09/05/2024
1700-01
24-MED-03-0247
44580

COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

NORTHRIDGE BOARD OF EDUCATION

AND THE

NORTHRIDGE TEACHERS' ASSOCIATION

EFFECTIVE

AUGUST 1, 2024

THROUGH

JULY 31, 2027

COLLECTIVE BARGAINING AGREEMENT
BETWEEN
NORTHRIDGE BOARD OF EDUCATION
AND THE
NORTHRIDGE TEACHERS' ASSOCIATION
TABLE OF CONTENTS

ARTICLE I *1*

A. PREAMBLE 1

B. RECOGNITION 1

C. BOARD RIGHTS 1

D. ASSOCIATION RIGHTS 2

E. ASSOCIATION/ADMINISTRATION COMMITTEE 3

F. NO STRIKE/LOCKOUT 3

G. SCHOOL CALENDAR 4

H. FACILITY PLANNING PROCESS 4

I. NATIONAL AND STATE OFFICERS 4

J. PARAPROFESSIONALS 4

K. NON-DISCRIMINATION 4

ARTICLE II *6*

A. IMPASSE PROCEDURE 6

B. INFORMAL PROBLEM SOLVING 6

C. GRIEVANCE PROCEDURE 6

D. COMPLAINTS 10

E. CHALLENGE OF MATERIALS USED IN THE CLASSROOM 10

ARTICLE III *11*

A. TEACHER CONTRACTS 11

B. CONTINUING CONTRACTS 12

C. SUPPLEMENTAL CONTRACTS 13

D. TEACHING ASSIGNMENT 13

E. TEACHER WORK DAY / WORK YEAR 14

F. TERMINATION OF A CONTINUING CONTRACT OR A LIMITED CONTRACT DURING ITS TERM ..15

G. REDUCTION IN TEACHING STAFF 15

H. VACANCIES, TRANSFERS AND REASSIGNMENTS 18

I. SEVERANCE PAY 19

J. EMPLOYMENT OF RETIRED TEACHERS 20
ARTICLE IV *21*
A. WORKING CONDITIONS - INSTRUCTIONAL MATERIALS AND SUPPLIES 21
B. WORKING CONDITIONS - CLASSROOM INTERRUPTIONS 21
C. SCHOOL PROCEDURES 21
D. COOPERATING TEACHER 23
E. MENTOR TEACHER FOR TEACHERS IN THE RESIDENT EDUCATOR PROGRAM 24
F. MENTOR TEACHERS FOR TEACHERS ON AN IMPROVEMENT PLAN 24
G. CREATIVE AND INNOVATIVE TEACHING FUND 26
H. NATIONAL BOARD CERTIFICATION 26
I. TEACHER/COUNSELOR EVALUATION 27
J. IN-SERVICE PROGRAM 30
K. TRANSPORTATION – TEACHER'S PRIVATE VEHICLE 30
L. PAYROLL PROCEDURES 30
M. TEACHERS NEW TO THE DISTRICT 32
N. PERSONNEL FILE 32
O. MEDICAL EXAMINATIONS 33
P. CLASS LOADS 34
Q. LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC) 34
R. DISTRICT LEADERSHIP TEAM 35
ARTICLE V *36*
A. VISITING DAYS - EDUCATIONAL OBSERVATIONS 36
B. CONFERENCES AND CONVENTIONS 36
C. SPECIAL LEAVE 39
D. SICK LEAVE 40
E. SICK LEAVE DONATION 42
F. JURY DUTY AND COURT APPEARANCES 42
G. SABBATICAL LEAVE 43
H. ASSAULT LEAVE (PROTECTION OF TEACHING STAFF) 43
I. LEAVE FOR MATERNITY/CHILD REARING 45
J. LEAVE TO ADOPT A CHILD 46
K. LEAVE BECAUSE OF ILLNESS IN THE FAMILY 46
L. RESEARCH AND/OR TEACHING IN A COLLEGE 46
M. LEAVE - PROFESSIONAL STUDY 46

N. MILITARY LEAVE 47
O. POLITICAL LEAVE 47
P. FAMILY MEDICAL LEAVE ACT 47
Q. GENERAL LEAVES PROCEDURES 48
ARTICLE VI -- SALARY, SCHEDULE, FRINGES AND EXPENSES *49*
A. SALARY INDEX 49
B. FULL CREDIT ON SALARY SCHEDULE FOR YEARS OF EXPERIENCE 50
C. CREDIT FOR ADDITIONAL HOURS 50
D. SUMMER SCHOOL PAY 50
E. SUPPLEMENTAL POSITIONS - SEE APPENDIX B - CLASSIFICATIONS 50
F. HOSPITAL/MEDICAL INSURANCE 51
G. LIFE INSURANCE 52
H. DENTAL INSURANCE 52
I. VISION INSURANCE 53
J. HEALTH INSURANCE COMMITTEE 53
K. STRS PICK UP UTILIZING THE SALARY REDUCTION METHOD 53
L. MILEAGE REIMBURSEMENT 54
M. SECTION 125 PLAN 54
N. EXTENDED TIME PAY FORMULA 55
O. CHILDREN OF TEACHERS TUITION FREE ATTENDANCE 55
P. STAFF DEVELOPMENT INCENTIVE BONUS 55
Q. PAYMENT IN LIEU OF HEALTH INSURANCE COVERAGE 56
R. TUITION REIMBURSEMENT: 57
ARTICLE VII -- FORM, EFFECT, DURATION, AND SIGNATURES *59*
A. FORM 59
B. EFFECT - CONFLICT WITH LAW 59
C. DURATION 60
APPENDIX A1 – 2024-2025 TEACHERS' SALARY SCHEDULE *61*
APPENDIX A2 – 2025-2026 TEACHERS' SALARY SCHEDULE *62*
APPENDIX A3 – 2026-2027 TEACHERS' SALARY SCHEDULE *63*
APPENDIX B – SUPPLEMENTAL POSITIONS *64*
APPENDIX C – SUPPLEMENTAL SALARY SCHEDULES *65*
APPENDIX D – HEALTHCARE INFORMATION *66*
APPENDIX E – CREATIVE AND INNOVATIVE TEACHING FUND GUIDELINES *81*

APPENDIX F – EVALUATION OF CERTIFIED STAFF NOT IN TEACHING OR SCHOOL COUNSELOR POSTION..... 82
APPENDIX G - EVALUATION OF CERTIFIED STAFF 93
APPENDIX H -- EVALUATION OF CERTIFIED COUNSELORS 99
APPENDIX I -- GRIEVANCE REPORT FORM 103

ARTICLE I

BOARD/ASSOCIATION RELATIONSHIPS

A. PREAMBLE

The Northridge Board of Education, hereinafter referred to as the "Board," and the Northridge Teachers Association, herein-after referred to as the "Association," affiliated with the Ohio Education Association and the National Education Association, do hereby agree that the welfare of the children of the Northridge Local Schools is paramount in the operation of the schools and will be promoted by both parties. The parties, therefore, enter into this Agreement as hereinafter set forth, based on their respective obligations and liabilities:

Because of the above, it is understood and agreed that:

1. The Board of Education, by law, has the final responsibility for establishing policy in the school district.

2. The Superintendent and his staff have the responsibility for implementing the policies established by the Board.

3. The Board and the Association subscribe to the principle that differences should be resolved through negotiations and/or the grievance procedure without interruption to the school program.

This Agreement supersedes any and all previous agreements between the parties hereto and is a final and complete agreement of all negotiated items that are in effect throughout the term of said Agreement. Neither the Board nor the Association shall be obligated to negotiate on any item for the life of this Agreement except as may be provided herein.

B. RECOGNITION

The Association is hereby recognized as the sole and exclusive bargaining agent for the regular full-time and regular part-time certificated/licensed instructional staff. The certificated/licensed instructional staff, as used herein, shall be limited to classroom teachers, special teachers (e.g. art, music, physical education), school nurses, librarians, speech therapists, guidance counselors, and psychologists, who, at the minimum, provide half-time service to the Board.

C. BOARD RIGHTS

The Board, by mutual agreement with the association, commits itself to such Association recognition and other conditions of employment as incorporated in the Agreement, and the Board, on behalf of the electors of the District, retains and reserves unto itself the ultimate responsibilities for proper management of the School District conferred upon

and vested in it by the Revised Code of Ohio and Constitutions of the State of Ohio and the United States, including the responsibility for and the right:

1. To maintain executive management and administrative control of the school system and its properties and facilities, to direct and supervise the professional activities of its employees as related to the conduct of school affairs.

2. To hire all employees and, subject to the provisions of law, to determine their qualifications, and conditions for their continued employment, to discipline, or to terminate them for just cause under Section 3319.16, O.R.C., to promote and to transfer all such employees.

3. To delegate authority through recognized administrative channels according to Board policy.

4. To determine job schedules, the hours of employment, and the duties, responsibilities, and assignments of employees with respect thereto, and the terms and conditions of employment.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms thereof are in conformance with or do not conflict with the Constitution and laws of the State of Ohio and the Constitution and laws of the United States.

D. ASSOCIATION RIGHTS

As the recognized representative of the teachers, the Association shall have the following rights:

1. Use of school bulletin boards designated by the building principal, the school mail, the school e-mail and teachers' mailboxes.

2. Teachers will be provided a key card to allow access to the buildings during the designated time periods. The teacher will sign for the key or key card. Upon approval of the principal, a teacher whose job necessitates access to his/her room when the building is unoccupied, may be given access outside the designated times.

3. Making brief announcements at faculty meetings and brief announcements over the PA system with the approval of the building principal.

4. Participating in the first general faculty meeting of the school year.

5. The Association President shall be provided an electronic copy of the Board meeting agenda and the proposed minutes of the Board's preceding meeting one (1) business day prior to each Board meeting.

6. The Administration will provide a copy of this contract on the District intranet. Board Policy shall be updated as policies are adopted by the Board and shall be made available on-line. Members shall have the right to use District equipment to print copies of their contract and Board Policy as necessary. Furthermore, the Administration shall provide the Union President with a hard copy of the contract and keep another copy hard copy available in the District Media Center.

7. Use of school-owned equipment without charge on school premises, with permission of the Superintendent, current multimedia, copiers, calculators, computers and printers and communication equipment. The Association will reimburse the Board for supplies used and shall assume financial responsibility for loss or damage to said equipment while in use by the Association.

8. For meetings scheduled during the contractual day, when representation has been requested, release time will be provided to the Association President or his/her designee.

9. Association President shall have a key or electronic access to all buildings or all parts of the building if a single building.

E. THE COLLABORATIVE SOLUTIONS TEAM

In the interest of sound contract administration and bilateral communication, a joint committee shall be appointed as needed when requested by either party of each school year. The committee shall be composed of the Association President, one association appointed representative from each building, the Superintendent, and the respective building principals or their administrative designees, and shall convene at the request of either party to discuss subjects of concern to either party. It shall be the express purpose of this committee to build and maintain a climate of mutual understanding and respect and attempt to reach solutions to common problems. The party calling said meeting shall submit an agenda of the meeting at the time the meeting is called. The meetings shall be alternately chaired by the parties and said meetings shall be scheduled at a time mutually convenient. The party chairing the meeting shall keep minutes and said minutes shall be distributed within one (1) week thereafter to all meeting participants and the Board. The Association/Administration Committee shall have no authority to process grievance or alter terms and conditions of the negotiated agreement.

F. NO STRIKE/LOCKOUT

1. It is agreed that during the term of this Agreement, there shall be no lockout on the part of the Board, nor any strike, stoppage, slowdown or other interruption of work for any cause whatsoever by the employees or the Association.

2. The Association agrees that it will not encourage, sanction or approve any strike, stoppage, slowdown or other interruption of work during the term of this Agreement and the Association will actively discourage and publicly denounce any strike, stoppage, slowdown, or other interruption of work in violation of this Article.

3. In the event the employees of the Board represented by the Association, engage in any picketing, strike, work stoppage, or other interruption of work, it is expressly understood that the employees covered hereunder shall continue to work during any such activity as a condition of continued employment, without exception, and upon the request of the Superintendent or the Board.

G. SCHOOL CALENDAR

A calendar committee, chaired by NTA, composed of five (5) teachers, with at least one from each building (appointed by the Association), the NTA President and administrators designated by the Superintendent shall be convened by November 1 in the even numbered years to develop a 2-year school calendar recommendation.

Within fifteen (15) days the committee shall report the results of its review to the Superintendent.

H. FACILITY PLANNING PROCESS

The NTA will participate in any facility planning process in regard to major construction of and additions to or usage of school buildings.

The Superintendent will solicit recommendations from NTA in regard to the above.

I. NATIONAL AND STATE OFFICERS

Upon completion of five (5) years teaching with the Northridge School System and upon recommendation of the Superintendent and with approval of the Board of Education, a teacher who is elected to a full-time office in the state or national professional organization, may request and be granted a leave of absence without pay not to exceed his/her term of office.

J. PARAPROFESSIONALS

The NTA is invited to furnish input related to the need for paraprofessionals. The NTA will submit these recommendations in writing by March 15 each year. It is understood that the decision of the Board or administration may not be challenged.

K. NON-DISCRIMINATION

1. In accordance with the laws of the United States and the State of Ohio, there shall be no illegal discrimination against any employee on the basis of race, religion,

disability, age, sex, sexual orientation, gender, gender identification, gender expression, national origin, marital status, veteran status, political affiliation, union membership or activism. The Board agrees not to discriminate against any employee on account of membership or non-membership in the NTA.

2. Charges of illegal discrimination on account of race, religion, disability, age, sex, sexual orientation, gender, gender identification, gender expression, national origin, marital status, veteran status, political affiliation, union membership or activism.

3. The Board of Education shall prohibit bullying and harassment of any kind as defined in Paragraph 4.

4. Definitions

Bullying: The creation of a hostile or abusive environment through systematic or chronic acts of verbal, nonverbal, physical, or social aggression or intimidation that creates an imbalance of social or physical power, whether perceived or real.

Discrimination: The unjust or prejudicial treatment of a person or group of people based upon their age, race, national origin, disability, religion, gender, gender identity, gender expression, sexual orientation, marital status, veteran status, political affiliation, or union membership/activism.

Domestic Partners: Two individuals who live together and share a common domestic life but have no legal status as partners (i.e. marriage or civil union).

Gender Expression: The manner in which a person represents or expresses their gender to others.

Harassment: Consistent, unwelcome conduct that is based on a person's age, race, national origin, disability, religion, gender, gender identity, gender expression, sexual orientation, marital status, veteran status, political affiliation, or union membership/activism.

Sexual Orientation: A person's romantic, physical, or sexual attraction to people of the same gender, opposite gender or multiple genders.

5. Professional Development

The Board of Education shall annually provide professional development to enhance the skills of staff to prevent, identify, and respond to bullying, harassment and discrimination.

6. Any action in regards to a violation of this provision shall be taken exclusively through statutory procedures and shall not be a subject of a grievance through the Grievance Procedure set forth in this agreement.

ARTICLE II

PROBLEM RESOLUTION PROCEDURES

A. IMPASSE PROCEDURE

In the event the parties fail to reach agreement, in negotiations for a successor collective bargaining agreement, either of the parties may declare that impasse has been reached. When this occurs, the services of the Federal Mediation and Conciliation Service shall be promptly requested.

Mediation shall be in accordance with their rules and regulations. In the event that agreement cannot be reached with the use of the mediator, the parties shall be free to present their respective position to the Board of Education in public or executive session.

These procedures shall be the exclusive impasse procedure during contract negotiations.

B. INFORMAL PROBLEM SOLVING

A teacher with a problem or concern or group of teachers, who have the same problem or concern that is not grievable shall follow this procedure:

1. Immediate administrative supervisor.

2. Student Success Administrator, if affected, or Building Administrator

3. Other administrator whose decision is being challenged.

4. Superintendent.

5. Board of Education.

Teachers may have a representative of the NTA present at all levels of the above procedures if they so wish.

C. GRIEVANCE PROCEDURE

1. Definitions

   a. A grievance is a complaint of a teacher, a group of teachers or the Association involving an alleged violation or misapplication of the provisions of this Agreement.

   b. A grievance alleged to be a group grievance shall have arisen out of substantially similar circumstances affecting each member of said group. Group and Association grievance must identify the name(s) of individuals

involved in the alleged grievance. If the NTA files a grievance alleging a violation of the Association rights, there is no requirement to list the names on the grievance form.

c. No grievance may be filed concerning a matter which may be made a subject of a charge with a state or federal agency.

d. Any decision by the Board to terminate, renew or not renew the contract of any teacher, whether such teacher is under a limited or continuing contract with the Board, or any recommendation by the Superintendent to terminate, renew or not renew any such contract shall not be deemed a grievance and may not be processed as such.

e. The term "day" is defined as the aggrieved teacher's working day during the school year or weekdays (excluding holidays) during periods when the teacher is not assigned or scheduled to work.

2. Procedure

Step I - Informal Procedure: The aggrieved party shall discuss the grievance or complaint with the person who is directly concerned with the grievance in a face-to-face meeting. If the immediate supervisor indicates that he/she cannot remedy the complaint, the teacher may discuss the complaint with the administrator who is authorized to provide remedy in an informal face-to-face meeting. This shall be accomplished within fifteen (15) days after the grievant knows, or should have known, the act or conditions on which the grievance is based. In no event, however, may a grievance be filed later than thirty (30) days after the date of the occurrence from which the grievance arose. Failure to raise the alleged grievance as herein provided shall be considered as a waiver of the rights granted in this Article. At the start of such meeting(s), the grievant or his/her designated representative shall state the purpose of the meeting is to comply with Step I (informal step) of the grievance procedure.

Step II - Formal Procedure: If a satisfactory solution is not effected, the aggrieved party shall present his/her written grievance to the principal within ten (10) days after the informal hearing. The principal shall, within ten (10) days of receipt of the grievance, conduct a hearing concerning the grievance, provided the principal has the power to remedy. The principal shall provide a written response to the grievance and forward it to the grievant and to the grievant's representative within ten (10) days from the date of the hearing, or if the principal is powerless to remedy he or she shall so advise in writing within ten (10) days of receipt of the written grievance.

Step III - Superintendent: If a satisfactory solution is not effected, the Association may within ten (10) days of the receipt of the Step II response, advance

the written grievance to Step III - Superintendent. Any failure to invoke Step III as provided herein will render the grievance moot and the matter shall be considered withdrawn. The Superintendent shall decide whether to personally handle this Step of the grievance or delegate responsibility within ten (10) days of receipt of the grievance. The Superintendent or his/her designated representative shall provide a written response to the grievance and shall forward the same to the grievant and to the grievant's representative within ten (10) days from the date of the hearing.

Step IV - Arbitration: If the action taken in Step III by the Superintendent or his/her designee does not resolve the grievance to the satisfaction of the Association or if no decision has been rendered by the Superintendent within ten (10) days, the Association, within ten (10) days thereafter, may advance the grievance to Step IV - Arbitration and, if so, shall notify the Superintendent in writing of such intent. Any failure to invoke Step IV as provided herein will render the grievance moot and the matter shall be considered withdrawn.

The Association shall submit its demand for arbitration to the American Arbitration Association (AAA) to provide the parties with a list of seven (7) arbitrators from which the parties may, using the voluntary rules of AAA, select an arbitrator from any list(s) provided by AAA. The AAA shall not have the authority to independently designate an arbitrator but shall furnish the parties additional lists until an arbitrator can be selected. Each party shall strike those names unacceptable to them and return the list to AAA. Any arbitrator appearing on the list of acceptable arbitrators from both parties shall be designated as the assigned arbitrator.

In the event it is claimed by the Board that any matter filed as a grievance is not a grievance as defined herein, such dispute , may be appealed to arbitration with the arbitrator having the authority only to rule on the arbitrability of the dispute prior to convening the hearing on the merits of the dispute.

