

IEP Reimbursement Form

Employee _____ Building _____

	Student Names	Date of IEP
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

	Out of District Students	Date of IEP
1		
2		
3		
4		
5		

Teachers will be reimbursed at $50.00 per IEP over twelve (12). Teachers will be reimbursed $50.00 per IEP written for a student out of the district.

Teacher Signature_____ Date _____

Director of Special Education_____ Date_____

TEACHER NAME _____

BUILDING _____

DEPARTMENTALIZED CLASSROOMS

OF STUDENTS _____

OF CLASSES/PERIODS _____

To be completed by Principal:
TOTAL _____

AVERAGE TOTAL _____

Principal Signature _____

HIGH SCHOOL AND MIDDLE SCHOOL ONLY

OF SECTIONS _____

FOR EACH SECTION, INSERT THE NUMBER OF STUDENTS:

SECTION	**STUDENTS**	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	**Average** _____

Principal Signature _____

ACCOUNTING FORM FOR AFTER SCHOOL* ETR, 504, RTI, IEP, OR ADMINISTRATOR-LED COMMITTEE MEETING ATTENDANCE

- Members can accrue up to 3.5 hours of professional development time that will be applied to the semester work day
- Members can use technology, such as phone conferencing or videoconferencing, to participate in these meetings unless their presence is required by an administrator
- Only meeting time occurring outside of the PCTA member's work day may be credited toward the semester work day.
- Time credited for RTI meetings is only time spent in formal meetings, led by the building's RTI team. Time is only credited if the member is not being compensated through RTI supplemental.
- "Committee" work is only time spent in formal meetings, approved/led by administration.
- *Any meetings taking place during a member's lunch time will be credited toward the semester work day.

NAME:

		Meeting Type (check one)			Date	Start Time	End Time	Total Time	Approving Administrator
ETR	504	RTI	IEP	Committee					

PRINCIPAL: _____

PRINCIPAL will submit hours to BOE and track within the building as well. Once completed, please forward to Office of Personnel.

Painesville City Local School District APPENDIX P
Insurance Benefits

General Information		
Dependent Age		26
Dependent Removal		End of Month
Overall Benefit Period Maximum		$1,500
Claims Filing Limit		12 months
3 Month Deductible Carryover Credit		Yes
Orthodontic Lifetime Maximum		$1,000 per eligible member
Orthodontic Eligibility		Limited to dependents up to age 25
How Claims are Paid		
Benefit Period		January 1st through December 31st
Benefit Period Deductible - Single		$25
Benefit Period Deductible - Family		$75
Preventive Services		
BiteWing X-rays	(2 sets every rolling 12 months)	100%
Emergency Palliative Treatment Services	(includes emergency exams, pain treatment, incision and drainage of abscess, excision of pericoronal gingiva, home and hospital visits)	100%
Fluoride Treatments	(limited to dependents up to age 19) (1 every rolling 12 months)	100%
Exams/Evaluations	(2 every rolling 12 months)	100%
Prophylaxis(cleaning)	(2 every rolling 12 months)	100%
Sealants	(limited to dependents up to age 14)	100%
Space Maintainers	(limited to dependents up to age 19)	100%
Essential Services		
Consultations and Non-Preventive Exams/Evaluations		80% after deductible
Professional Visits		80% after deductible
Diagnostic X-rays - Full Mouth Series/Panorex X-rays	(Full Mouth /Panorex are limited to 1 every rolling 36 months)	80% after deductible
Tests and Exams - Pulp Vitality Test		100%
Minor Restorations		80% after deductible
Endodontics		80% after deductible
Periodontal Services		80% after deductible
Adjustments to Dentures		80% after deductible
Relines/Rebase of Dentures	(1 every rolling 36 months; but not within 6 months of placement of a denture)	80% after deductible
Tissue Conditioning		80% after deductible

Repairs - Crowns		80% after deductible
Repairs - Dentures		80% after deductible
Extractions		80% after deductible
Impactions		80% after deductible
Oral Surgery		80% after deductible
Anesthesia		80% after deductible
Miscellaneous Services-Occlusal Guard		80% after deductible

Gold Foil Restorations	(1 per tooth every 5 years)	50% after deductible
Inlay/Onlays	(1 per tooth every 5 years)	50% after deductible
Crowns	(1 per tooth every 5 years)	50% after deductible
Major Restorative		50% after deductible
Dentures	(1 every 5 years)	50% after deductible
Precision Attachment		Not Covered
Other Removable Prosthetic Services - Modification of Removable Prosthesis following Implant Surgery		50% after deductible
Additional Dental Services		
Caries Susceptibility Test		100%
Orthodontic Services		
Orthodontic Services	(limited to dependents up to age 25)	50%
Minor Treatment to Control Harmful Habits	(limited to dependents up to age 25)	50%

Notes: 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.