The Board and the Association shall equally share the fees and expenses of the arbitrator and any expenses incidental to the proceedings, including court reporter costs, if applicable. Each, however, shall be responsible for any additional expenses incurred, including fees and expenses of its representatives.

The arbitrator will have the authority to hold hearings and to confer with any parties.

Neither party will be permitted to assert in an arbitration proceeding any ground or to rely on any evidence not previously fully disclosed to the other party.

The arbitrator shall not have the power to add to, subtract from or modify the terms of this Agreement, and shall only have the authority to interpret the provisions of this Agreement as the same relate to the specific grievance appealed to arbitration. No arbitrator may issue an award which is contrary to the Board of Education's power to adopt budgets, establish funds or allocate resources to funds pursuant to Chapter 5705 of the Ohio Revised Code. The decision of the arbitrator shall be final and binding on the Board, its agents, the Association and its members.

3. Miscellaneous Provisions

a. A grievant, at his/her sole choosing may appear on his/her own behalf and may be represented at any and all steps of the grievance procedure by a member of the NTA or its affiliation and/or by counsel. The administration shall provide to the NTA President a copy of all written responses to the grievance. The Board shall not adjust any grievance that conflicts with the terms of this agreement.

b. A grievance may be withdrawn at any level without prejudice or record.

c. No teacher shall file a grievance after the effective date of his/her resignation.

d. The President of the NTA will receive the same notice as the grievant. Decisions rendered at each formal level will be made in writing on the forms attached setting forth the decision, and will be transmitted to the grievant and the Association President in accordance with the time limits established.

e. All records dealing with the processing of grievances shall be filed separately from the personnel files of the participants.

f. If the employee or the Association does not abide by the time limits set forth herein, said employee or Association forfeits the right to continue to the next step of the grievance procedure. If the administration does not abide by the time limits set forth herein, the grievant filing the grievance may proceed to the next step.

g. There will be no reprisals taken against any participant in the grievance procedure by reason of such participation.

h. Mutually agreed informal meetings between the parties may be held during the time between steps in an effort to effect a satisfactory resolution to the problem.

i. Processing of grievances shall be during non-school hours except as otherwise approved by the Superintendent or his/her designee.

j. The time limits or steps set forth in this procedure may be extended or waived with the mutual consent of the parties hereto.

k. All grievances must be signed by the grievant or grievants if the grievance is a group grievance. No individual will be recognized as a grievant unless they have signed the grievance form.

D. COMPLAINTS

1. A complaint received from any identified person outside the Administration by an individual Board member directed toward members of the teaching staff shall be referred to the Superintendent.

2. The Superintendent shall inform the building principal where the teacher is assigned of the complaint when action is contemplated on the complaint.

3. When action is going to be taken on the complaint, the building principal will inform the classroom teacher of the complaint directed toward him/her and be given an opportunity to settle the complaint.

4. The complainant shall be identified to the teacher and be requested to meet with the teacher to discuss the complaint on its merits. At the teacher's request, either the Administrator or Association representative or both will be present.

5. Teachers and administration will deal fairly and justly with parents, students, the complainant and each other.

E. CHALLENGE OF MATERIALS USED IN THE CLASSROOM

An orderly procedure for questioning or challenging instructional materials or class lessons in the Northridge School District:

1. Upon receipt of a complaint from a citizen of the community, the administrator will notify the teacher or teachers involved.

2. The administrator will initiate an investigation of the complaint.

3. Whenever possible, a meeting between the citizen, teacher, and administrator will be arranged.

4. A written copy of the results of the investigation will be forwarded to the teacher or teachers involved, if requested.

5. If no action involving the complaint is contemplated, no notice to the teacher will be required.

6. If the issue of the challenged material is carried to the Board, the teacher(s) in question will have the right to representation or counsel.

ARTICLE III

EMPLOYMENT/ASSIGNMENT/SEPARATION

A. TEACHER CONTRACTS

The teacher contract will be issued to teachers as soon as practical after April 30. Said contract will contain the following information:

1. Type of contract (limited or continuing)

2. School year

3. Annual salary

4. Number of pay periods

5. Placement on the teachers' salary schedule in accordance with training and years of teaching experience

Teacher Contract Length - Except for teachers employed to replace a teacher on a leave of absence, all newly employed teachers shall be employed on a limited contract on the following basis. On recommendation of the Superintendent:

1. The first contract shall be for one (1) year or fraction thereof;

2. The second successive contract shall be for one (1) year;

3. The third successive contract shall be for one (1) year;

*4. The fourth successive and succeeding contracts shall be for four (4) years.

*The Superintendent may, in lieu of a recommendation for a multiple-year contract, make a recommendation for an additional one (1) year contract, which cites areas needing to be improved that were identified through the evaluation process or he/she may recommend nonrenewal.

The administrator and the teacher will collaboratively develop an improvement plan or he/she may recommend nonrenewal.

The NTA president/designee shall be provided a list of all teachers who are recommended for non-renewal of contract at the time the notice of intent of non-renewal is provided to the teacher.

B. CONTINUING CONTRACTS

1. In addition to the other terms of this provision, in order to be eligible to be considered for continuing contract, the teacher who will be eligible for the upcoming school year must submit a written notice to the superintendent indicating his or her eligibility by October 1. Failure to file this notice shall be a waiver of the continuing contract for that school year. A teacher may withdraw his or her request at any time up to the date of Board action.

2. Teachers Who Had Professional or Permanent Life Certificates Prior to January 1, 2011.

   a. Teachers eligible for a continuing contract are those who hold a professional, permanent or life certificate/license (issued prior to January 1, 2011), have been in the employ of the Board for three (3) of the last five (5) years or have attained continuing contract status elsewhere, having served (2) years in the district, and are recommended by the Superintendent of the District. The continuing contract shall be issued for the following school year.

      The Board may accept said recommendations or reject them if in rejecting them do so by a 3/4 vote of its entire membership.

      The Superintendent may in lieu of a recommendation for continuing contract make a recommendation for a limited contract not to exceed two (2) years, which cites areas needing to be improved that were identified through the evaluation process or he/she may recommend nonrenewal. If a teacher is re-employed pursuant to the provisions of this paragraph, the responsible administrator and teacher will collaboratively develop an improvement plan.

3. Teachers Eligible for a Continuing Contract on or After January 1, 2011.

   a. Teachers eligible for a continuing contract are those who never held a teacher's certificate and were initially issued an educator license on or after January 1, 2011 and:

      (i) Holds a professional educator license, senior professional educator license or lead professional educator license.
      (ii) Has held an educator license for seven years.
      (iii) Has completed one of the following:

         A. Completed thirty (30) semester hours of coursework in the area of licensure or in an area related to the teaching field if they did not hold a Master's degree at the time of initial licensure.

B. Complete six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field if they held a Master's degree at the time of initial licensure.

(iv) Teachers meeting the eligibility requirements who have been in the employ of the Board for three (3) of the last five (5) years or have attained continuing contract status elsewhere, having served two (2) years in the district and are recommended by the Superintendent shall be issued a continuing contract for the following school year.

The Board may accept said recommendation or reject them if in rejecting them do so by a ¾ vote of its entire membership.

The Superintendent may in lieu of a recommendation for continuing contract make a recommendation for a limited contract not to exceed two (2) years, which cites areas needing to be improved that were identified through the evaluation process or he/she may recommend nonrenewal. If a teacher is re-employed pursuant to the provisions of this paragraph, the responsible administrator and teacher will collaboratively develop an improvement plan.

A continuing contract is a contract that shall remain in full force and effect until the teacher resigns, elects to retire, or until said contract is terminated or suspended.

C. SUPPLEMENTAL CONTRACTS

Compensation for Board approved supplemental duties shall be provided for on separate contracts. Supplemental contracts may be split between two (2) individuals at their request and upon approval of the Superintendent. Supplemental contracts and job descriptions shall be issued as soon as feasible after employment by the Board. A teacher who is awarded a supplemental contract must maintain all required credentials, such as, Sports Medicine, First Aid, CPR, and Van Driving as needed. The Board shall provide training opportunities to the bargaining unit members throughout the year. All members working on supplemental contracts who are required to attend the training offered shall do so free of charge. If they fail to do so any costs to obtain the training shall be at the member's cost, with the possible exception of last-minute emergency hires. Van driving may be waived based on documented physical limitations. Certificates are to be filed with the appropriate administrative office.

D. TEACHING ASSIGNMENT

The Board shall send a written notification of tentative teaching assignments to all certified/licensed teachers (including building, grade level, and/or subject) on or before July 15 annually.

E. TEACHER WORK DAY / WORK YEAR

1. The teacher's normal work week will be thirty-seven and one half (37 1/2) hours as assigned by the Board.

2. The normal school year shall consist of 184 teacher work days.

3. The normal teacher work day and / or the normal work year for teachers may be flexed to accommodate such activities as meetings, parent teacher conference, staff development, etc. The flexed time will be scheduled within the normal 184 days teacher work year.

4. The Elementary, Middle School and High School teachers shall be given planning time as designated by the State Minimum Standards.

5. Building faculty meetings will be confined to the normal thirty-seven and one half (37 1/2) hours teacher work week when it applies at a building.

6. Teachers will be scheduled thirty (30) minutes of uninterrupted, duty-free lunch time daily and will be permitted to leave the premise after notifying the principal or his/her designee.

7. Meetings involving teachers shall not require the teacher to be in attendance longer than one class period unless his/her class is attended by another staff member.

8. Except in case of emergencies, no more than one (1) total building staff meeting per week will be scheduled by the administration. The administration shall provide, whenever possible, a one (1) week prior notice of the scheduled meeting.

9. Staff development meetings shall be announced at least two (2) weeks prior to the scheduled meeting, unless unforeseen circumstances necessitate a change of the meeting date.

10. On inclement weather days, when schools are closed, the Superintendent may determine if teachers are required to report to work. On delayed start days, reporting time for teachers shall be proportionate to the amount of the delay.

11. When a teacher is absent as provided for by the terms of this agreement, he/she will notify the principal according to building procedure. The principal will endeavor to secure a substitute from the approved substitute list.

12. Teachers may not request other teachers to cover classes for them without prior approval of the principal.

13. High school teacher's work day: when the teacher and the Board agree, the teacher's work day may be extended in intervals of time equal to the minutes in

the regular teaching period. Additional compensation to be prorated on the teacher's placement on the salary schedule.

14. Teachers may be permitted, with the permission of the building principal, to use flex planning time either in the morning or afternoon dependent upon other school scheduled building activities, district activities, or meetings as long as the teacher fulfills his/her contractual day hours as stated in the contract.

15. Prior to requiring a teacher, to cover an assignment during their planning period, the principal/ designee shall contact all other teachers who have a planning period and request a volunteer to provide coverage at the curriculum rate of pay. For buildings without class periods (i.e. elementary buildings), any teacher who is requested to take students into their classes to cover for a lack of a substitute will be paid one (1) hour of curriculum rate.

16. Teacher may have the option to receive up to 4 hours of pay at the curriculum rate of pay to set up and tear down his/her classroom for the beginning and/or end of the school year, if this work is performed outside the regular school year.

F. TERMINATION OF A CONTINUING CONTRACT OR A LIMITED CONTRACT DURING ITS TERM

1. The continuing contract of a Teaching Staff Member or the limited contract of a Teacher during its term may be terminated by the Board in accordance with provisions of Ohio Revised Code, Section 3319.16. The Board shall not base a decision to terminate a teacher's continuing contract or a limited contract during its term solely on high quality student data. Such decisions may be based on teacher performance measures (professional performance scores) obtained through the teacher evaluation process. Evaluations shall be used in making non-renewal decisions and may be determinative in those decisions.

G. REDUCTION IN TEACHING STAFF

1. When, in the judgment of the Board, it becomes necessary to reduce the teaching staff because of decreased enrollment of pupils, return to duty of regular teachers after leaves of absence, by reason of suspension of school or territorial changes affecting the District, grade or curricular reorganization, or for financial reasons, such reduction will be made by non-renewal or suspension of contracts in accordance with the following procedure.

   a. Those Contracts to be suspended shall be chosen based upon the recommendation of the Superintendent, who shall within each teaching field affected, give preference to teachers on continuing contracts.

   b. The board shall not give preference to any teacher based on seniority, except when making a decision between two teachers who have comparable evaluations.

c. Rehired retirees shall be released from employment before any regular teachers are reduced.

d. Comparability shall be based on the average teacher average performance rating on the teacher's most recent three evaluations, if available, with the lowest rated teachers being reduced before teachers with higher ratings. Numeric values shall be assigned to each rating as follows in order to generate the rating:

Accomplished	4
Skilled	3
Developing	2
Ineffective	1

2. a. Nonrenewal of contracts shall occur to limited contract teachers by certificated area after giving consideration to demonstrated proficiency, regular teacher evaluations, and the curricular needs of the District.

b. Tutoring seniority will not qualify a tutor for a teaching position.

c. Replacement teacher's service will not qualify a replacement teacher for a teaching position.

d. Certificated and/or licensed areas must be on record in the teacher's personnel file by March 1 of any school year.

e. No appeal through the procedures of Article II Section C, R.C. 3319.11 or R.C. 3319.111 shall exist for teachers nonrenewed under this paragraph.

3. Displacement Rights

A reduced teacher may displace the lowest rated teacher in another area of licensure held by the reduced teacher if the reduced teacher is not rated in the lowest evaluation rating category, is rated higher that the teacher being displaced or, if rated the same, is more senior than the teacher.

4. It is understood that voluntary transfer requests may be considered, and involuntary transfers effected, in order to assign teachers whose contracts have not been non-renewed or suspended so as to meet the staffing needs of the District.

5. Seniority

When used in this section, seniority is defined as years of continuous employment within the School District. Where seniority among two or more affected teachers is equal under this definition, preference shall be given in priority as follows:

a. Total number of full-time years of teaching experience.

b. Date of employment as determined by Board minutes.

c. Amount of training in subject areas or field, i.e., the number of college credits beyond the Bachelor's Degree.

d. Additional ties in seniority shall be broken by lot.

e. Continuous employment shall include all time on sick leave, all time on Board approved paid leave of absence, all time on military leave of absence, all time on disability retirement to a maximum of five (5) years, and all time during suspension or non-renewal for reduction in teaching staff reasons if the teacher is reinstated.

f. Unpaid leaves of absence shall not constitute an interruption in continuous service. However, the time that the teacher was on such unpaid leave will not be counted in total years of service in determining seniority right hereunder.

g. Seniority shall be lost when a teacher resigns or leaves the employ of the Board due to non-renewal for non-reduction in teaching staff reasons or termination of contract.

h. Individuals employed as replacement teachers shall not earn seniority rights.

6. Recall Rights

Teachers whose contracts have been suspended or nonrenewed because of a reduction in force reason shall have rights to recall as follows:

a. Recall rights shall be limited to twenty-seven (27) months following the last regularly scheduled work day for the classroom teacher in the year in which the layoff occurred.

b. Teachers whose contracts were nonrenewed or suspended shall be recalled to a vacancy in the inverse order of nonrenewal or suspension as positions become available in their area of certification at the time of recall. Seniority shall not be the basis for rehiring/recalling a teacher, except when making a decision between teachers who have comparable evaluations. Teachers must notify the District of any changes in their area of certification.

c. A teacher notified of recall to a position may turn down the first offered position, allowing the Superintendent to offer said position to the next

person on the recall list who is qualified to fill said position. The person making the turndown would retain his/her position on the recall list. If a teacher refuses recall to another position, said teacher's name shall be removed from the recall list.

d. Teachers on recall status shall have the responsibility for keeping the Superintendent informed of their current address, name change, and telephone number. Notification of recall shall be by certified mail at the teacher's last known address. Failure to contact the Superintendent to accept such recall within ten (10) calendar days of the date of such mailing shall remove the teacher from recall status.

7 Notice of Contract Suspension

No teacher covered hereunder shall have his/her contract suspended unless the affected teacher(s) has been given at least a fourteen (14) day notice of the Superintendent's intention to recommend such suspension to the Board. Notice of any impending reduction in force shall be given to the Association President twenty-one (21) days prior to the Board taking action under this Article.

8. Nothing contained herein shall abridge the Board's right to nonrenew a limited contract teacher for reasons other than a reduction in force in accordance with Ohio Revised Code Section 3319.11.

H. VACANCIES, TRANSFERS AND REASSIGNMENTS

When a vacancy occurs in the teaching staff, which the Board of Education intends to fill by reason of resignation, dismissal, retirement, or any new position created after the commencement of school through the end of the student year, that position will be emailed to each member at his/her district email address. Upon request, the Board shall notify the Association President should it decide not to fill a position. If a teacher makes application within seven (7) business days of the posting of that vacancy, the Superintendent or designee will interview the applicant. The person interviewed may update his/her application with any pertinent information. Posting and interviewing for extracurricular assignments will be done in the same manner as stated above. All vacant supplemental positions will be posted to all teaching staff via district email.

Prior to filling vacancies which become known and available during the summer break period but prior to July 10, the administration shall post such vacancies according to the procedures above for at least ten (10) days or until July 10 of each school year, whichever shall first occur.

1. Transfers and Reassignments.

Definition: Transfers are of two types -- transfers (voluntary) and reassignments (involuntary).

Transfers: A teacher may make request for a transfer for any teaching position open for which he/she is certified/licensed. These requests will be given consideration by the Superintendent. The teacher will be notified of the Superintendent's decision as soon as practical. If denied a transfer the teacher will receive in writing the reasons for this denial. When a teacher who is approved for transfer moves to a new classroom, he/she will receive up to fifteen (15) hours of pay at the curriculum rate of pay to prepare his/her classroom.

Reassignments: Notice of a pending reassignment shall be given to the teacher as soon as practical. Upon the teacher's request, a meeting will be held with the Superintendent or designee to discuss the assignment, at which time the teacher will be notified of the reasons therefore. When a teacher who is involuntarily reassigned moves to a new classroom, he/she will receive up to fifteen (15) hours of pay at the curriculum rate of pay to prepare his/her classroom.

I. SEVERANCE PAY

1. A teacher of the Northridge Local School District at the time of retirement from active service may be eligible for severance pay effective the last day of employment, providing eligibility requirements are met as follows:

   a. Must be employed by the Northridge School District at the time of retirement.

   b. Has five years or more service in the Northridge School District.

   c. Leaves employment in good standing. For the purpose of this section, a teacher who does not leave employment in good standing, is a teacher whose employment was involuntarily terminated under provisions of R.C., 3319.16, who leaves employment while disciplinary charges are pending or a teacher who leaves employment after having been charged with a criminal action.

   d. Has an application for service retirement approved by the State Teachers' Retirement System.

   e. Has completed application for severance pay filed with the Treasurer no later than ninety (90) calendar days after last day of employment. Payment shall be paid in one lump sum within sixty (60) calendar days after the Treasurer's receipt of the application or December 31 of the year of retirement, whichever shall first occur. In no case will severance pay be made while the employee is still receiving regular pay checks.

2. The formula shall be one fourth (1/4) of accrued sick leave days up through three hundred eighty (380) not to exceed a total of ninety-five (95) days of severance pay.

The daily rate of pay shall be determined by the teacher's position on the Board-adopted teacher salary schedule in effect at the time of retirement. Payment will be calculated by multiplying the daily rate of the teacher's pay by the total number of days or fraction thereof, as determined by the formula.

Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made only once to any teacher.

3. Severance pay for any teacher age 55 or older who is retiring will rollover into a designated 403(b) accumulated leave plan. Any changes in the Section 403(b) regulations or any court or administrative agency interpretations of the regulations that are contrary to the provision of this agreement will make the provisions of the paragraph null and void. In the event that this provision becomes null and void, the parties shall meet to negotiate appropriate changes in line with the changes or the court or administrative agency interpretations.

In the event of death of a teacher, payment hereunder will be made in accordance with R.C. Section 2113.04.

J. EMPLOYMENT OF RETIRED TEACHERS

If the Board of Education elects to employ individuals who have retired and are receiving\benefits through a public retirement system, the conditions set forth in this article and only the conditions set forth in this article shall apply to the employment of these individuals:

The salary to be paid to the retired teacher shall be set by the Board of Education at step 5 of the salary schedule. Retired teachers shall receive an additional year of salary schedule credit above his/her initial placement for each year of his/her subsequent employment as a retired teacher up to step 10. This provision shall supersede and replace Chapter 3317 of the Ohio Revised Code and any other law of the State of Ohio with which it is in conflict.

Unless otherwise restricted by law, individuals employed pursuant to this provision shall not be eligible for any of the insurance plans offered by the Board of Education if the retired employee is eligible to receive insurance coverage from another source.

Retired teachers initially employed by the Board shall accumulate and use sick leave as if he/she was hired as a newly employed teacher by the district. Only sick leave accumulated as a retired teacher may be transferred to Northridge from another district.

Teachers employed pursuant to this provision shall receive one-year limited contracts which shall automatically expire at the end of the school year. It shall not be necessary to non-renew these contracts or issue notice of nonrenewal if

employment is not offered to the affected teacher for the following school year his/her employment shall automatically be terminated. This provision shall supersede and replace Sections 3319.11 and 3319.111 of the Ohio Revised Code and any other provision of Ohio law with which it may be in conflict.

Retired teachers shall not be eligible to receive nor shall they receive continuing contracts regardless of their years of service or license held. This provision shall supersede and replace 3319.11 and 3319.08 of the Ohio Revised Code and any other law of Ohio with which it is in conflict.

Retired teachers employed pursuant to this provision are not entitled to and are not eligible to receive any severance benefits pursuant to this contract.

Retired teachers employed pursuant to this provision shall be considered to be the least senior employees in the event of a layoff and shall be laid off pursuant to Article 3 of the contract prior to regular employees of the Board.

ARTICLE IV

INDIVIDUAL WORKING CONDITIONS

A. WORKING CONDITIONS – INSTRUCTIONAL MATERIALS AND SUPPLIES

The Board will allocate sufficient funds to provide for the purchase and/or replacement of textbooks, library books, instructional materials, curriculum, vendor created and provided pacing guidelines, supplies and equipment to enable teachers to fulfill their teaching responsibilities within the confines and goals established by the Northridge Board of Education.

State Department of Education mandates will be followed insofar as possible.

In the event that economic conditions make it necessary to severely curtail the expenditure for supplies, the Board shall consider making reductions in a uniform manner in all areas of expenditures.

B. WORKING CONDITIONS – CLASSROOM INTERRUPTIONS

The principal will strive to reduce interruption in the classroom by reducing excessive intercom announcements, outside phone calls, and parent visits not pertinent to the class or teacher.

C. SCHOOL PROCEDURES

1. Faculty Council

Within each school building there will be a Faculty- Principal Council.

a. Membership

The principal, head building representative, a representative from each team or department, and all other teachers wishing to attend. The chairperson will be elected by the Council at the first meeting.

b. Purpose

The Council should function as a media for communications, dialogue and discussing possible solutions to problems.

c. Meetings

Meetings should be scheduled monthly, upon request of the head building representative, and an agenda organized in advance. It will be the responsibility of the head building representative to solicit agenda items from all members of the Faculty Council, and to distribute the agenda to all teachers, principal and the superintendent at least three (3) days in advance.

There will be a recording secretary who will keep minutes and distribute minutes to all mentioned above within three (3) days.

d. Reprisals

There will be no reprisals taken by administrators against teachers participating in the Faculty Council.

e. Unresolved Issues

Unresolved issues may be taken to the joint Collaborative Solutions Team for review.

2. Written Procedures

Each principal shall provide his/her staff with the school's written procedures and policies at the beginning of the school year. Changes in those written procedures will be implemented only after notification is made to the affected staff member(s).

3 Teachers who leave the building during working hours must have the permission of the principal. Teachers who leave the building during the thirty (30) minute lunch period will sign out and in in the school office.

4. The Board and the NTA mutually agree that a professional teacher's obligation may include the following:

a. Attendance at teacher meetings.

b. Attendance at curriculum study groups.

c. Department or grade level meetings.

d. Attendance at P.T.O. meetings.

e. Conference with students.

f. Phone calls from parents.

g. Conference with parents.

h. Lesson plan preparation and study.

i. Pupil evaluation.

j. Other school community activities.

k. Home visitation - Teachers shall not be required to make home visits alone.

With permission of the principal, a teacher may be excused from any scheduled meetings listed above in items a, c and d.

Consideration will be given to dismissing school early on occasion to facilitate the accomplishment of some of the above items.

With exclusion of emergency situations, one (1) week advance notice will be given in regard to a, b, c, and d above.

While it is recognized that some of these may have to be scheduled outside the normal work day, efforts will be made to schedule within the work day where practical.

Misapplication of this item may be addressed at the Association/Administrative Committee.

D. COOPERATING TEACHER

The training of student teachers is a shared responsibility of the Northridge School District's classroom teachers and administrators and the local universities or colleges.

The Superintendent of Schools is responsible for the approval of student teacher training programs in the Northridge School District.

Student teachers will be assigned to teachers who hold professional licenses according to the following:

1. Assignments of student teachers will be made with mutual agreement of the parties.

2. The cooperating teacher shall be provided background information and an opportunity to interview the student teacher candidate before assignment is made.

3. Student teachers will not be placed without the consent of the cooperating teacher.

4. When the Administration is informed that a student teacher will be in a building, the building principal will inform, via email, all affected teachers for volunteers.

5. Stipends paid by a college or university to the district that are related to student teachers shall be passed through to the cooperating teacher minus the appropriate deductions.

E. MENTOR TEACHER FOR TEACHERS IN THE RESIDENT EDUCATOR PROGRAM

1. The district shall implement a Resident Educator (RE) program in compliance with the rules and regulations as determined by the Ohio Department of Education (ODE).

2. Volunteers will be solicited by the district via email to all appropriate grade level, or building level teachers to serve as mentors in the RE program.

3. The board will pay required fees for training of mentors of the RE program. Those selected to serve as mentors shall be paid the sum of $600 per mentee per academic year. Mentors also have the option to have IPDP hours awarded by LPDC for work completed as a part of the RE program.

4. At any time during the resident educator program the mentor may elect to opt out of their assignment by giving a ten (10) day written notice to the superintendent. In the event that a mentor opts out of their mentor assignment the compensation shall be prorated.

F. MENTOR TEACHERS FOR TEACHERS ON AN IMPROVEMENT PLAN

1. The District shall provide teachers on an improvement plan with a trained mentor teacher who is not the credentialed evaluator. The mentoring shall begin at the start of the school year and continue until the end of the school year or until the teacher is removed from the improvement plan, whichever comes first. The mentee may refuse the assistance of the mentor.

2. Role of the Mentor Teacher

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

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

(ii) The mentor teacher shall hold a valid teaching certificate/license.

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

b. Release Time/Compensation

(i) Each mentor teacher shall be granted one period per month of release time for mentoring activities. Release time shall be separate from any other release time covered under this agreement and shall be approved by the building administrator.

(ii) In addition to the mutually agreed upon release time, each mentor teacher shall receive a stipend of six hundred dollars ($600) for each mentee. The stipend is to be paid in June of that school year.

c. Protections

(i) Other than a notation that a teacher provided additional service as a mentor teacher, the teacher's activities as a mentor teacher shall not be part of their evaluation, unless the member choses to use the experience as part of their professional teaching standards/OTES 2.0 evidence.

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

(iii) The mentor teacher may be asked to provide professional feedback related to their teacher's progress, but shall not be asked or directed to provide personal information about their teacher to the administration.

(iv) All interaction between the mentor teacher and the teacher shall be regarded as confidential. Any violation of this tenet by the mentoring teacher shall constitute grounds for immediate removal

from the role as mentor teacher and no information provided by the mentor shall be used in the evaluation of the teacher.

(v) At any time, the mentor teacher or the teacher may exercise the option to have a new mentor teacher assigned to the teacher with the approval of the building administrator. The parties shall meet with the building supervisor to discuss the change. At the meeting the teacher and the mentee shall provide a rationale as basis for the exercise of this option and said change shall occur without prejudice or judgment to either the mentor teacher or the teacher. This option may be exercised two (2) times by the mentor teacher or the teacher.

(vi) No data collected through the Ohio Resident Educator or Mentor Program shall be used in the teacher performance evaluation rating or for high-stake employment decisions.

(vii) If there are no volunteers from the bargaining unit who express interest for the position of mentor, the Superintendent shall direct a qualified bargaining unit member to the position for no more than one (1) year as mentor. Involuntary assignment by the Superintendent shall occur not more than once every three (3) years for a specific bargaining unit member.

G. CREATIVE AND INNOVATIVE TEACHING FUND

To promote creative and innovative teaching in Northridge Public Schools, teachers are encouraged to submit proposals to the building principal to develop and implement these ideas.

The administration shall develop and distribute guidelines for the submission and implementation of creative and innovative teaching projects. A set of guidelines shall be made available to each staff member.

The maximum amount that may be expended in the fund is $1,500.00 per year.

H. NATIONAL BOARD CERTIFICATION

While in the employ of the Northridge Schools and upon written verification of earning National Board Certification from the National Board for Professional Standards, a one-time stipend of $1,000 will be awarded to the teaching staff member. Those employees who currently hold national board certification are eligible for the stipend as well. The National Board Certificate must be on file in the Superintendent's office. Certificates filed after September 15 and prior to February 1 shall be evaluated for payment for the first full payment in February. Certificates filed after February 1 shall be evaluated for payment the next succeeding school year.

I. TEACHER/COUNSELOR EVALUATION

1. The OTES model and OSCES model shall be the instrument approved and provided by the Ohio Department of Education and Workforce (ODEW), except as may be modified through the MOU entered into by the parties. The Board of Education shall utilize eTPES for all evaluations for teachers engaged in instruction for at least fifty percent (50%) of the time providing content-related student instruction.

2. OTES teachers shall be evaluated in accordance with the current adopted Board policy, or by any future policies as may be amended by the Board of Education. The Board shall use the ODEW approved OCES evaluation system for school counselors. A copy of current policies are attached as Appendix G and H for reference purposes only. The evaluation program shall be communicated to all employees at the time of employment.

3. The Association and Board agree to establish a standing joint Evaluation Committee. This committee will establish the policies, procedures, and processes, including the evaluation instrument and determination of HQSD, for the evaluation of teachers in the District and to regularly review the effectiveness of the aforementioned items.

   A. Committee Composition

      1. The committee shall be comprised of up to seven (7) Association members appointed by the Association President and up to seven (7) members appointed by the Superintendent/designee. In addition, each party may appoint up to one (1) ad hoc non-voting member to assist and/or attend committee meetings.

      2. Association committee members shall serve a one (1) year term.

      3. Committee members shall be representative of elementary, middle school, secondary, specialty areas (i.e., music, art, special education) and programs (i.e., career tech) within the District.

      4. After the Association member's term, or removal therefrom, the Association President shall appoint a successor.

   B. Committee Operation

      1. Members of the committee shall receive training in all aspects of OTES, the standards for the teaching profession, HQSD, and teacher of record prior to service on the committee. The cost, if any, shall be borne by the Board of Education.

2. The committee shall be chaired jointly by a committee member from the Association and a committee member appointed by the Superintendent/designee.

3. The committee shall establish, by mutual agreement, a meeting calendar, tasks for the committee to complete, and timelines for the completion of specific tasks. The calendar of committee meetings shall be published internally to all bargaining unit members.

4. The committee agenda shall be developed jointly by the co-chairpersons of the committee.

5. All decisions of the committee shall be achieved by consensus.

6. At each initial committee meeting, the committees shall develop the ground rules by which the committee shall operate.

7. At each meeting, the committees shall select an individual to act as the official scribe for that meeting. All notes and official minutes, if any, shall be stored and available to members of the committee, Association President, and District Superintendent electronically within three (3) days following each meeting of the committee.

8. Members of the committee shall receive release time for committee work and training during the contractual workday or any committee work.

9. The committee may establish sub-committees to assist with their work.

10. Sub-committees shall be jointly appointed by the Superintendent/designee and the Association President.

11. The committee shall be authorized to utilize a consultant(s) (e.g., educational consultants, software consultants, credentialing trainers, etc.) as it deems appropriate. The cost, if any, shall be borne by the Board of Education.

C. Committee Authority

1. The committee shall be responsible for jointly developing, reviewing, and recommending the policy, procedures, and processes, including the evaluation instrument, for teacher evaluation. If the committee's recommendation involves a change in the terms of the collective bargaining agreement those recommendations shall be presented to the respective bargaining teams for negotiation. If the changes involve a change in State law

or the framework, the changes will be implemented as required by law. If the changes or recommendations do not involve either of the aforementioned situation, the changes can be implemented upon approval of the Committee Chairs.

2. High Quality Student Data (HQSD): Quantitative information, derived from instrument(s) rigorously reviewed and approved by the Evaluation Committee, in accordance with the Ohio Department of Education & Workforce's guidance, which provides evidence of student learning that can be directly attributed to the teacher being evaluated. *The Evaluation Committee will provide clear procedures and processes for the Committee's review and approval of HQSD requests for all staff evaluated using the OTES 2.0 process.

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

4. If any changes are implemented the evaluation committee will meet with all building administrators and team leaders to discuss changes.

TECHNOLOGY

If a teacher evaluation cannot be completed due to technological issue related to student tests, high quality student data the student growth measure (SGM) portion of the evaluation shall not be included in a decision related to employment.

FORMS

Evaluators shall use OTES and OSCES forms that are designated by the Department of Education and Workforce and are available on the ODEW webpage.

TIMELINE/ DATES

Two (2) cycles of formal observations of at least thirty minutes each with the first observation occurring no later than December 15 and the second observation occurring no later than April 1. Each observation shall be a minimum of two (2) weeks apart. If the teacher is rated ineffective or developing on the first observation, the second observation shall not be completed within the next twenty (20) days to allow time for improvement. If the teacher is absent and the evaluator is unable to complete the

observations, the deadline shall be extended. If a third observation is performed, it shall be completed by May 1.

CHANGES TO OTES/OSCES MODEL

Should OTES and/or OSCES be replaced by another evaluation framework through legislative or administrative action, or if OTES and/or OSCES are rescinded, the parties will meet to discuss implementation of the new framework or a new evaluation procedure for the affected employees.

Certified Staff Not Covered by OTES

1. For other bargaining unit members not meeting the above definition of teacher or school counselor, the Board of Education shall utilize the model that is currently in use for the Evaluation of those members.

Remedy

It is agreed that the sole avenue to challenge alleged violations of the valuation procedure set forth in this section, Board policy, or in any Memorandum of Understanding (MOU) shall be through the grievance procedure contained in this agreement, and that provision is intended to supersede and replace the requirements of Ohio Revised Code Section 3319.11 as it relates to the evaluation requirements for non-renewal. Notwithstanding the above, the substance of the evaluation is not subject to the grievance procedure. Employees may only grieve misapplications, misinterpretations and or violation of the procedural provisions of the evaluation process.

J. IN-SERVICE PROGRAM

A comprehensive building regularly scheduled (defined by the school calendar) in-service program for the teaching staff is desirable. A Building Leadership Team will make recommendations to the principal concerning the staff needs for regularly scheduled in-service programs. The President of the NTA may make recommendations to the Superintendent for a district in-service program.

K. TRANSPORTATION – TEACHER'S PRIVATE VEHICLE

No teacher will be required to transport students to and from school-related activities in his/her own car.

L. PAYROLL PROCEDURES

1. It is understood that pay must be earned before payment is made.

2. Teachers shall have 24 payroll periods. When a payday falls on a holiday, the pay will be distributed on the last workday preceding the holiday

3. All direct deposit notifications will be e-mailed to the teacher's District provided email address. Direct deposit statements will be emailed no later than the normal end of the workday.

4. Payments for teachers shall be made by direct deposit to a financial institution of the teacher's choosing, provided that such financial institution shall be a member of the Federal Reserve Banking System. Teachers shall follow rules established by the Treasurer to report an account code to be used for direct deposit. Direct deposit statements will be e-mailed no later than the normal end of the workday. When a payday falls on a holiday, the pay will be made not later than the day preceding the holiday. During the summer months, direct deposit statements will be e-mailed. If the e-mail address on the direct deposit statement is in error, or if the direct deposit statement is to be e-mailed to a different address, the teacher will provide the Treasurer's office with the proper e-mail address.

5. Deductions

   a. The Treasurer of the Northridge Board of Education shall deduct for unauthorized absences, federal, state and local taxes required by law, and the teacher's share of the retirement contribution.

   b. The Treasurer shall also deduct for employees covered hereunder upon the written request of the employee, amount for the FirstDay Financial, direct deposit to other local banks, Board-approved tax-sheltered annuities, NTA scholarship and professional dues.

   c. Dues will be deducted for the following professional organizations in twenty (20) successive pay periods: NTA, WOEA, OEA, NEA AND OEA Retirement Savings Plan income protection, provided the minimum account has been established by the individual.

   d. The Treasurer shall remit all Association dues to the Association Treasurer within five (5) work days after such deductions are made. Association dues shall be deducted from those teachers who individually and voluntarily authorize such deduction and submit such authorization to the Treasurer. If an employee who has authorized payroll deduction for the payment of OEA/NTA membership dues leaves the employment of the District prior to the full and complete dues deduction, the Treasurer of the District shall deduct from the final payroll check the remaining unpaid dues amount.

   e. The Association agrees to indemnify and save the Board and/or its representatives harmless against any and all claims that may arise out of or by reason of action taken by the Board in carrying out the provision of this section.

f. As required by Section 3313.262 of the Revised Code, the Treasurer of the Northridge Board of Education shall deduct from the wages and salaries of teachers such amounts for political organizations and parties and for non-partisan issues as the teacher, by written authorization, may demand and shall transmit any amount so deducted as the authorization shall direct. Any such authorization shall be on a form which is separate from any form used to apply for or authorize membership in or authorize payment of dues or fees to any organization.

6. If overpayment or underpayment occurs, the employee and the Treasurer shall mutually decide on the resolution to correct the payment error.

M. TEACHERS NEW TO THE DISTRICT

Each newly employed teacher shall receive a contract of employment, a copy of the Administrative Building Handbook, and a copy of the current negotiated Agreement between the Board and the NTA.

A new teacher entering the district with a provisional license and less than two (2) years of teaching experience will receive a supplemental contract in the district for the purpose of orientation, preparation, planning, training and other staff development activities. The supplemental contract will be issued for three (3) days/22.5 hours. The number of hours for the purpose of orientation, preparation, planning, training and other staff development activities for other teachers new to the district will not exceed ten (10) hours.

In addition to the above, all new teachers will be expected to complete the number of staff development activity hours designated in Article VI, O. Staff Development Incentive Bonus

The number of extended days for teachers new to the district may differ from that which is set forth above upon the recommendation of the Superintendent and the approval of the Board. The scheduling of the extended days will be the responsibility of the Superintendent or a designee.

Teachers shall be compensated for the extended days worked at the daily rate of Step 0 of the Bachelor's column of the teachers' salary schedule.

RESSA teachers shall be assigned a mentor no later than September 15. New members who are not in the RESSA program shall be assigned a District mentor no later than September 15.