Your VSP Vision Benefits Summary

Medical Mutual of Ohio - Lake County Schools Council and VSP provide you with an affordable vision plan.

PROVIDER NETWORK:

VSP Choice

vsp vision care

BENEFIT	DESCRIPTION	COPAY	FREQUENCY
	Your Coverage with a VSP Provider		
WELLVISION EXAM	• Focuses on your eyes and overall wellness • Routine retinal screening	$10 Up to $39	Every calendar year
PRESCRIPTION GLASSES		**$15**	See frame and lenses
FRAME*	• $170 Featured Frame Brands allowance • $150 frame allowance • 20% savings on the amount over your allowance • $80 Walmart/Sam's Club/Costco frame allowance	Included in Prescription Glasses	Every calendar year
LENSES	• Single vision, lined bifocal, and lined trifocal lenses • Impact-resistant lenses for dependent children	Included in Prescription Glasses	Every calendar year
LENS ENHANCEMENTS	• Standard progressive lenses • Premium progressive lenses • Custom progressive lenses • Average savings of 30% on other lens enhancements	$0 $95 - $105 $150 - $175	Every calendar year
CONTACTS (INSTEAD OF GLASSES)	• $150 allowance for contacts; copay does not apply • Contact lens exam (fitting and evaluation)	Up to $60	Every calendar year
DIABETIC EYECARE PLUS PROGRAM℠	• Retinal screening for members with diabetes • Additional exams and services for members with diabetic eye disease, glaucoma, or age-related macular degeneration. Limitations and coordination with your medical coverage may apply. Ask your VSP doctor for details.	$0 $20 per exam	Available as needed
ADDITIONAL SAVINGS	**Glasses and Sunglasses** • Discover all current eyewear offers and savings at **vsp.com/offers**. • 20% savings on unlimited additional pairs of prescription or non-prescription glasses/sunglasses, including lens enhancements, from a VSP provider within 12 months of your last WellVision Exam.		
	Laser Vision Correction • Average of 15% off the regular price; discounts available at contracted facilities.		
	Exclusive Member Extras for VSP Members • Contact lens rebates, lens satisfaction guarantees, and more offers at **vsp.com/offers**. • Save up to 60% on digital hearing aids with TruHearing®. Visit **vsp.com/offers**/special-offers/hearing-aids for details. • Enjoy everyday savings on health, wellness, and more with VSP Simple Values.		

Lake County Schools Council Health Care Benefits Program

Adopted Standard Plan Designs: Non-Grandfathered **PLAN OPTIONS EFFECTIVE 1/1/2025**

PAINESVILLE CITY SCHOOLS	CDHP		Standard Plan 1		MedFlex
	Consumer Driven Health Plan (HSA Compatible)*		PPO - Preferred Provider Organization		HMO - Narrow Network
Covered Services:	**Network**	**Non-Network**	**Network**	**Non-Network**	**Network**
Benefit Period	January 1st - December 31st				
Dependent Age Limit	Age 26 - Removal End of Month				
Lifetime Maximum	Unlimited		Unlimited		Unlimited
LCSC Contribution to **INITIAL** HSA Enrollment	**$250 Single / $500 Family**		N/A		N/A
District Contrbution to HSA in January	**$1,200 Single / $3,000 Family**				
Deductible - Single / Family[1]	$3,300/$6,000	$6,000/$12,000	$500/$1,000	$1,000/$2,000	$500/$1,000
Coinsurance	10%	50%	20%	40%	20%
Coinsurance Limit (Single/Family)	$700/$2,000	$2,000/$4,000	$2,000/$4,000	$4,000/$8,000	$2,000/$4,000
Deductible+Coinsurance Limit Total (Single/Family)	**$4,000/$8,000**	**$8,000/$16,000**	**$2,500/$5,000**	**$5,000/$10,000**	**$2,500/$5,000**
Maximum Out of Pocket (Deductible + Coinsurance + Copays)[2]	$4,000/$8,000	N/A	$6,600/$13,200	N/A	$6,600/$13,200
Preventive / Routine Services					
Preventive Services in accordance with state and federal law	0%	50% after deductible	0%	50% after deductible	0%
Routine Physical Exam (Ages 21 and over, one per benefit period)	0%	50% after deductible	0%	50% after deductible	0% (No Limit)
Well Child Care Services including Exam, Routine Vision, Routine Hearing Exams, Well Child Care Immunizations and Laboratory Tests (To Age 21)	0%	50% after deductible	0%	50% after deductible	0%
Routine Mammogram(One/benefit period)	0%	50% after deductible	0%	50% after deductible	0%
Routine Pap Test (One per benefit period)	0%	50% after deductible	0%	50% after deductible	0%
Routine Exam associated with Pap Test (one per benefit period)	0%	50% after deductible	0%	50% after deductible	0% (No Limit)
Routine Prostate Specific Antigen (PSA)	0%	50% after deductible	0%	50% after deductible	0%
Routine Endoscopies	0%	50% after deductible	0%	50% after deductible	0%
Routine Labs, X-Rays and Medical Tests	0%	50% after deductible	0%	50% after deductible	0%