N. PERSONNEL FILE

There shall be one official personnel file for each teacher and it shall be maintained confidentially by the Superintendent or his/her designee. It shall not be released for public inspection except as may be otherwise provided by law. All teaching personnel

shall furnish to the Central Office file (Superintendent's office) the following information:

1. A completed application for employment in the Northridge School System.

2. An official transcript of college credits showing the official record of the degree granted.

3. A valid teaching certificate and/or license for the area in which he/she will be teaching. Failure to do so shall result in withholding the teacher's paycheck until the certificate/license is received.

4. A record of previous teaching experience and/or military service.

5. A copy of the latest contract properly signed and dated.

6. Updated information shall be on file by September 15 of each school year.

   The teacher's personnel file shall contain other appropriate data regarding employment and performance of duties. Any member of the professional certificated/licensed staff shall be notified of the intent to place in his/her personnel file any material which may be considered critical of his/her conduct, service, character, or personality and shall be provided a copy of any such material prior to its being placed in his/her personnel file. A teacher may attach a statement of clarification, rebuttal or explanation to any item in his/her personnel file at the time an item is placed in the file. Pre-employment data is considered confidential and is not open for review or removal.

   A teacher may, upon written request to the responsible administrator, review the contents of his/her personnel file. A teacher may, upon request, have one other person of his/her choosing at such a review. The date and time of review shall be mutually agreed upon by the responsible administrator and the teacher. The responsible administrator or designee shall be present at the review. After the review, the teacher may receive a copy of the personnel data by paying the nominal cost of photocopying.

   No information will be used in a teacher dismissal case by either party if that information is more than five (5) years old.

7. The Board shall incur all costs of state mandated criminal background checks of all bargaining unit members.

O. MEDICAL EXAMINATIONS

A teacher required by the Board of Education to receive a medical/mental examination by a Board-appointed physician/ psychologist will receive that examination at Board of Education expense.

P. CLASS LOADS

The administration will provide each teacher with a class list at least twenty-four (24) hours prior to the teachers' first contractual day. Class load issues will be directed to the building administrator. Reasonable efforts will be made by the building administrator to balance classes by adjusting student schedules. When assigning special needs students, the administration will provide an opportunity for input from appropriate staff on the placement of special needs students. The final placement of all students is the responsibility of the administration.

The Board and the Association recognize the importance of maximum communication between students and teachers. With this in mind, efforts will be made by administration in a timely manner and, if feasible, prior to the beginning of the school year to limit and balance class size, total class loads, and total teacher/student contacts per day to enhance student achievement.

The Association also recognizes the Board's final responsibility for establishing policy and that responsibility may not be challenged.

Q. LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

1. In accordance with the Local Professional Development Committee's by-laws, policies, and procedures, the LPDC shall review and approve Individual Professional Development Plans (IPDP) for renewing certificates and/or licenses.

2. The majority of the LPDC membership shall consist of teachers (6) appointed by LPDC committee with the final approval of the NTA President. The administrative members (3) of the LPDC shall be appointed by the Superintendent.

3. The LPDC by-laws, policies and procedures shall not supersede the provisions of this agreement and/or the policies adopted by the Board of Education.

4. The LPDC shall determine its own appeal procedures. The decisions of the LPDC appeals process are final and are not subject to the grievance procedures set forth in this Agreement.

5. The involvement of employees covered under this agreement and serving on the LPDC shall not be used for employment decisions by the Board nor shall their involvement have any effect on performance evaluations.

6. Compensation for the LPDC teacher members shall be at the curriculum rate as set forth in this Agreement. The LPDC teacher officers shall be compensated an additional $5.00 per hour. LPDC members must be present 3/4 of the meeting to be paid the minimum of one hour. Meetings lasting more than one hour will be prorated on 1/4-hour basis.

R. DISTRICT LEADERSHIP TEAM

The Association and the Board recognize the value of diverse representation on the District's Leadership Team (DLT). The Association and the Board agree to equal representation on the committee. The Association shall select no less than five (5) teachers (with at least one from each building) to serve annually on the DLT. The NTA president shall notify the Superintendent no later than Sept. 15, the names of the NTA Representatives.

The DLT shall align its role and scope with the Ohio Improvement Process (OIP) as outlined by the ODEW, in its current form, or as may be amended.

Supporting implementation of each OIP step consists of:

- Establishing and aligning core beliefs of the district and school(s);
- Setting up collaborative implementation teams; and
- Identifying members and responsibilities of the district leadership team, building leadership team(s) and teacher-based teams, which include:
    - Shared leadership
    - Communication and engagement; and
    - Purposeful decision-making.

The DLT draws from all levels of the organizational and may include:

- Superintendent
- Treasurer
- School Board Representatives
- School Administrators
- Teachers
- Central Office Administrators
- Family and Community Members
- Union Representatives
- School Counselors; and
- Community Partners.

The District's Leadership Team (DLT) shall hold its initial meeting no later than September 30 of each school year. Furthermore, the District Leadership Team shall meet at least once per quarter of the school year.

Additional participants may be invited upon agreement of the Committee.

ARTICLE V

LEAVES/ABSENCES

A. VISITING DAYS - EDUCATIONAL OBSERVATIONS

If recommended by the principal and approved by the Superintendent, a teacher may visit another school without loss of pay. The purpose of the visitation shall be to observe an existing exemplary program in progress.

B. CONFERENCES AND CONVENTIONS

The Superintendent may approve requests for travel and conference expenses. Approval may be granted for conferences (workshops, clinics, observation). Upon approval, employee's absence is authorized without loss of pay. Employees will be reimbursed for travel and reasonable expenses as provided in this section.

1. Procedures

a. Requests to Attend Meetings

(1) Written request to attend conferences and other meetings shall be submitted in duplicate on the forms provided to the building principal or the employee's immediate supervisor.

(2) A copy of the itinerary of the conference or other meeting shall be submitted on the form entitled "Request to Attend Conference".

(3) All written requests shall be forwarded to the Superintendent one (1) week prior to the regular monthly meeting of the Board of Education.

(4) Exceptions to the preceding deadline will be considered in circumstances such as late notices of a conference, etc.

(5) The principal or immediate supervisor is responsible for seeing that information regarding professional meetings is disseminated to the appropriate staff members.

(6) The following shall be considered as a basis for the approval or disapproval of the request:

(a) Is the function directly related to the employee's assignment and/or a primary objective of the school district?

(b) How many days of absence will result?

(c) Will a substitute be necessary, and is one available?

(d) What is the estimated total cost involved, and are funds available in the appropriate fund?

(e) Limitation of the number of staff members absent at one time may be necessary.

(f) If the request involves a meeting or conference within the state or if the conference is out of state, but within a 200-mile radius of Dayton, attendance shall be limited as follows:

(i) One (1) to four (4) members in a department, team or grade level; one (1) representative per department, team, or grade level per building.

(ii) Five (5) or more members in a department, team or grade level; two (2) representatives per department, team or grade level per building.

(g) If the request involves a meeting or conference outside the state and beyond the 200-mile radius of Dayton, attendance shall be limited as follows:

(i) No faculty member shall attend more than one (1) conference per school year at school expense.

(ii) No more than one (1) faculty member from the school district shall attend the same conference.

(iii) Faculty members not having previously attended a conference beyond the 200-mile radius shall be given priority.

(7) The principal shall utilize the above guidelines when making recommendations as to attendance of personnel at meetings.

(8) If the Superintendent assigns a faculty member to attend a specific conference, the above guidelines are not applicable.

(9) The above restrictions may be relaxed at the discretion of the Superintendent.

(a.) Reimbursement of employees for expense incurred while attending approved out-of-town professional meetings, conventions, conferences, etc., shall be as follows:

(10) Transportation

Reimbursement shall be the actual cost of travel, subject to the less cost of airline coach rate or the mileage reimbursement rate for auto or authorized by the Internal Revenue Service for the previous year. Travel that necessitates rental of a car must be approved in advance by the Superintendent (receipt required).

(11) Lodging Accommodations

Reimbursement shall be in full upon presentation of the stamped receipt for the night's lodging approved by the Superintendent. Expenditures for extraneous incidentals listed on the receipt are not reimbursable.

(12) Registration Fee

Reimbursement shall be in full upon presentation of the receipt.

(13) Other Reasonable Expenses

Expenses for meals, parking, taxi, etc., shall be itemized and limited to:

(a) Sixty-four dollars ($64.00) maximum per day approved for attendance.

(b) Thirty-two dollars ($32.00) maximum per one-half day approved for attendance.

(c) Travel from airport to hotel/motel shall be by the mode of the lesser cost of taxi, shuttle bus or limo service.

Receipts for reimbursable expenses shall be the original receipts. Photocopies, canceled checks, etc., are not acceptable.

(14) Non-Reimbursable Expenses

These expenses include, but are not limited to the following:

(a) Membership Fee

(b) Dues

(c) Tuition

(d) Entertainment

(e) Tips

Reimbursement forms and receipts for expenses shall be filed with the Treasurer before payment is authorized.

Certificated/Licensed employees selected to serve as delegates and officials of educational or professional organizations may be absent to attend out-of-town meetings without loss of pay upon the recommendation of the Superintendent. It is assumed that the sponsoring organization will provide reimbursement for expenses incidental thereto.

Authorized expenditures incurred by representatives of the Council of Athletics, and expenses shall be limited to the provisions of these regulations.

C. SPECIAL LEAVE

Each teacher shall be entitled to three (3) days of special leave during each year. Such leave shall be granted upon written request filed by the teacher with the Superintendent's designee no later than three (3) days prior to taking the leave, except in the case of an emergency where prior notice is not possible. In case of such emergency, written request for approval of such leave will be made immediately upon return. The above limitation may be waived at the discretion of the Superintendent. Each teacher will receive $175.00 per unused leave day. No more than six (6) teachers shall be approved per building (pre-5 and 6-12) per student day.

1. Conditions:

a. Leave may be granted for one-fourth (1/4) day. Half-day employees may be granted one and one-half (1 ½) days.

b. One (1) additional special leave day may be granted at any time on an individual basis with prior approval of the Superintendent, who shall consider such request on its individual merit. The Superintendent's decision is final and this decision is not subject to grievance procedures nor does it set any precedent.

c. Falsification of purpose stated for use of special leave shall be grounds for disciplinary action and denial of the use of special leave.

d. Special leave may also be used in lieu of sick leave for personal illness if sick leave is exhausted.

e. Special leave days may be taken in succession, if necessary.

f. Except for leave that may be taken for graduation of self or immediate family, marriage, adoption, court appearance, funeral, death in family or friend, act of God, religious holiday, mechanical failure of transportation, or in lieu of sick leave if you have none, special leave shall not be granted on first or last day of school nor on the school day preceding or following a day when school is closed for a holiday, school vacation, professional conference day or on a professional conference day.

g. Special leave may be used on consecutive days, but no special leave may be used to extend scheduled vacation periods.

h. Unused special leave days are not accumulative from school year to school year.

i. Special leave shall not be chargeable to sick leave.

2. Unused leave will be paid out at one hundred seventy five dollars ($175.00) per unused day.

D. SICK LEAVE

1. All full-time teachers shall be entitled to one and one-fourth (1-1/4) days of sick leave per calendar month, unless on leave of absence, for a total of fifteen (15) days per year.

2. Employees who have exhausted their accumulated sick leave and special leave will be advanced sick leave up to the maximum remaining amount that may be accrued during that year. Sick leave will be advanced only upon a physician's statement that each absence is necessary. If the employee should resign, be placed on leave of absence, or become deceased before this advancement of sick leave has been earned back, such unearned sick leave days shall be deducted from adjusted final pay, or claim shall be made against the employee or his/her estate.

3. The total allowable accumulation shall be four hundred (400) days.

4. Previously accumulated sick leave of a teacher who has been separated from Ohio public service shall be accepted at full value, up to 400 days, provided none of such accumulated sick leave has been converted to pay upon retirement and provided such reemployment takes place within ten (10) years of the date of last termination from public service. It shall be the responsibility of the employee to request the statement of transfer of accumulated sick leave from the Treasurer's Office upon leaving the District.

5. Each new full-time employee, immediately on reporting for duty, shall be credited with five (5) days sick leave as defined in Section 3319.141, Ohio Revised Code,

which may be used for personal illness, illness or death in the family. If any of the five (5) days is used, it shall be deducted from the total sick leave he/she may accumulate during the first year of service.

6. For absences due to personal illness, pregnancy, illness caused or contributed to by childbirth, emergency medical or dental treatment, injury, quarantine from exposure to contagious disease which could be communicated to other employees or to students, and for illness or death in the teacher's immediate family.

    a. Immediate family shall be defined as the teacher's mother, father, spouse, child (including step or foster parent or child), or other person permanently residing in the teacher's household.

7. Absence due to death in the immediate family as defined above is limited to a maximum of five (5) days or any additional days as may be approved by the Superintendent.

8. Absence due to death in the near family which is defined as a teacher's brother, sister, parent-in-law or grandparent is limited to three (3) days or any additional days as may be approved by the Superintendent.

9. Absence due to death of other relatives is limited to a maximum of one (1) day, unless extended travel time is approved by Superintendent.

    a. Other relatives are defined as relatives outside the immediate family or family as defined in this paragraph but no more distant than blood cousins once removed.

10. All teachers shall be responsible for notifying their building principal, according to the procedures established by the Board when the provisions of the sick leave policy are to be used. Failure to do so may result in denial of said benefits.

11. Sick Leave forms will be completed for any day or part of the day used. Deductions of sick leave due to use will be one-fourth blocks as follows:

    a. up to two (2) hours, 1/4 day deductions;

    b. over two (2) hours up to four (4) hours, 1/2 day;

    c. over four (4) hours, one (1) full day;

    d. These shall be deducted excepting for periods under two (2) hours may be granted with approval of the principal without any deduction.

12. Summer school teachers will be eligible to use sick leave on the same basis as teachers during the regular school year as defined in the above contract.

E. SICK LEAVE DONATION

A teacher may donate a maximum of five (5) days of their accumulated sick leave to another teacher who has exhausted or is about to exhaust their accumulated sick leave and other applicable paid leave provisions.

Donated sick leave days may be used only for a prolonged personal illness of a teacher or medically dependent immediate family members that requires the absence of the teacher from his/her assigned duties. The word prolonged as used herein, is defined as an illness that is ten (10) consecutive days or more in duration and it does not mean the number of consecutive days of a teacher's absence. A physician's statement shall be submitted to the Superintendent of Schools as proof of need for additional sick leave days and donated sick leave days may not be used for occasional absences. Immediate family shall be defined for the purpose of this article as teacher, spouse, mother, father, and children.

A teacher may receive a maximum of twenty (20) days per school year and in no event may a receiving teacher have more than forty (40) days donated to him/her during his/her employment with the Board. Unused donated days are not returnable to the teacher(s) who earned the days.

The NTA will assume the responsibility for solicitation of donations of accumulated sick leave days.

Donation forms shall be submitted by the NTA to the treasurer for processing within five (5) working days prior to the date of the teacher's absence, or as soon as known.

Sick leave donation decisions are not subject to the grievance and arbitration provisions of the contract. In carrying out the provisions of this Article, NTA agrees to indemnify and save the Board and/or its representatives harmless against any and all claims, including the cost of defense, that may arise out of or by reasons of action taken by the NTA and/or its members in donating or failing to donate sick leave days hereunder.

F. JURY DUTY AND COURT APPEARANCES

1. Jury Duty

Absence for jury duty is permissible. After absences for such duty, the teacher shall remit payment to the Northridge Local Schools Treasurer's Office in an amount equal to the amounts received by the teacher for such services, along with a letter from the courts documenting jury duty time and the dollar amount received for such services. The teacher shall receive his/her regular salary for the number of days absent for such duty.

2. Court Appearances

Teachers subpoenaed to court to act as a Board witness/representative will be given release time during normally scheduled work hours to appear in court. Such release time shall be without any loss or gain in pay.

G. SABBATICAL LEAVE

A Northridge teacher who has completed five years of service may, with the permission of the Superintendent and the Board of Education, be granted a leave of absence with pay, as prescribed in the Ohio Revised Code Section ORC 3319.131.

The following guidelines will be followed:

1. The teacher will present to the Superintendent for approval, a plan for professional growth prior to such a grant of permission, and at the conclusion of the leave, provide evidence that the plan was followed.

2. The teacher shall be required to return to the district at the end of the period for at least one year.

3. The Board of Education shall not grant such a leave unless there is available a satisfactory substitute, nor grant such leaves to more than 2-1/2 percent of the professional staff at any one time, nor allow a part of the salary in excess of the difference between the substitute's pay and the teacher's expected salary, nor grant a leave for more than one year to any teacher more often than once for each five years of service, nor grant a second time to the same individual when other members of the staff have filed a request for such a leave.

4. Once granted, sabbatical leaves may not be terminated before date of expiration without consent of the Superintendent and the Board of Education.

5. Upon returning, the teacher shall be placed on the same salary step that the teacher was eligible for at the time of leave.

6. Applications or requests for sabbatical leave shall be submitted to the Superintendent not later than April 1. The Superintendent shall establish guidelines for priority and approval.

H. ASSAULT LEAVE (PROTECTION OF TEACHING STAFF)

1. No reprisals shall be taken against a teacher who has contacted emergency services. Administration will not interfere with a member's efforts in contacting emergency, legal or any other support services.

2. A teacher who must be absent due to physical disability resulting from a physical assault on such teacher, which occurs in the course of Board employment, on

school grounds, during school hours or where required to be in attendance at a school sponsored function, shall be eligible for assault leave. Full pay status (days not charged to sick leave) under Assault Leave can be granted up to a maximum of the first seven (7) days beginning with the first day of said leave. At the end of the seven (7) days, the teacher may use sick leave or receive Worker's Compensation (if eligible) for the period of the physical disability. The Board shall pay the difference between the teacher's regular pay and the weekly benefit paid under the Worker's Compensation Act up to a maximum of an additional twenty-five (25) work days.

Eligibility shall be determined by the Superintendent and will be based on a signed statement on the appropriate form which shall include but not be limited to the following:

a. Nature of the injury.

b. Date and time of occurrence.

c. Identification of the individual or individuals causing assault, if known.

d. Facts and circumstances surrounding the assault.

e. A certificate from a licensed physician describing the nature of the injury sustained causing absence.

f. A statement indicating a willingness to participate and cooperate with the Board if the Board decides to pursue legal action against the assaulter(s).

3. Up to three (3) additional days per injury caused by the assault of a student shall be granted by the Superintendent when a teacher is required to be absent from work due to an injury caused by assault of a student and which arises out of the course of the teacher's employment.

4. A teacher who has been physically assaulted shall make an immediate oral report to the principal or his designee, if physically possible. The teacher shall make a written report to the principal before leaving school that day or as soon as physically possible. The report shall contain all relevant facts and include the names of teacher, students, and/or other persons who were witnesses to the assault. Prior to filing an official report, an administrator, or designee, shall offer the Association member the opportunity to have Association representation present during the duration of the reporting procedure.

5. If the principal deems it necessary, the principal or his designee shall notify the police. In any case, the teacher, acting in a personal capacity, may notify the police if he/she judges such notification to be warranted.

6. The principal and/or his designee shall conduct a thorough investigation of the case. A report of the disposition will be filed with the Superintendent. Except for such information as may be privileged by law, a copy of the report will be furnished to the affected teacher.

7. In the event of a school-related assault on a teacher, the Board attorney shall inform the teacher of his/her legal rights. In addition, if litigation becomes a possibility, the Board will have an official representative made available to cooperate with the teacher and the teacher's counsel toward the protection of said teacher's rights.

8. If court action results and a teacher is required to be a witness in such action, that teacher shall be permitted sufficient time off without loss of pay to act as a witness in the court action.

I. LEAVE FOR MATERNITY/CHILD REARING

A teacher may use sick leave, if eligible, and/or request an unpaid leave of absence for maternity reasons, if disabled, and/or request an unpaid leave of absence for child rearing following the birth or adoption of a child. The period of disability shall be defined as the period prior to birth and following birth in which the teacher's physician certifies that the teacher is unable to perform her duties. A teacher, upon awareness of pregnancy, shall give written notification to the Northridge Superintendent within ninety (90) days. Accompanying the written notification, the teacher will apply for a leave of absence for a specific period which shall include the period of disability. The teacher may take maternity leave without pay for child rearing for a period not to exceed the balance of the current school year plus the following academic school year. Semester 1 shall be defined as July 1 through the date specified on the Board-adopted school calendar. Semester 2 shall begin with the date specified on the Board-adopted school calendar through June 30.

The effective date of maternal leave of absence will be the date advised by the attending licensed physician. The physician's signed statement shall be submitted on a form provided by the Northridge Board of Education indicating the teacher's assignment, anticipated delivery date and the date to which the teacher should be able to perform the current assignment without excessive absence or impairment to health. If the teacher and the Superintendent agree in writing, a date different from the doctor's date for beginning leave of absence will be effective. A teacher, prior to returning from maternity leave of absence, must furnish a physician's certificate stating ability or reasons for inability to perform duties. In the event that the teacher wishes to return from leave of absence prior to the date originally approved for the return from leave, the teacher will be permitted to return at the start of a semester or grading period. Earlier returns will be permitted with the approval of the Superintendent. During the term of unpaid leave, the teacher shall have the right to continue group life, dental and health insurance by advance payment of monthly premiums by the teacher to the Treasurer.

The teacher may submit a resignation notice in lieu of requesting leave. The effective date of the resignation will be the date advised by the attending licensed physician.

J. LEAVE TO ADOPT A CHILD

Teachers will be eligible for unpaid leave for adopting a child. The adoptive parent will notify the Superintendent as soon as they have been approved for placement. When the teacher is notified of an official placement date, the teacher will notify the Superintendent immediately. The period of leave may not exceed the balance of the current school year plus the following school year.

In the event that the teacher wishes to return from leave of absence prior to the date originally approved for the return from leave, the teacher will be permitted to return at the start of a semester or grading period. Earlier returns will be permitted with the approval of the Superintendent.

During the term of unpaid leave, the teacher shall have the right to continue group life, dental and health insurance by advance payment of monthly premiums by the teacher to the Treasurer.

K. LEAVE BECAUSE OF ILLNESS IN THE FAMILY

Upon the recommendation of the Superintendent and the approval of the Board of Education, a teacher may be granted an unpaid leave of absence not to exceed one school year or the balance thereof because of serious illness in the immediate family upon submission of the proof of need. The immediate family will be defined as child, spouse, mother, father, sister, brother. This includes other relatives permanently residing in the same household. If the Superintendent and the Board agrees, the leave may be extended.

L. RESEARCH AND/OR TEACHING IN A COLLEGE

Upon recommendation of the Superintendent and approval of the Board of Education a teacher who has completed five (5) years of service in the Northridge School System may be granted an unpaid leave of absence for a period not to exceed one school year or the balance thereof for the full-time teaching or research in a college or university.

A two-year leave may be granted if the employee assumes all financial obligations for the second year including any and all retirement costs. The Board of Education at its discretion may require the teacher to return for one year following the end of leave period.

M. LEAVE - PROFESSIONAL STUDY

Upon completion of five years teaching with the Northridge School System and upon recommendation of the Superintendent and with approval of the Board of Education, a teacher may be granted a leave of absence not to exceed one school year or the balance thereof without pay for approved professional purposes. Examples: overseas teaching, full-time graduate studies.

N. MILITARY LEAVE

Teachers on continuing contracts or regular limited teaching contracts who are members of the Ohio organized militia, or members of other reserve components of the armed forces of the United States, including the Ohio national guard, and are involuntarily ordered to active duty, are entitled to a leave of absence from their respective positions without loss of pay for the time they are performing services in the uniformed services for periods of one (1) month (up to 22 work days), for each calendar year in which they are performing such military services. For purposes herein, a calendar means January 1 through December 31 and shall include 176 work hours or more annually.

Payment for Military Leave shall be the lesser of $500 per month or the difference between the teacher's regular compensation and the sum the teacher receives as his/her gross monthly uniformed pay and allowances. No teacher shall receive pay hereunder however, if his/her gross uniformed monthly pay is greater than his/her gross monthly salary from the District.

O. POLITICAL LEAVE

Upon completion of five years teaching with the Northridge School System, a teacher may request and be granted a leave of absence without pay not to exceed six weeks for a contested primary and six weeks for a contested general election. If elected, a leave of absence without pay may be requested and shall be granted for the term of the office.

P. FAMILY MEDICAL LEAVE ACT

The Board and employees shall have whatever rights, duties, discretion, and responsibilities as are set forth in the Family and Medical Leave Act of 1993 (29 U.S.C. Sec. 2601, et seq.) as is or may be amended ("FMLA"), and in accordance with the following provisions:

1. For purposes of determining the "12-month period" in which an eligible employee is entitled to twelve weeks of leave, said 12-month period shall be defined as from July 1 through June 30.

2. Such leave shall be taken in conjunction with and simultaneously with other available leaves if the employee is eligible for said leaves. FMLA leave in conjunction with a leave of absence without pay may be taken before sick leave is used. FMLA requires employment for one (1) year and a minimum of 1,250 work hours per year.

3. An employee who takes a leave of absence without pay in conjunction with and simultaneously with FMLA leave, shall be eligible to continue to participate in the District's group insurance programs as if actively employed, and for a period not to exceed twelve (12) weeks in any year. Such employee shall state his/her intentions in writing when applying for the FMLA leave and pay the employee's portion of the premium on or before the first day of the month following the

commencement of the leave. Upon the expiration of FMLA leave, the employee may continue his/her health and dental insurance in accordance with the provisions of COBRA. Life insurance may be continued by making monthly payments as long as the employee remains on unpaid leave of absence.

4. An employee on FMLA leave shall report, at not less than 14-day intervals, to the Superintendent's office the employee's status and intent to return to work.

5. Upon return from FMLA leave, the employee will be assigned to the same or similar position held before taking the leave. An employee who does not return to work upon expiration of FMLA leave may have his/her employment terminated.

6. This leave will not negate any other leave in this agreement.

Q. GENERAL LEAVES PROCEDURES

General Procedures - Leave of Absence

Application for Leave of Absence:

A teacher desiring a leave of absence for a full school year or for the first semester of a school year must submit their request in writing to the superintendent no later than March 1st of the year in which such leave is desired to commence. A teacher desiring a leave of absence for the second semester of a school year must submit their request in writing to the superintendent no later than November 1st of the year in which such leave is desired to commence.

Rights While on Leave:

During a long-term unpaid leave of absence without pay the teacher shall have the right to continue group life insurance, vision, dental and health insurance by advance payment of the monthly premiums by the teacher to the Treasurer. A long-term leave of absence without pay is defined as an absence from the duties of a teacher's position for ten (10) continuous work days or more. All such leaves are subject to the recommendation of the Superintendent and approval of the board.

Seniority does not continue to accrue on leave of absences; however, a leave of absence does not constitute a break in service.
A teacher on a leave of absence for one (1) school year or for the full second semester shall notify the superintendent, in writing, by March 1 of their intent to return to their teaching duties in August or submit a written request for an extension of said leave, if eligible.

A teacher on a leave of absence for the full first semester shall notify the superintendent, in writing, by December 1 of their intent to return to their teaching duties at the beginning of the second semester or submit a written request for an extension of said leave, if eligible.

Once granted, leaves of absences may not be terminated before the date of expiration without consent of the Superintendent and the Board of Education or as provide otherwise in this Article.

A leave of absence without pay may be extended upon the submission of a written request, and the recommendation of the Superintendent and the approval of the Board. A leave of absence without pay shall not exceed two (2) years (368 work days).

The following leaves, Assault, Family Medical, Illness, Maternity, and Military are exempt from the notification requirements set forth herein.

Upon returning from a leave of absence, the teacher shall be placed on the same salary step that the teacher was eligible for at the time of leave and shall be entitled to reinstatement at the expiration of the leave to a similar assignment as held immediately prior to the leave.

ARTICLE VI -- SALARY, SCHEDULE, FRINGES AND EXPENSES

A. SALARY INDEX

Step	Bachelors	150 Hour	Masters	Masters +15*
0	1.0000	1.0450	1.0900	1.1350
1	1.0450	1.0900	1.1350	1.1800
2	1.0900	1.1350	1.1800	1.2290
3	1.1350	1.1800	1.2290	1.2950
4	1.1800	1.2290	1.2950	1.3610
5	1.2290	1.2950	1.3610	1.4270
6	1.2950	1.3610	1.4270	1.4930
7	1.3610	1.4270	1.4930	1.5600
8	1.4270	1.4930	1.5600	1.6290
9	1.4930	1.5600	1.6290	1.7170
10	1.5600	1.6290	1.7140	1.8060
11	1.6290	1.7090	1.8000	1.8950
15	1.6980	1.7900	1.8860	1.9840
20	1.7670	1.8710	1.9720	2.0730
25	1.8710	1.9720	2.0730	2.1620

* To earn placement on or advancement to the Masters plus 15 column on the negotiated salary schedule a teacher shall provide the District with evidence supporting the following conditions;

- Hours earned must be graduate level semester hours or quarterly equivalent earned after receiving his/ her Master's Degree.
- Hours earned must be in an area of certification or licensure granted by the ODEW.
- Hours earned shall not be any professional activity credits, including university hours, directly related to a supplemental position.

The base salary, as indicated on the 2023-24 certified/teacher salary schedule shall be increased by:

3.0% in 2024-2025
3.0% in 2025-2026
3.0% in 2026-2027

B. FULL CREDIT ON SALARY SCHEDULE FOR YEARS OF EXPERIENCE

Except as may be set forth in the salary schedule and in Article III, J. Employment of Retired Teachers, all teachers employed shall be given credit on the salary schedule for years of teaching experience within state accredited private, public, and parochial schools. A year of teaching experience is defined as 120 days in a paid status during the school year.

C. CREDIT FOR ADDITIONAL HOURS

An official statement of credits shall be presented as evidence of satisfactory work promptly upon completion of training. If credits for additional professional training are filed after September 15 and prior to February 1, such credit shall be evaluated for salary adjustment for the first full pay period in February. Credits filed after February 1 shall be evaluated for the next succeeding school year.

Teachers who have reached the maximum step in one column of the salary schedule and subsequently qualify for advancement to another column shall be placed on the appropriate step in the new column as indicated by their training and years of credited experience.

D. SUMMER SCHOOL PAY

Teachers who teach summer school will be paid $36.60 per hour.

E. SUPPLEMENTAL POSITIONS - SEE APPENDIX B - CLASSIFICATIONS

Any advisor or coach who changes assignments within the same activity or sport shall retain their experience up to the third step level when moving to a lower numbered class. When moving within the same numbered class or to a higher numbered class in the same activity or sport, the coach or advisor will maintain their current step level.

All coaches and advisors who change assignments to a new or different sport or activity will be placed on the appropriate step level corresponding to the number of years of experience in the new sport or activity. Any new coach or advisor either employed by the district or new to the district will also be placed on the appropriate step level corresponding to the number of years of experience in the sport or activity.

Athletic Programs - the Head coach shall have responsibilities to develop and implement a coordinated program 7-12 or 9-12 as applicable. All coaches within a given sport shall have responsibilities to the total program as defined by the Head coach and approved by the Athletic Director.

HOURLY RATES

For each of the categories listed below, the hourly rate shall be equal to BA Step 0/1380

Home Inst.	$33.00
Driver Ed/Behind-the-Wheel	$33.00
Curriculum Work	$33.00
Alternative Discipline School	$33.00

After school behavioral or academic intervention

(Formula: Bachelors Step 0 divided by 1380)

OVERNIGHT TRIPS - $300.00 stipend per night per teacher for each night of the overnight trip/event.

The salaries determined by the supplemental salary schedule shall be paid only upon the issuance of a supplemental contract by the Board and the fulfilling of the assigned duties. Supplemental contracts may be divided between two (2) or more individuals, and the Board reserves the right to add or delete positions or to not fill a supplemental position set forth herein.

F. HOSPITAL/MEDICAL INSURANCE

1. The Board will pay 85% of the premium for the PPO Family, Single +Children or Single coverage. Such coverage shall be provided under a managed-care program with the same or equivalent coverage as set forth in Appendix D. Beginning January 1, 2022, the Board will pay 80% of the premium. Beginning January 1, 2023, the Board will pay 75% of the premium.

2. There shall be a contributory prescription drug program as part of the Hospital/Medical Insurance plan. See Appendix D for benefit schedule.

3. The Board shall pay on a pro rata contribution of the percentage set forth in paragraph one (1) above for those teachers covered hereunder who are less than full-time teachers.

4. When both spouses are employees of the Board, they shall be enrolled for family coverage or for two (2) single plans and the Board contribution shall be to 100% of the coverage premiums for either plan. Beginning with new employees in 2010, when both spouses are employees of the Board, they shall be enrolled for

family coverage or for two (2) single plans under the PPO and the Board contribution shall be set forth in paragraph 1.

5. The Board will also offer a High Deductible Health Plan through EPC and will pay 95% of premium. Such coverage shall be provided under a managed-care program with the same or equivalent coverage as set forth in Appendix D.

6. For any employee that chooses or has chosen the High Deductible Health Plan (HDCP) that qualifies under law for a Health Saving Account (HSA), the Board will make a yearly deposit at the beginning of January to the employee's HSA according to the schedule below

Family	$1000
Employee + Dependents	$750
Single Employee	$500

G. LIFE INSURANCE

The Board shall purchase group life insurance for each full-time teacher in the amount of $50,000, subject to the master agreement with the carrier.

H. DENTAL INSURANCE

1. The Board will pay 85% of the premiums of the dental insurance plan for full-time teachers as set forth in the Board's master agreement with the insurance carrier for teachers covered under this agreement.

   The foregoing dental insurance plan shall be available to all teachers covered herein who enroll in the plan and authorize the necessary premium contributions to be deducted from the payroll check.

2. In the event the insurance carrier with whom the board has contracted cancels coverage because of a failure of all eligible enrollees to meet the carrier's 75% participation requirement, or an initial failure to meet the 75% participation requirement, the obligations of the parties under this article shall cease and create no further dental insurance liabilities. Thereafter the Board's contribution based on 75% participation in the program shall be distributed into the salary schedule. Such amount shall be determined as of the time the coverage is terminated and placed into the salary schedule then in effect.

3. The Board shall pay a pro rata contribution of the 85% set forth in Paragraph 1 above for those teachers covered hereunder who are less than full-time teachers.

4. When both spouses are employees of the Board, they shall be enrolled for family coverage or for two (2) single plans and the Board contribution shall be 100% of the family coverage premiums. Beginning with new employees in 2010, when both spouses are employees of the Board, they shall be enrolled for family

coverage or for two (2) single plans and the Board contribution shall be 85% of the premium share.

I. VISION INSURANCE

1. The Board will pay 80% of the premiums of the Vision Insurance plan for full-time teachers as set forth in the Board's master agreement with the insurance carrier for teachers covered under this agreement. The foregoing vision insurance plan shall be available to all teachers covered herein who enroll in the plan and authorize the necessary premium contributions to be deducted from the payroll check.

2. The Board shall pay a pro rata contribution of the 80% set forth in paragraph one (1) above for those teachers covered hereunder who are less than full-time teachers.

3. When both spouses are employees of the Board, they shall be enrolled for family coverage or for two (2) single plans and the Board contribution shall be 100% of the family coverage premiums. Beginning with new employees in 2010, when both spouses are employees of the Board, they shall be enrolled for family coverage or for two (2) single plans and the Board contribution shall be 80% of the premium share.

J. HEALTH INSURANCE COMMITTEE

A Health Insurance Committee consisting of up to five (5) employee representatives each shall be appointed by the Superintendent and the NTA President respectively. The committee shall meet at the request of any of the parties. The party requesting the meeting shall be responsible for preparing and distributing to the committee members a meeting agenda at least 48 hours prior to the meeting time.

The committee's purpose is to study and review plan alternatives, premiums, cost sharing, carriers and other health insurance issues raised by the representatives. The President of the Professionals Guild of Ohio may select up to two (2) employee representatives to be members of the committee.

K. STRS PICK UP UTILIZING THE SALARY REDUCTION METHOD

The Board shall designate each employee's mandatory contributions to the State Teachers' Retirement System of Ohio as "picked up" by the Board as contemplated by Internal Revenue Service Revenue Rulings 77464 and 81-36, although they shall continue to be designated as employee contributions as permitted by Attorney General Opinion 82-097, in order that the amount of the employee's income reported by the Board as subject to federal and Ohio income tax shall be the employee's total gross income reduced by the then current percentage amount of the employee's mandatory State Teacher Retirement System contribution which has been designated as "picked up" by the Board, and that the amount designated as "picked up" by the Board shall be

included in computing final average salary, provided that no employee's total salary is increased by such "pick up", nor is the Board's total contribution to the State Teachers' Retirement System increased thereby.

1. The pick-up percentage shall apply uniformly to all members of the bargaining unit as a condition of employment. The pick up shall apply to all compensation including supplemental earnings thereafter.

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

3. Payment for sick leave, personal leave, severance and supplementals, including unemployment and workman's compensation, shall be based on the employee's daily gross pay prior to reduction as basis (e.g., gross pay divided by the number of days in a teacher's contract).

4 Such salary reduction shall not result in a salary which is less than the salary available under the State minimum salary schedule. Should the reduction calculation result in a salary that is less than the State minimum salary schedule, pro rata reduction shall result with the employee contributing that portion which falls below such State minimum level.

5. It is understood that it is the responsibility of each individual teacher to make necessary adjustment(s) in any other tax-sheltered annuities he/she has in order to be in compliance with IRS laws and regulations.

6. The Board is not liable nor will it be held responsible for any related legal, IRS, STRS, or any other agencies' penalties or decisions concerning this plan now or in the future.

7. The Association agrees to indemnify and save the Board harmless against any and all claims that shall arise out of or by reason of any action taken by the Board in compliance with provisions of the Article

L. MILEAGE REIMBURSEMENT

All teachers who are required to use a private automobile in the normal and regular course of completing their teaching duties will be entitled to receive mileage payment at the current IRS rate per mile as of August 1 of the current school year for the use of said auto.

M. SECTION 125 PLAN

The Board shall, at no cost to the Board, implement a plan under section 125 of the Internal Revenue Code for the purpose of sheltering eligible insurance premiums, medical expenses and dependent care expenses.

N. EXTENDED TIME PAY FORMULA

Extended time pay will be determined by the following formulas:

Base pay over 184 = per diem rate
Per diem rate over 7.5 = hourly rate

Base pay is determined by placement on the teachers' salary schedule in accordance with training and years of teaching experience.

O. CHILDREN OF TEACHERS TUITION FREE ATTENDANCE

Regular full-time and regular part-time teachers who are nonresidents may enroll their children in the district schools tuition free pursuant to the terms of this section if the district does not have an open enrollment policy. If the district does have such a policy, the teachers shall enroll their children under that policy and shall be given priority enrollment status. The natural children, step-children or adopted children of teachers may be permitted to attend one of Northridge's Schools or the Montgomery County Career Tech Center without payment of tuition. The payment of any student fees are not included in the exemption from tuition payment.

Children of teachers shall comply with the admission requirements and criteria as well as the open enrollment requirements and criteria as established by the Board.

Transportation of the children to the assigned school shall be the responsibility of the teacher-parent.