Lake County Schools Council Health Care Benefits Program

Adopted Standard Plan Designs: Non-Grandfathered **PLAN OPTIONS EFFECTIVE 1/1/2025**

PAINESVILLE CITY SCHOOLS	CDHP		Standard Plan 1		MedFlex
	Consumer Driven Health Plan (HSA Compatible)*		PPO - Preferred Provider Organization		HMO - Narrow Network
Covered Services:	**Network**	**Non-Network**	**Network**	**Non-Network**	**Network**
Physician/Office Services					
Medically Necessary Office Visit (Illness / Injury) Includes Teledoc	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Urgent Care Facility	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Immunizations (tetanus, rabies, meningococcal polysaccharide, HPV, influenza, VSV, Hepatitis B, MMR and pneumococcal polysaccharide are covered services)	10% after deductible for non-ACA preventive services	50% after deductible	0%	40% after deductible	0% (All Immunizations covered)
Outpatient Services					
Surgical Services	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Diagnostic Services	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Mental Health and Substance Abuse Services	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Physical / Occupational Therapies (40 visits per benefit period then Med Review)	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Chiropractic Therapy - Professional Only (12 visits/Benefit Period then Med Review)	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Speech Therapy - Facility&Professional (20 visits per Benefit Period then Med Review)	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Cardiac Rehabilitation	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Emergency Room[3]	10% after deductible		$75 Copay		$200 Copay
Non-Emergency use of EmergencyRoom[4]	10% after deductible	50% after deductible	$75 Copay, then 20%	40% after deductible	Not Covered
Inpatient Services					
Semi-Private Room and Board	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Maternity	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Mental Health / Substance Abuse Services	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Skilled Nursing (100 days/benefit period)	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Organ Transplants	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible

Lake County Schools Council Health Care Benefits Program

Adopted Standard Plan Designs: Non-Grandfathered **PLAN OPTIONS EFFECTIVE 1/1/2025**

PAINESVILLE CITY SCHOOLS	CDHP		Standard Plan 1		MedFlex
	Consumer Driven Health Plan (HSA Compatible)*		PPO - Preferred Provider Organization		HMO - Narrow Network
Covered Services:	**Network**	**Non-Network**	**Network**	**Non-Network**	**Network**
Other Services					
Allergy Testing and Treatments	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Ambulance	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Durable Medical Equipment	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Home Healthcare	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Hospice	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
Private Duty Nursing	10% after deductible	50% after deductible	20% after deductible	40% after deductible	20% after deductible
PRESCRIPTION DRUGS - COVERED THROUGH EXPRESS SCRIPTS/MEDICAL MUTUAL					
30-Day Supply Network Retail Pharmacy					
ACA Preventive Services	$0.00		$0.00		$0.00
Generic	10% after deductible		$10.00		$10.00
Preferred Brand	10% after deductible		$30.00		$30.00
Non-Preferred Brand	10% after deductible		$50.00		$50.00
90-Day Supply via Network Retail Pharmacy or Home Delivery					
Generic	10% after deductible		$20.00		$20.00
Preferred Brand	10% after deductible		$60.00		$60.00
Non-Preferred Brand	10% after deductible		$100.00		$100.00
Programs drugs may be subject to:	Prior Approval, Quantity Limits, Step Therapy and Specialty Drug Approval		Prior Approval, Quantity Limits, Step Therapy and Specialty Drug Approval		Prior Approval, Quantity Limits, Step Therapy and Specialty Drug Approval

[1]Maximum family deductible. Member deductible is the same as single deductible.

[2]The Maximum Out of Pocket amount will be subject to change based on compliance wih the Affordable Care Act.

[3]Copay waived if admitted. The copay applies to room charges only. All other covered charges are not subject to deductible.

[4]Copay waived if admitted. The copay applies to room charges only. All other covered charges are subject to deductible and coinsurance.

*Maximums for Health Savings Accounts (HSAs) and High Deductible Health Plans (HDHPs) are determined under § 223 of the Internal Revenue Code. As the IRS releases inflation adjusted limitations and maximums, your CDHP will be subject to change. These inflation adjustments are reviewed annually, and deductible and out-of-pocket maximums are subject to change accordingly.

This benefit summary provides a brief outline of the services covered by Medical Mutual. Refer to your certificate for information regarding the administration of the plan.

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