Any custodial care of the children shall not interfere with the performance of the parent-teacher's contractual duties and responsibilities nor the contractual duties and responsibilities of other employees of the Board.

Teachers enrolling children in the district under the provisions of this section must make application for their children using the Inter-District Open Enrollment Application and must execute the Parent Agreement Form. Application and the Parent Agreement Form are available in the office of the Superintendent.

School and teacher assignment shall be made by the Superintendent of Schools and shall not be subject to the grievance and arbitration provisions of the contract.

P. STAFF DEVELOPMENT INCENTIVE BONUS

Each school year all teachers will complete nine (9) hours of staff development activities beyond the normal work day/year. These activities will be designed to help the teacher acquire or improve his/her instructional skills necessary to meet the professional goals of both the teacher and the school district. The staff development activities must be

approved by the Superintendent or his/her designee. Upon request, a teacher shall receive an explanation for disapproval of staff development activities.

Staff development activities may include workshops, seminars, courses and technology classes. Staff development activities may be completed through a variety of mediums including online and/or distant learning. Staff development activities will be offered at variety of times such as afternoons, evenings, weekends, and summer.

The Board will post a schedule of staff development opportunities by the first day of school that will serve as the activities available for that school year. In recognition of the importance of collaboration and communication among special education teachers, the district's staff development activities booklet will include three opportunities each year for special education teachers to discuss practices, procedures, and updates that are specific to their area of need. If the Board fails to post scheduled staff development activities in accordance with the time lines set forth herein, the teacher will not be required to participate in staff development activities as set forth in this article during that session.

Teachers will be paid at the BA Step 0 - hourly rate for each hour of required staff development. Staff development hours must be completed between August 1 and July 31 of each school year. Upon verification of successful completion of the staff development hours, the teacher will receive payment no later than the last pay period of the month following receipt of the documentation.

The Board will also pay BA Step 0 per hour for teachers who participate in approved other staff development activities beyond the normal school day/year. A maximum of twenty-two hours (22) total can be earned per teacher per school year. Staff development hours taken beyond the minimum required hours each year shall not carry over to the succeeding school year. Teachers shall not be required to complete more than eighteen (18) hours in a contract year. Teachers on unpaid leave of absences are exempted from the requirements of this article during the term of the leave.

Staff development requirements set forth in the article for Newly Employed teachers are included in the provisions of this article.

Staff development activities completed during the normal school day/school year are not applicable to the requirements of the Staff Development Incentive Article.

Provisions of the Tuition Reimbursement Program are not applicable to the requirements of the Staff Development Incentive Article.

Q. PAYMENT IN LIEU OF HEALTH INSURANCE COVERAGE

1. Any teacher who is eligible for full Board-sponsored health insurance who is employed for the entire school year, but who elects not to be insured under the Board-sponsored insurance program, shall be paid a year-end payment no later than September 30 as follows:

In lieu of single coverage	In lieu of family coverage
$350	$1,000

2. In order for this payment to be made, no coverage shall be taken during any part of a school year by an eligible teacher.

3. Those teachers who are not enrolled in the insurance program may elect to enroll based upon changes in family status and/or other circumstances in accordance with the provisions of the plan's terms.

4. This benefit shall continue in effect each school year so long as the benefit to the Board is equal to or exceeds the payments made under this section.

5. Because teachers who have a spouse employed by the Board receive 100% of the premium paid by the Board, payment in lieu of insurance will be paid to only one (1) spouse and only if both spouses drop their health insurance with the Board.

6. Election to take payment in lieu of health insurance shall be made during the month of June.

7. Teachers who are eligible for less than full Board-sponsored insurance and who are employed for the entire school year but who elect not to be insured under the Board-sponsored insurance program, shall receive a prorated amount of the payment set forth in paragraph 1.

R. TUITION REIMBURSEMENT:

The Board will allocate annually $30,000 to be used for tuition reimbursement.

Tuition reimbursement will be made according to the following guidelines:

1. An application on the appropriate form must be submitted to and approved by the Superintendent or his/her designee and reviewed by the LPDC's thirty (30) days before classes begins. A receipt will be provided to the teacher.

2. To be eligible for reimbursement, courses must be provided by an accredited college or university in the field of Education. Vocational teachers, whose program curriculum requires them to take courses are eligible for the Tuition Reimbursement Program.

3. In order to qualify for tuition reimbursement, teachers must be employed in the District in the year following completion of course work.

4. Courses taken through grants or funded in whole or part by scholarships, stipends or funds from sources outside the District shall be excluded from the Tuition Reimbursement Program.

5. To be eligible for payment, a minimum grade of "B" or "Pass" (Pass/Fail Credit) must have been earned in each course for which tuition reimbursement is requested.

6. Before reimbursement is made both a receipt showing payment for tuition costs and proof of satisfactory completion of the course must be presented to the Superintendent or his/her designee. Proof of satisfactory completion of the course shall consist of one of the following:

   a. An official transcript from the college or university.
   b. An official grade slip showing the final course grade.

7. All forms can be found in each teacher's LPDC binder.

Tuition Reimbursement Procedures:

1. The reimbursement period for each year runs from August 1 of the current year through July 31 of the following year.

2. The $30,000 appropriation shall be divided evenly by the number of teachers who have applied for tuition reimbursement. There shall be a $2,000 maximum reimbursement per teacher per year.

3. As soon as practical, each teacher who applied for tuition reimbursement shall be notified of the guaranteed minimum amount of the reimbursement, not to exceed the cost of tuition.

4. On October 30 of the following year, the Treasurer will determine the amount of funds remaining in the previous year's appropriation. If funds remain, they shall be evenly distributed to those whose reimbursement has not exceeded the cost of tuition. Any funds remaining shall be returned to the General Fund.

5. Payment under this Tuition Reimbursement Program will only be made for actual tuition expenses. Tuition reimbursement will not include payment for books, materials, laboratory fees, meals, parking, application fees, graduation fees, or other miscellaneous expenses.

6. To receive tuition reimbursement, staff members must submit the tuition request form, proof of successful completion of a class and proof of payment for that class to the LPDC Committee by June 5, who will then pass it along to the Treasurer by June 15. Staff members will be reimbursed in June of the fiscal year in which classes were successfully completed.

7. Starting July 1, 2021, if a teacher leaves employment with the District within two (2) years of receiving tuition reimbursement payments, and the departure was not due to retirement, the teacher shall be responsible for repaying those amounts. Any amounts due may be withheld from any unpaid wages due to the teacher.

ARTICLE VII -- FORM, EFFECT, DURATION, AND SIGNATURES

A. FORM

This Agreement supersedes any and all previous agreements between the parties hereto and is a final and complete agreement of all negotiated items that are in effect throughout the term of said Agreement. Neither the Board nor the Association shall be obligated to negotiate on any item for the life of this Agreement except as may be provided herein.

B. EFFECT - CONFLICT WITH LAW

1. In the event a provision of this Agreement is found contrary to federal, state or local law, or valid rule or regulation adopted pursuant thereto, as determined by a court of competent jurisdiction, then such provision shall be null and void. All other provisions of this Agreement which are not found in conflict with any applicable federal, state or local law, or valid rule or regulation adopted pursuant thereto, shall continue in full force and effect.

2. If, during the term of this Agreement, there is an amendment to or new enactment of any federal, state or local law, or valid rule or regulation adopted pursuant thereto, which invalidates any provision of this Agreement, upon request of either party, the parties will meet within 30 days to negotiate a substitute provision.

C. DURATION

This Agreement is effective as of August 1, 2024, and shall remain in effect through July 31, 2027.

D. IN WITNESS WHEREOF, the parties hereto have set their hands this 29th day of August, 2024.

FOR:
NORTHRIDGE BOARD
OF EDUCATION

David A Jackson
Superintendent

Treasurer

Board President

Board Committee Member

Board Committee Member

Designated Representative

FOR: NORTHRIDGE TEACHERS' ASSOCIATION

FOR: NORTHRIDGE TEACHERS
President

Negotiations Chairperson

Committee Member

Committee Member

Committee Member

Committee Member

Designated Representative

APPENDIX A1

One thousand-dollar ($1,000) stipend to be paid in each year of the contract. One-half paid in December 15 payroll and the second half to be paid on June 15.

NORTHRIDGE LOCAL SCHOOL DISTRICT
2024-25 SALARY SCHEDULE

Base Salary
$ 47,652
3% INCREASE

Step	2 BACHELORS Salary	3 CHELORS + 150 HOU Salary	4 MASTERS Salary	5 MASTERS + 15 Salary
	2	3	4	5
0	47,652	49,797	51,941	54,085
1	49,797	51,941	54,085	56,230
2	51,941	54,085	56,230	58,565
3	54,085	56,230	58,565	61,710
4	56,230	58,565	61,710	64,855
5	58,565	61,710	64,855	68,000
6	61,710	64,855	68,000	71,145
7	64,855	68,000	71,145	74,337
8	68,000	71,145	74,337	77,625
9	71,145	74,337	77,625	81,819
10	74,337	77,625	81,676	86,060
11	77,625	81,438	85,774	90,301
12	77,625	81,438	85,774	90,301
13	77,625	81,438	85,774	90,301
14	77,625	81,438	85,774	90,301
15	80,913	85,297	89,872	94,542
16	80,913	85,297	89,872	94,542
17	80,913	85,297	89,872	94,542
18	80,913	85,297	89,872	94,542
19	80,913	85,297	89,872	94,542
20	84,201	89,157	93,970	98,783
21	84,201	89,157	93,970	98,783
22	84,201	89,157	93,970	98,783
23	84,201	89,157	93,970	98,783
24	84,201	89,157	93,970	98,783
25	89,157	93,970	98,783	103,024

APPENDIX A2

NORTHRIDGE LOCAL SCHOOL DISTRICT
2025-2026 SALARY SCHEDULE

Base Salary $ 49,082 3% INCREASE	2	3	4	5
	BACHELORS	CHELORS + 150 HOU	MASTERS	MASTERS + 15
Step	Salary	Salary	Salary	Salary
	2	3	4	5
0	49,082	51,291	53,500	55,709
1	51,291	53,500	55,709	57,917
2	53,500	55,709	57,917	60,322
3	55,709	57,917	60,322	63,562
4	57,917	60,322	63,562	66,801
5	60,322	63,562	66,801	70,041
6	63,562	66,801	70,041	73,280
7	66,801	70,041	73,280	76,568
8	70,041	73,280	76,568	79,955
9	73,280	76,568	79,955	84,274
10	76,568	79,955	84,127	88,643
11	79,955	83,882	88,348	93,011
12	79,955	83,882	88,348	93,011
13	79,955	83,882	88,348	93,011
14	79,955	83,882	88,348	93,011
15	83,342	87,857	92,569	97,379
16	83,342	87,857	92,569	97,379
17	83,342	87,857	92,569	97,379
18	83,342	87,857	92,569	97,379
19	83,342	87,857	92,569	97,379
20	86,728	91,833	96,790	101,747
21	86,728	91,833	96,790	101,747
22	86,728	91,833	96,790	101,747
23	86,728	91,833	96,790	101,747
24	86,728	91,833	96,790	101,747
25	91,833	96,790	101,747	106,116

APPENDIX A3

NORTHRIDGE LOCAL SCHOOL DISTRICT
2026-2027 SALARY SCHEDULE

Base Salary $ 50,554 3% INCREASE	2 BACHELORS	3 CHELORS + 150 HOU	4 MASTERS	5 MASTERS = 15
Step	Salary	Salary	Salary	Salary
	2	3	4	5
0	50,554	52,829	55,104	57,379
1	52,829	55,104	57,379	59,654
2	55,104	57,379	59,654	62,131
3	57,379	59,654	62,131	65,468
4	59,654	62,131	65,468	68,804
5	62,131	65,468	68,804	72,141
6	65,468	68,804	72,141	75,478
7	68,804	72,141	75,478	78,865
8	72,141	75,478	78,865	82,353
9	75,478	78,865	82,353	86,802
10	78,865	82,353	86,650	91,301
11	82,353	86,397	90,998	95,800
12	82,353	86,397	90,998	95,800
13	82,353	86,397	90,998	95,800
14	82,353	86,397	90,998	95,800
15	85,841	90,492	95,345	100,300
16	85,841	90,492	95,345	100,300
17	85,841	90,492	95,345	100,300
18	85,841	90,492	95,345	100,300
19	85,841	90,492	95,345	100,300
20	89,329	94,587	99,693	104,799
21	89,329	94,587	99,693	104,799
22	89,329	94,587	99,693	104,799
23	89,329	94,587	99,693	104,799
24	89,329	94,587	99,693	104,799
25	94,587	99,693	104,799	109,298

APPENDIX B – SUPPLEMENTAL POSITIONS

CLASS I
BOYS BASKETBALL HS HEAD COACH
GIRLS BASKETBALL HS HEAD COACH
FOOTBALL HS HEAD COACH
WRESTLING HS HEAD COACH

CLASS II
BAND DIRECTOR
STRENGTH & CONDITIONING COACH
COUNCIL REVIEW/DEVELOP JOB DESCRIP.

CLASS III
BOYS BASKETBALL HS RESERVE COACH
GIRLS BASKETBALL HS RESERVE COACH
FOOTBALL HS ASST. COACH
WRESTLING HS ASST. COACH
BOYS BASKETBALL HS ASST. COACH
GIRLS BASKETBALL HS ASST. COACH

CLASS IV
BASEBALL HS HEAD COACH
BOYS FRESHMAN BASKETBALL COACH
GIRLS FRESHMAN BASKETBALL COACH
FOOTBALL FRESHMAN COACH
DRAMA
GIRLS SOFTBALL HS HEAD COACH
BOYS SOCCER HS HEAD COACH
GIRLS SOCCER HS HEAD COACH
BOYS TRACK HS HEAD COACH
GIRLS TRACK HS HEAD COACH
GIRLS VOLLEYBALL HS HEAD COACH

CLASS V
CROSS COUNTY HS HEAD COACH
GOLF HS HEAD COACH
BOYS TENNIS HS HEAD COACH
GIRLS TENNIS HS HEAD COACH
DEPARTMENT HEADS TEAM LEADERS
(department head include new teacher mentor, BLT and DLT department head and team leader meetings outside workday - capped at 3 per month)

CLASS VI
BOYS BASEBALL HS RESERVE COACH
BOYS BASKETBALL 8TH GRADE COACH
GIRLS BASKETBALL 8TH GRADE COACH
BOYS BASKETBALL 7TH GRADE COACH
GIRLS BASKETBALL 7TH GRADE COACH
FOOTBALL 8TH GRADE COACH
FOOTBALL 7TH GRADE COACH
GIRLS SOFTBALL HS RESERVE COACH
BOYS TRACK HS RESERVE COACH
GIRLS TRACK HS RESERVE COACH
GIRLS VOLLEYBALL HS RESERVE COACH
WRESTLING MS COACH

CLASS VII
BAND HS ASST. DIRECTOR
CHEERLEADING MS COACH
GOLF HS RESERVE COACH
TENNIS BOYS HS RESERVE COACH
POLARETTE HS ADVISOR

CLASS VIII
CROSS COUNTY MS COACH
FOOTBALL 8TH GRAD ASST. COACH
FOOTBALL 7TH GRADE ASST. COACH
BOYS TRACK MS COACH
GIRLS TRACK MS COACH
GIRLS VOLLEYBALL 8TH GRADE
GIRLS VOLLEYBALL 7TH GRADE
WRESTING HS CHEERLEADING COACH
WRESTLING MS ASST. COACH
BASEBALL MS COACH
SOFTBALL MS COACH
BASEBALL HS ASST. COACH
SOFTBALL HS ASST. COACH

CLASS IX
ATHLETIC SITE MANAGER
HS CHOIR AND SHOW CHOIR
POLARIS ADVISOR
TECHNOLOGY FACILITATOR

CLASS X
BASKETBALL VAR. CHEERLEADING COACH
HS FOOTBALL CHEERLEADER COACH
MS CHOIR
MS YEARBOOK ADVISOR
QUIZ TEAM HS SUPERVISOR

CLASS XI
BASKETBALL JV CHEERLEADING COACH
BEAR FACTS
CHEERLEADER FRESHMAN COACH
CHEERLEADER RESERVE FOOTBALL COACH
CUB COMMENTATOR
FHA HS
FEA HS
FLAG CORP
FOREIGN LANGUAGE CLUB
HONOR SOCIETY HS
JUNIOR HONOR SOCIETY MS
MUSE MACHINE HS
MUSE MACHINE MS
PEP CLUB ADVISOR
AFETY PATROL
SCIENCE CLUB
STUDENT COUNCIL HS
STUDENT COUNCIL 7-8TH
SWIM TEAM COORDINATOR
ANY BOE APPROVED CLUB

OVERNIGHT DUTY STIPEND - $300 PER NIGHT

APPENDIX C – SUPPLEMENTAL SALARY SCHEDULES

2024-2025

CLASS STEP	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
0	$ 7,207	$ 5,763	$ 4,803	$ 4,322	$ 3,846	$ 3,361	$ 2,884	$ 2,400	$ 1,919	$ 1,439	$ 963
1	$ 7,575	$ 6,059	$ 5,050	$ 4,544	$ 4,039	$ 3,535	$ 3,029	$ 2,526	$ 2,022	$ 1,515	$ 1,009
2	$ 7,937	$ 6,351	$ 5,293	$ 4,766	$ 4,236	$ 3,706	$ 3,177	$ 2,643	$ 2,115	$ 1,588	$ 1,058
3	$ 8,310	$ 6,646	$ 5,536	$ 4,983	$ 4,428	$ 3,877	$ 3,324	$ 2,767	$ 2,216	$ 1,660	$ 1,107
4	$ 8,682	$ 6,944	$ 5,791	$ 5,208	$ 4,630	$ 4,049	$ 3,471	$ 2,894	$ 2,314	$ 1,738	$ 1,159
5	$ 9,065	$ 7,252	$ 6,041	$ 5,439	$ 4,833	$ 4,232	$ 3,624	$ 3,025	$ 2,417	$ 1,815	$ 1,208

2025-2026

CLASS STEP	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
0	$ 7,423	$ 5,936	$ 4,947	$ 4,452	$ 3,961	$ 3,462	$ 2,971	$ 2,472	$ 1,976	$ 1,482	$ 992
1	$ 7,802	$ 6,241	$ 5,202	$ 4,681	$ 4,160	$ 3,641	$ 3,120	$ 2,601	$ 2,083	$ 1,561	$ 1,040
2	$ 8,175	$ 6,542	$ 5,452	$ 4,909	$ 4,363	$ 3,817	$ 3,272	$ 2,722	$ 2,178	$ 1,636	$ 1,090
3	$ 8,559	$ 6,845	$ 5,702	$ 5,133	$ 4,561	$ 3,993	$ 3,424	$ 2,850	$ 2,282	$ 1,710	$ 1,140
4	$ 8,942	$ 7,153	$ 5,964	$ 5,364	$ 4,769	$ 4,170	$ 3,575	$ 2,981	$ 2,384	$ 1,790	$ 1,194
5	$ 9,337	$ 7,470	$ 6,222	$ 5,603	$ 4,978	$ 4,359	$ 3,732	$ 3,116	$ 2,490	$ 1,869	$ 1,244

2026-2027

CLASS STEP	I	II	III	IV	V	VI	VII	VIII	IX	X	XI
0	$ 7,646	$ 6,114	$ 5,095	$ 4,585	$ 4,080	$ 3,566	$ 3,060	$ 2,546	$ 2,036	$ 1,527	$ 1,022
1	$ 8,036	$ 6,429	$ 5,358	$ 4,821	$ 4,285	$ 3,750	$ 3,214	$ 2,679	$ 2,145	$ 1,607	$ 1,071
2	$ 8,421	$ 6,738	$ 5,616	$ 5,056	$ 4,494	$ 3,932	$ 3,370	$ 2,804	$ 2,243	$ 1,685	$ 1,122
3	$ 8,816	$ 7,050	$ 5,873	$ 5,287	$ 4,698	$ 4,113	$ 3,526	$ 2,935	$ 2,350	$ 1,761	$ 1,175
4	$ 9,211	$ 7,367	$ 6,143	$ 5,525	$ 4,912	$ 4,296	$ 3,682	$ 3,071	$ 2,455	$ 1,843	$ 1,229
5	$ 9,617	$ 7,694	$ 6,409	$ 5,771	$ 5,127	$ 4,490	$ 3,844	$ 3,209	$ 2,565	$ 1,925	$ 1,282

APPENDIX D – HEALTHCARE INFORMATION

TO: **FULL TIME STAFF, NORTHRIDGE SCHOOLS** **EFFECTIVE JANUARY 1, 2022**

RE: **MEDICAL, DENTAL AND VISION INSURANCE RATES FOR 2022 - PPO**

UNITED HEALTHCARE OF OHIO, INC. – MEDICAL INSURANCE – EFFECTIVE 1/1/22:

SINGLE PLAN:	$ 983.46		EMPLOYEE + CHILDREN:	$1,816.24		FAMILY PLAN:	$	2,884.32		
Board Cost:	$ 786.77	80% *	Board Cost:	$ 1,452.99	80% *	Board Cost:	$	2,307.46	80% *	
Employee Cost:	$ 196.69	20% *	Employee Cost:	$ 363.25	20% *	Employee Cost:	$	576.86	20% *(	

DELTA DENTAL – DENTAL INSURANCE – EFFECTIVE 1/1/22:

SINGLE PLAN:	$ 37.09			FAMILY PLAN:	$	93.82	
Board Cost:	$ 31.53	85%		Board Cost:	$	79.75	85%
Employee Cost:	$ 5.56	15%		Employee Cost:	$	14.07	15%

VISION SERVICE PLAN – VISION INSURANCE – EFFECTIVE 1/1/22:

SINGLE PLAN:	$ 7.77			**FAMILY PLAN:**	**$**	**18.09**	
Board Cost:	$ 6.22	80%		**Board Cost:**	**$**	**14.47**	**80%**
Employee Cost:	$ 1.55	20%		**Employee Cost:**	**$**	**3.62**	**20%**

* Effective 1/1/2023 through 12/31/2024 for PPO:
Board Cost 75%
Employee Cost 25%

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately.
This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 1-866-633-2446 or visit uhcpeakplans.com. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at www.healthcare.gov/sbc-glossary/ or call 1-866-487-2365 to request a copy.

Important Questions	Answers	Why This Matters
What is the overall deductible?	Network: $100 Individual / $200 Family Non-Network: $200 Individual / $400 Family Per calendar year.	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the plan, each family member must meet their own individual deductible until the total amount of deductible expenses paid by all family members meets the overall family deductible. Deductible resets January 1.
Are there services covered before you meet your deductible?	Yes. Preventive care and categories with a copay are covered before you meet your deductible.	This plan covers some items and services even if you haven't yet met the annual deductible amount. But a copayment or coinsurance may apply. For example, this plan covers certain preventive services without cost-sharing and before you meet your deductible. See a list of covered services at www.healthcare.gov/coverage/preventive-care-benefits/.
Are there other deductibles for specific services?	No.	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	Network: $1,500 Individual / $3,000 Family Non-Network: $3,000 Individual / $6,000 Family Per calendar year. Prescription drugs have a separate limit of $3,000 individual / $6,000 family Network and Non-network combined.	The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan, they have to meet their own out-of-pocket limits until the overall family out-of-pocket limit has been met.
What is not included in the out-of-pocket limit?	Premiums, balance-billing charges, health care this plan doesn't cover and penalties for failure to obtain preauthorization for services.	Even though you pay these expenses, they don't count toward the out-of-pocket limit.
Will you pay less if you use a network provider?	Yes. See www.uhcpeakplans.com or call 1-866-633-2446 for a list of network providers.	This plan uses a provider network. You will pay less if you use a provider in the plan's network. You will pay the most if you use an out-of-network provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware, your network provider might use an out-of-network provider for some services (such as lab work). Check with your provider before you get services.
Do you need a referral to see a specialist?	No.	You can see the specialist you choose without a referral.

All copayment and coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies.

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	What You Will Pay: Out-of-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	$20 copay per visit, deductible does not apply.	30% coinsurance	Virtual visits (Telehealth) - $20 copay per visit by a Designated Virtual Network Provider, deductible does not apply. No virtual coverage out-of-network If you receive services in addition to office visit, additional copays, deductibles or coinsurance may apply e.g. surgery
	Specialist visit	$20 copay per visit, deductible does not apply.	30% coinsurance	If you receive services in addition to office visit, additional copays, deductibles or coinsurance may apply e.g. surgery.
	Preventive care/screening/ immunization	No Charge	Not Covered	You may have to pay for services that aren't preventive. Ask your provider if the services needed are preventive. Then check what your plan will pay for. No coverage out-of-network
If you have a test	Diagnostic test (x-ray, blood work)	0% coinsurance	30% coinsurance	Preauthorization is required out-of-network for certain services or benefit reduces to 50% of allowed amount.
	Imaging (CT/PET scans, MRIs)	10% coinsurance	30% coinsurance	Preauthorization is required out-of-network or benefit reduces to 50% of allowed amount.

* For more information about limitations and exceptions, see the plan or policy document at [illegible]

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	What You Will Pay: Out-of-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you need drugs to treat your illness or condition More information about prescription drug coverage is available at [illegible]	Tier 1 – Your Lowest Cost Option	Retail: $10 copay, deductible does not apply. Mail-Order: $20 copay, deductible does not apply.	Not covered	Provider means pharmacy for purposes of this section. Retail: Up to a 30-day supply Mail-Order: Up to a 90-day supply You may need to obtain certain drugs, including certain specialty drugs, from a pharmacy designated by us. Certain drugs may have a Pre-Notification requirement or may result in a higher cost. If you use a non-network pharmacy, you are responsible for any amount over the allowed amount. You may be required to use a lower-cost drug(s) prior to benefits under your policy being available for certain prescribed drugs. Tier 1 contraceptives covered at No Charge. See website listed for information on drugs charged by your plan. Not all drugs are covered.
	Tier 2 – Your Mid-Range Cost Option	Retail: $25 copay, deductible does not apply. Mail-Order: $50 copay, deductible does not apply.	Not covered	
	Tier 3 – Your Mid-Range Cost Option	Retail: 35% coinsurance, min $45 – max $60, deductible does not apply. Mail-Order: 35% coinsurance, min $90 – max $120, deductible does not apply.	Not covered	
	Tier 4 – Your Highest Cost Option	Retail: 30% coinsurance, deductible does not apply OR $0 with PrudentRx Mail-Order: Not Covered	Not Covered	

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	10% coinsurance	30% coinsurance	Preauthorization is required out-of-network for certain services or benefit reduces to 50% of allowed amount.
	Physician/surgeon fees	10% coinsurance	30% coinsurance	None
If you need immediate medical attention	Emergency room care	$100 copay per visit, deductible does not apply.	$100 copay per visit, deductible does not apply.	None
	Emergency medical transportation	10% coinsurance	*10% coinsurance	*Network deductible applies
	Urgent care	$50 copay per visit, deductible does not apply.	30% coinsurance	If you receive services in addition to Urgent care visit, additional copays, deductibles, or coinsurance may apply e.g. surgery.
If you have a hospital stay	Facility fee (e.g., hospital room)	$250 copay per visit, deductible does not apply.	30% coinsurance	Preauthorization is required out-of-network or benefit reduces to 50% of allowed amount.
	Physician/surgeon fees	10% coinsurance	30% coinsurance	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	$20 copay per visit, deductible does not apply.	30% coinsurance	Network Partial hospitalization/Intensive outpatient treatment: 10% coinsurance Preauthorization is required out-of-network for certain services or benefit reduces to 50% of allowed amount.
	Inpatient services	10% coinsurance	30% coinsurance	Preauthorization is required out-of-network or benefit reduces to 50% of allowed amount.
If you are pregnant	Office visits	No Charge	30% coinsurance	Cost sharing does not apply for preventive services. Depending on the type of service a copayment, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound.)
	Childbirth/delivery professional services	10% coinsurance	30% coinsurance	
	Home health care	10% coinsurance	30% coinsurance	Limited to 60 visits per calendar year.

* For more information about limitations and exceptions, see the plan or policy document at wellcomehp.com.

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you need help recovering or have other special health needs				Preauthorization is required out-of-network or benefit reduces to 50% of allowed amount.
	Rehabilitation services	$20 copay per visit, deductible does not apply.	30% coinsurance	Any combination of outpatient rehabilitation services is limited to 50 visits per calendar year. Preauthorization required out-of-network for certain services or benefit reduces to 50% of allowed amount.
	Habilitative services	$20 copay per visit, deductible does not apply.	30% coinsurance	Services are provided under and limits are combined with Rehabilitation Services above. Preauthorization required out-of-network for certain services or benefit reduces to 50% of allowed amount.
	Skilled nursing care	10% coinsurance	30% coinsurance	Skilled Nursing is limited to 120 days per calendar year. Inpatient rehabilitation limited to 300 days. Preauthorization is required out-of-network or benefit reduces to 50% of allowed amount.
	Durable medical equipment	20% coinsurance	50% coinsurance	Covers 1 per type of DME (including repair/replacement) every 3 years. Preauthorization is required out-of-network for DME over $1,000 or benefit reduces to 50% of allowed amount.
	Hospice services	10% coinsurance	30% coinsurance	Preauthorization is required out-of-network before admission for an Inpatient Stay in a hospice facility or benefit reduces to 50% of allowed amount.
If your child needs dental or eye care	Children's eye exam	$20 copay per visit, deductible does not apply	Not Covered	Limited to 1 exam every year. No coverage out-of-network..
	Children's glasses	Not Covered	Not Covered	No coverage for Children's glasses.
	Children's dental check-up	Not Covered	Not Covered	No coverage for Children's Dental check-up.

* For more information about limitations and exceptions, see the plan or policy document at uhlonemedsbx.com

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)		
• Acupuncture • Bariatric surgery • Cosmetic surgery • Dental care • Glasses	• Infertility treatment • Long-term care • Non-emergency care when traveling outside the U.S.	• Prescription drugs • Private duty nursing • Routine foot care – Except as covered for Diabetes • Weight loss programs
Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)		
• Chiropractic (Manipulative care) – 50 visits per calendar year combined with Rehabilitation services	• Hearing aids - $2,500 per calendar year	• Routine eye care (adult) - 1 exam per year

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or www.dol.gov/ebsa, or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or www.cciio.cms.gov. Other coverage options may be available to you too, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit www.HealthCare.gov or call 1-800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact: the Member Service number listed on the back of your ID card or myuhc.com.

Additionally, a consumer assistance program may help you file your appeal. Contact dol.gov/ebsa/healthreform.

Does this plan provide Minimum Essential Coverage? Yes
If you don't have Minimum Essential Coverage for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

Does this plan meet the Minimum Value Standards? Yes
If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

Language Access Services:
Spanish (Español): Para obtener asistencia en Español, llame al 1-866-633-2448.
Tagalog (Tagalog): Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-866-633-2448.
Chinese (中文): 如果需要中文的帮助，请拨打这个号码 1-866-633-2448.
Navajo (Dine): Dinek'ehgo shika at'ohwol ninisingo, kwiijigo hoine' 1-866-633-2448.

To see examples of how this plan might cover costs for a sample medical situation, see the next section.

* For more information about limitations and exceptions, see the plan or policy document at www.uhcsr.com.

About these Coverage Examples:

This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby		Managing Joe's Type 2 Diabetes		Mia's Simple Fracture	
■ The plan's overall deductible	$100	■ The plan's overall deductible	$100	■ The plan's overall deductible	$100
■ Specialist copay	$20	■ Specialist copay	$20	■ Specialist copay	$20
■ Hospital (facility) copay	$250	■ Hospital (facility) copay	$250	■ Hospital (facility) copay	$250
■ Other coinsurance	10%	■ Other coinsurance	10%	■ Other coinsurance	10%
This EXAMPLE event includes services like:		**This EXAMPLE event includes services like:**		**This EXAMPLE event includes services like:**	
Specialist office visits *(prenatal care)*		Primary care physician office visits *(including disease education)*		Emergency room care *(including medical supplies)*	
Childbirth/Delivery Professional Services		Diagnostic tests *(blood work)*		Diagnostic test *(x-ray)*	
Childbirth/Delivery Facility Services		Prescription drugs		Durable medical equipment *(crutches)*	
Diagnostic tests *(ultrasounds and blood work)*		Durable medical equipment *(glucose meter)*		Rehabilitation services *(physical therapy)*	
Specialist visit *(anesthesia)*					
Total Example Cost	$12,800	Total Example Cost	$7,400	Total Example Cost	$1,900
In this example, Peg would pay:		**In this example, Joe would pay:**		**In this example, Mia would pay:**	
Cost Sharing		*Cost Sharing*		*Cost Sharing*	
Deductibles	$100	Deductibles	$100	Deductibles	$100
Copayments	$330	Copayments	$835	Copayments	$140
Coinsurance	$344	Coinsurance	$359	Coinsurance	$90
What isn't covered		*What isn't covered*		*What isn't covered*	
Limits or exclusions	$60	Limits or exclusions	$55	Limits or exclusions	$0
The total Peg would pay is	$834	The total Joe would pay is	$1,349	The total Mia would pay is	$330

The plan would be responsible for the other costs of these EXAMPLE covered services.

We do not treat members differently because of sex, age, race, color, disability or national origin.

If you think you were treated unfairly because of your sex, age, race, color, disability or national origin, you can send a complaint to the Civil Rights Coordinator.
Online: UHC_Civil_Rights@uhc.com
Mail: Civil Rights Coordinator. UnitedHealthcare Civil Rights Grievance. P.O. Box 30608 Salt Lake City, UTAH 84130

You must send the complaint within 60 days of when you found out about it. A decision will be sent to you within 30 days. If you disagree with the decision, you have 15 days to ask us to look at it again.
If you need help with your complaint, please call the toll-free number listed within this Summary of Benefits and Coverage (SBC), TTY 711, Monday through Friday, 8 a.m. to 8 p.m.

You can also file a complaint with the U.S. Dept. of Health and Human Services.
Online: https://ocrportal.hhs.gov/ocr/portal/lobby.jsf
Complaint forms are available at http://www.hhs.gov/ocr/office/file/index.html.
Phone: Toll-free 1-800-368-1019, 800-537-7697 (TDD)
Mail: U.S. Dept. of Health and Human Services. 200 Independence Avenue, SW Room 509F, HHH Building Washington, D.C. 20201

We provide free services to help you communicate with us. Such as, letters in other languages or large print. Or, you can ask for an interpreter. To ask for help, please call the number contained within this Summary of Benefits and Coverage (SBC), TTY 711, Monday through Friday, 8 a.m. to 8 p.m.

TO: ALL STAFF, NORTHRIDGE SCHOOLS EFFECTIVE JANUARY 1, 2022

RE: HIGH DEDUCTIBLE HEALTH PLAN : RATES FOR JANUARY 2022

UNITED HEALTHCARE OF OHIO INC. – MEDICAL INSURANCE – EFFECTIVE 01/01/2022

FULL TIME BENEFITS

SINGLE PLAN:	$832.12		EMPLOYEE + CHILDREN:	$1,536.75		FAMILY PLAN:	$ 2,440.49	
Board Cost:	$790.51	95%	Board Cost:	$1,459.91	95%	Board Cost:	$ 2,318.47	95%
Employee Cost:	$ 41.61	5%	Employee Cost:	$ 76.84	5%	Employee Cost:	$ 122.02	5%

PART TIME BENEFITS

SINGLE PLAN:	$832.12		EMPLOYEE + CHILDREN:	$1,536.75		FAMILY PLAN:	$ 2,440.49	
Board Cost:	$665.70	80%	Board Cost:	$1,229.40	80%	Board Cost:	$ 1,952.39	80%
Employee Cost:	$166.42	20%	Employee Cost:	$ 307.35	20%	Employee Cost:	$ 488.10	20%

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 1-866-314-0335 or visit welcomeuhc.com. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at www.healthcare.gov/sbc-glossary or call 1-888-487-2365 to request a copy.

Important Questions	Answers	Why This Matters
What is the overall deductible?	Network: $2,000 Individual / $4,000 Family Non-Network: $4,000 Individual / $8,000 Family Per calendar year.	Generally, you must pay all of the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the policy, the overall family deductible must be met before the plan begins to pay. Deductible resets January 1. Deductible is non-embedded.
Are there services covered before you meet your deductible?	Yes. Preventive care and categories with a copay are covered before you meet your deductible.	This plan covers some items and services even if you haven't yet met the annual deductible amount. But a copayment or coinsurance may apply. For example, this plan covers certain preventive services without cost-sharing and before you meet your deductible. See a list of covered services at www.healthcare.gov/coverage/preventive-care-benefits/.
Are there other deductibles for specific	No.	You don't have to meet deductibles for specific services.
What is the out-of-pocket limit for this plan?	Network: $2,000 Individual / $4,000 Family Non-Network: $5,000 Individual / $10,000 Family Per calendar year.	The out-of-pocket limit is the most you could pay in a year for covered services. If you have other family members in this plan, the overall family out-of-pocket limit must be met
What is not included in the out-of-pocket limit?	Premiums, balance-billing charges, health care this plan doesn't cover and penalties for failure to obtain preauthorization for services.	Even though you pay these expenses, they don't count toward the out-of-pocket limit.
Will you pay less if you use a network provider?	Yes. See myuhc.com or call 1-866-314-0335 for a list of network providers.	This plan uses a provider network. You will pay less if you use a provider in the plan's network. You will pay the most if you use an out-of-network provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing). Be aware, your network provider might use an out-of-network provider for some services (such as lab work). Check with your provider before you get services.
Do you need a referral to see a specialist?	No.	You can see the specialist you choose without a referral.

All copayment and coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies.

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	0% coinsurance	20% coinsurance	Virtual visits (Telehealth) - 0% coinsurance by a Designated Virtual Network Provider. No virtual coverage out-of-network
	Specialist visit	0% coinsurance	20% coinsurance	None
	Preventive care/screening/ immunization	No Charge	20% coinsurance	You may have to pay for services that aren't preventive. Ask your provider if the services needed are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	0% coinsurance	20% coinsurance	Preauthorization is required out-of-network for certain services or benefit reduces to 50% of allowed amount.
	Imaging (CT/PET scans, MRIs)	0% coinsurance	20% coinsurance	Preauthorization is required out-of-network or benefit reduces to 50% of allowed amount.
If you need drugs to treat your illness or condition More information about prescription drug coverage is available at www.caremark.com	Tier 1 – Your Lowest Cost Option	Retail: 0% coinsurance Mail-Order: 0% coinsurance	Not covered	Provider means pharmacy for purposes of this section. Retail: Up to a 30-day supply Mail-Order: Up to a 90-day supply You may need to obtain certain drugs, including certain specialty drugs, from a pharmacy designated by us. Certain drugs may have a Pre-Notification requirement or may result in a higher cost. If you use a non-network Pharmacy, you are responsible for any amount over the allowed amount. You may be required to use a lower-cost drug(s) prior to benefits under your policy being available for certain prescribed drugs. Tier 1 Contraceptives covered at No Charge. See the website listed for information on drugs covered by your plan. Not all drugs are covered.
	Tier 2 – Your Mid-Range Cost Option	Retail: 0% coinsurance Mail-Order: 0% coinsurance	Not covered	
	Tier 3 – Your Mid-Range Cost Option	Retail: 0% coinsurance Mail-Order: 0% coinsurance	Not covered	
	Tier 4 – Your Highest Cost Option	Retail: 0% coinsurance Mail-Order: Not covered	Not covered	

* For more information about limitations and exceptions, see the plan or policy document at welcometouhc.com.

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	What You Will Pay: Out-of-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	0% coinsurance	20% coinsurance	Preauthorization is required out-of-network for certain services or benefit reduces to 50% of allowed amount.
	Physician/surgeon fees	0% coinsurance	20% coinsurance	None
If you need immediate medical attention	Emergency room care	0% coinsurance	*0% coinsurance	*Network deductible applies
	Emergency medical transportation	0% coinsurance	*0% coinsurance	*Network deductible applies
	Urgent care	0% coinsurance	20% coinsurance	None
If you have a hospital stay	Facility fee (e.g., hospital room)	0% coinsurance	20% coinsurance	Preauthorization is required out-of-network or benefit reduces to 50% of allowed amount.
	Physician/surgeon fees	0% coinsurance	20% coinsurance	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	0% coinsurance	20% coinsurance	Network Partial hospitalization/intensive outpatient treatment: 0% coinsurance Preauthorization is required out-of-network for certain services or benefit reduces to 50% of allowed amount.
	Inpatient services	0% coinsurance	20% coinsurance	Preauthorization is required out-of-network or benefit reduces to 50% of allowed amount.
If you are pregnant	Office visits	No Charge	20% coinsurance	Cost sharing does not apply for preventive services. Depending on the type of service a copayment, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound.)
	Childbirth/delivery professional services	0% coinsurance	20% coinsurance	
	Childbirth/delivery facility services	0% coinsurance	20% coinsurance	Inpatient preauthorization applies out-of-network if stay exceeds 48 hours (C-Section: 96 hours) or benefit reduces to 50% of allowed amount
	Home health care	0% coinsurance	20% coinsurance	Limited to 60 visits per calendar year.

* For more information about limitations and exceptions, see the plan or policy document at welcometouhc.com.

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	What You Will Pay: Out-of-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you need help recovering or have other special health needs				Preauthorization is required out-of-network or benefit reduces to 50% of allowed amount.
	Rehabilitation services	0% coinsurance	20% coinsurance	Any combination of outpatient rehabilitation services is limited to 50 visits per calendar year. Preauthorization required out-of-network for certain services or benefit reduces to 50% of allowed amount.
	Habilitative services	0% coinsurance	20% coinsurance	Services are provided under and limits are combined with Rehabilitation Services above. Preauthorization required out-of-network for certain services or benefit reduces to 50% of allowed amount.
	Skilled nursing care	0% coinsurance	20% coinsurance	Skilled Nursing is limited to 120 days per calendar year. Inpatient rehabilitation limited to 300 days. Preauthorization is required out-of-network or benefit reduces to 50% of allowed amount.
	Durable medical equipment	0% coinsurance	20% coinsurance	Covers 1 per type of DME (including repair/replacement) every 3 years. Preauthorization is required out-of-network for DME over $1,000 or benefit reduces to 50% of allowed amount.
	Hospice services	0% coinsurance	20% coinsurance	Preauthorization is required out-of-network before admission for an Inpatient Stay in a hospice facility or benefit reduces to 50% of allowed amount.
If your child needs dental or eye care	Children's eye exam	0% coinsurance	Not Covered	Limited to 1 exam every year. No coverage out-of-network.
	Children's glasses	Not Covered	Not Covered	No coverage for Children's glasses.
	Children's dental check-up	Not Covered	Not Covered	No coverage for Children's Dental check-up.

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)		
• Acupuncture • Bariatric surgery • Cosmetic surgery • Dental care • Glasses	• Infertility treatment • Long-term care • Non-emergency care when travelling outside the U.S.	• Prescription drugs • Private duty nursing • Routine foot care – Except as covered for Diabetes • Weight loss programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)		
• Chiropractic (Manipulative care) – 50 visits per calendar year combined with Rehabilitation services	• Hearing aids - $2,500 per calendar year	• Routine eye care (adult) - 1 exam per year

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or www.dol.gov/ebsa, or the U.S. Department of Health and Human Services at 1-877-267-2323 x61565 or www.cciio.cms.gov. Other coverage options may be available to you too, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit www.HealthCare.gov or call 1-800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact: the Member Service number listed on the back of your ID card or cmshc.com.

Additionally, a consumer assistance program may help you file your appeal. Contact dol.gov/ebsa/healthreform.

Does this plan provide Minimum Essential Coverage? Yes
If you don't have Minimum Essential Coverage for a month, you'll have to make a payment when you file your tax return unless you qualify for an exemption from the requirement that you have health coverage for that month.

Does this plan meet the Minimum Value Standards? Yes
If your plan doesn't meet the Minimum Value Standards, you may be eligible for a premium tax credit to help you pay for a plan through the Marketplace.

Language Access Services:
Spanish (Español): Para obtener asistencia en Español, llame al 1-866-314-0335.
Tagalog (Tagalog): Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-866-314-0335.
Chinese (中文): 如果需要中文的帮助，请拨打这个号码 1-866-314-0335.

About these Coverage Examples:

This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby		Managing Joe's type 2 Diabetes		Mia's Simple Fracture	
■ The plan's overall deductible	$2,000	■ The plan's overall deductible	$2,000	■ The plan's overall deductible	$2,000
■ Specialist coinsurance	0%	■ Specialist coinsurance	0%	■ Specialist coinsurance	0%
■ Hospital (facility) coinsurance	0%	■ Hospital (facility) coinsurance	0%	■ Hospital (facility) coinsurance	0%
■ Other coinsurance	0%	■ Other coinsurance	0%	■ Other coinsurance	0%
This EXAMPLE event includes services like:		**This EXAMPLE event includes services like:**		**This EXAMPLE event includes services like:**	
Specialist office visits *(prenatal care)*		Primary care physician office visits *(including disease education)*		Emergency room care *(including medical supplies)*	
Childbirth/Delivery Professional Services		Diagnostic tests *(blood work)*		Diagnostic test *(x-ray)*	
Childbirth/Delivery Facility Services		Prescription drugs		Durable medical equipment *(crutches)*	
Diagnostic tests *(ultrasounds and blood work)*		Durable medical equipment *(glucose meter)*		Rehabilitation services *(physical therapy)*	
Specialist visit *(anesthesia)*					
Total Example Cost	**$12,800**	**Total Example Cost**	**$7,400**	**Total Example Cost**	**$1,900**
In this example, Peg would pay:		**In this example, Joe would pay:**		**In this example, Mia would pay:**	
Cost Sharing		*Cost Sharing*		*Cost Sharing*	
Deductibles	$2,000	Deductibles	$2,000	Deductibles	$1,900
Copayments	$0	Copayments	$0	Copayments	$0
Coinsurance	$0	Coinsurance	$0	Coinsurance	$0
What isn't covered		*What isn't covered*		*What isn't covered*	
Limits or exclusions	$60	Limits or exclusions	$55	Limits or exclusions	$0
The total Peg would pay is	**$2,060**	**The total Joe would pay is**	**$2,055**	**The total Mia would pay is**	**$1,900**

The plan would be responsible for the other costs of these EXAMPLE covered services.

We do not treat members differently because of sex, age, race, color, disability or national origin.

If you think you were treated unfairly because of your sex, age, race, color, disability or national origin, you can send a complaint to the Civil Rights Coordinator.
Online: UHC_Civil_Rights@uhc.com
Mail: Civil Rights Coordinator, UnitedHealthcare Civil Rights Grievance, P.O. Box 30608 Salt Lake City, UTAH 84130

You must send the complaint within 60 days of when you found out about it. A decision will be sent to you within 30 days. If you disagree with the decision, you have 15 days to ask us to look at it again.
If you need help with your complaint, please call the toll-free number listed within this Summary of Benefits and Coverage (SBC), TTY 711, Monday through Friday, 8 a.m. to 8 p.m.

You can also file a complaint with the U.S. Dept. of Health and Human Services.
Online: https://ocrportal.hhs.gov/ocr/portal/lobby.jsf
Complaint forms are available at http://www.hhs.gov/ocr/office/file/index.html.
Phone: Toll-free 1-800-368-1019, 800-537-7697 (TDD)
Mail: U.S. Dept. of Health and Human Services, 200 Independence Avenue, SW Room 509F, HHH Building Washington, D.C. 20201

We provide free services to help you communicate with us. Such as, letters in other languages or large print. Or, you can ask for an interpreter. To ask for help, please call the number contained within this Summary of Benefits and Coverage (SBC), TTY 711, Monday through Friday, 8 a.m. to 8 p.m.

APPENDIX E – CREATIVE AND INNOVATIVE TEACHING FUND GUIDELINES

In order to promote creative and innovative approaches to learning and instruction, the Northridge Local Schools have established a Creative and Innovative Teaching Fund. Each year $1500. will be distributed to proposals meeting the requirements and guidelines.

The following guidelines have been established to insure an orderly processing of proposals and to guarantee full and careful consideration for each proposal submitted.

1. Proposals need to be discussed and have the endorsement of the building principal.

2. A written proposal needs to be developed which includes:

   a. A full description of the project, including a clear statement of purpose.

   b. A statement of results anticipated from the project.

   c. Proposed means for evaluating the success of the project.

   d. Dates the project is to begin and end.

   e. An estimate of expenses (including professional and paraprofessional time, equipment and supplies, travel, etc.)

   f. A personal statement as to why you believe the project should be supported through the Creative and Innovative Teaching Fund.

Proposals that do not include the above criteria will not be considered.

3. Two copies of the completed proposal should be sent to the Curriculum Department. The deadline for submissions for the upcoming school year is October 15th of that school year (e.g...: for a project in February of 2006 your proposal deadline is October 2005).

4. Written notice of acceptance or rejection will be returned to the applicant and building principal by the 31st of October.

Certified Staff Not In a Teaching or School Counselor Position

EVALUATION

Northridge Local Schools
2008 Timber Lane
Dayton, Ohio *45414*

PROCEDURES

Overview

Supervision and evaluation of certified staff not in a teaching position is a direct responsibility of the building principal and nothing in the process described herein should be construed to unnecessarily limit or detract from the legitimate exercise of that responsibility. However, the enclosed process does outline an approach to and certain minimal elements which must be included in the evaluation procedures in each of the schools within the Northridge district.

The evaluation of certified staff not in a teaching position is to be conducted as a positive, cooperative endeavor designed to achieve optimal constructive effects. To facilitate this:

- Each certified staff not in a teaching position will have the opportunity to become fully aware and knowledgeable about the duties and responsibilities of his/her job assignment.

- Each certified staff not in a teaching position will have the opportunity to become aware of who is to be evaluating him/her and under what conditions.

- Each certified staff not in a teaching position will have the opportunity to become fully aware of the process by which his/her performance is to be evaluated.

- Each certified staff not in a teaching position will have the opportunity to become aware of the resources available for his/her own professional growth and development.

Full Performance Evaluation

Regularly scheduled performance evaluations shall be conducted throughout the certified staff not in a teaching position employment in the Northridge Schools. The full performance evaluation will include the following activities:

* Pre-evaluation Conference(s): During which the certified staff not in a teaching position and principal review the professional standards, discuss the evaluation and professional growth plan processes. Conference may be on individual or group session.

* Professional Growth Plan: As part of a collaborative process, the development of goals for certified staff not in a teaching position improvement may either be self-initiated or identified by the responsible building administrator.

* Self-initiated Professional Growth Plan (Optional): The certified staff not in a teaching position selects an area in which he/she feels professional growth is desirable. While the process of goal setting, plan development, implementation of activities, and evaluation would be valid steps in this process, the only requirement for the certified staff not in a teaching position is an assertion that he/she did, in fact, plan and implement such a series of activities. No further report to the

responsible administrator is mandatory; however, such additional information as certified staff not in a teaching position feels appropriate may be shared.

* Required: Professional Growth Plan: A supervising principal may establish a performance goal(s) for any certified staff not in a teaching position under his/her jurisdiction. However, the principal must confer with the certified staff not in a teaching position to discuss the goal(s) and record them in the Professional Growth Record. After providing an adequate period of time for the certified staff not in a teaching position to engage in activities to accomplish the goal, an observation(s) must be conducted to assess performance directly related to the goal(s). This will be followed by a conference during which success in achieving the performance goal(s) is the major topic. Evaluation comments will be finalized and sent to the superintendent. A plan for goal(s) refinement, altered activities to achieve the goal(s), or indication of a need to generate new goals are options resulting from this conference.

* Resources Available: Certified staff not in a teaching position engaged in the professional growth process will' receive such support as can be made available upon request to the supervising administrators. As illustrations, these may include:

  - self-assessment instruments
  - professional conference
  - visitations workshops.
  - books and other printed material
  - filmstrips and videotapes

* Professional Growth Period: A reasonable period, of time to follow through on goals and objectives identified in the professional growth plan.

* Observations: Principal observes and makes an assessment of certified staff not in a teaching position's performance.

  - Observations may be scheduled and/or unscheduled.
  - Observations may be informal and/or formal
  - Pre-observation conference to plan for observation may be held.
  - Formal observations shall be a minimum of 30 minutes. The observer is responsible for entering in a way which will minimize disruption for students and the certified staff not in a teaching position.

* Conferences: The principal and certified staff not in a teaching position meet to discuss the certified staff not in a teaching position performance, objectives and activities of the Professional Growth Plan, resources available, future plans, etc.

* Final Evaluation Conferences: Success in achievement of performance standards and the objectives of the Professional Growth Plan are the basis for this conference. Final evaluation forms are completed and sent to the superintendent. Plan for goal refinement alterations of activities to achieve goals, a need to recycle or generate new goals are options resulting from this conference.

Evaluation Activities Schedule

* Full Evaluation Cycle:

* Limited Contracts - Full performance evaluations shall be conducted the year in which the contract expires.

* Continuing Contracts - Full performance evaluations shall be conducted on a four-year cycle.

* Self-initiated Professional Growth Activities - Are the responsibility of the teacher. There are no prescribed administrative requirements for self-initiated activities. If the teacher wishes to place in his/her personnel file a copy of their activities, they may do so by completing the form and filing it with the principal no later than May 30th each year.

* Required Professional Growth Activities - May be initiated by the responsible administrator when performance areas have been administratively identified as needing improvement.

* A full performance evaluation and/or a prescribed professional growth plan may be initiated by the principal at other times based upon need or requested by the teacher.

* Limited Contracts - One Year -- Shall have a minimum of four formal observations scheduled throughout the school year, in which they are scheduled for a full performance evaluation.

* Limited Contracts - Multi Year -- shall have a minimum of three formal observations scheduled throughout the school year, in which they are scheduled for a full performance evaluation.

* Continuing Contracts -- shall have a minimum of three formal observations scheduled throughout the school year in which they are scheduled for a full performance evaluation.

* Additional observations may be initiated by the building administrator or requested by the teacher.

Timeline

Credentialed evaluators shall conduct an evaluation of each certified staff member to this provision at least annually. Each evaluation shall include:

1. Two cycles of formal observations of at least thirty minutes each; first observation no later than December 15 and the second observation no later than April 1. Each evaluation should be a minimum of three (3) weeks apart.

   and

2. A minimum of two walkthroughs, each approximately 5-10 minutes in length.

All evaluations shall be completed by the first day of May and each certified staff not in a teaching position shall be provided with an electronic and or paper copy of the evaluation results by the tenth of May. A paper copy of the evaluation results will be placed in the certified staff member's personnel file.

PROFESSIONAL STANDARDS

I. Professional Standards

1.0 Professional responsibilities

1.1 Follows the policies, regulations and procedures of the district.

1.2 Works cooperatively with colleagues, administrators and community members.

1.3 Demonstrates ethical behavior.

1.4 Performs extra instructional duties.

2.0 Professional growth

2.1 Engages in professional growth activities.

2.2 Expresses a positive attitude toward the teaching profession.

3.0 Personal attitudes and characteristics

3.1 Possesses personal attitudes and characteristics that reflect positively on the individual.

CERTIFIED STAFF NOT IN A TEACHING OR SCHOOL COUNSELOR POSITION
PERFORMANCE STANDARDS
APPRAISAL WORKSHEET

Name _____ School _____

I. Professional Standards

1.0 Professional Responsibilities

1.1 Follows the policies, regulations and procedures of the district.

Indicators

a. Complies with conditions stated in the contract of employment.

b. Complies with the' policies, regulations and procedures stated in the board policy manual, administrative manuals and negotiated contract.

c. Directs the conduct of students in accordance with school policies.

d. Maintains fiscal records and prepares reports in accordance with school policies.

e. Demonstrates reasonable judgment in matters related to job responsibilities.

1.2 Works cooperatively with colleagues, administrators and community members.

Indicators

a. Works cooperatively with colleagues in planning and implementing instructional activities.

b. Works cooperatively with' school's administration to implement policies and regulations for which the school is responsible.

c. Works cooperatively with community members in carrying out school or school/community-sponsored functions.

d. Works cooperatively with special professional personnel and non-professional support personnel toward obtaining the school's objectives.

e. Demonstrates a willingness to share ideas, information and/or duties of the team, grade level or department with fellow teachers and others.

1.3 Demonstrates ethical behavior

Indicators

a. Respects the rights of colleagues to express their opinion on educational issues.

b. Reports infractions of rules, injustices, annoyances, etc. through proper channels.

c. Complies with the legal standards for social conduct in public.

d. Complies with written laws and policies regarding confidentiality in handling personal information about all personnel, students and parents.

1.4 Performs extra instructional duties.

Indicators

a. Is available to students and/or parents for conferences as scheduled time allows.

b. Provides adequate background information, plans and materials when substitute teacher is to assume responsibilities,

c. Is responsive to the administration for transmitting information to others (i.e. colleagues, students and parents).

d. Performs such assignments as hall duty, lunchroom supervision, bus duty, study hall, etc.

e. Performs such assignments as class advisor, club sponsor, coach, etc.

2.0 Professional Growth

2.1 Engages in professional growth activities.

Indicators

a. Develops and implements a professional growth plan which provides for professional self-development (required or self-initiated).

b. Participates in. professional development activities sponsored by the individual schools or school district (in-service activities).

c. Participates in professional development activities sponsored by professional organizations, universities or other agencies.

d. Seeks and uses ideas from professional literature and other references.

2.2 Expresses a positive attitude toward the teaching profess

Indicators

a. Possesses a positive attitude toward the educational profession in general.

b. Possesses a positive attitude toward the school system.

c. Possesses a positive attitude toward the individual teaching assignment.

3.0 Personal attitudes and characteristics

3.1 Possesses personal attitudes and characteristics that reflect positively on the individual.

Indicators

a. Establishes a pattern of prompt and regular attendance to all job responsibilities.

b. Exhibits poise in most situations.

c. Exercises emotional control in working with colleague students and parents.

d. Demonstrates politeness, courtesy and etiquette in working with colleagues, students and parents.

e. Maintains acceptable personal appearance.

PROFESSIONAL GROWTH RECORD

NAME _____ SCHOOL _____ DATE _____

SELF-INITIATED REQUIRED RED

PERFORMANCE STANDARD(S)

GROWTH PLAN:
(Include goals/objectives, activities and time line, measurement technique, resources.)

Conferences/Observation dates:

Evaluation: Achieved Failed to Achieve

Comments: (Use back of page)

File Personnel Record: Yes No

_____ _____
Certified Staff Not in a Teaching or School Counselor Position Signature: Date

_____ _____
Administrator's Signature: Date

PERFORMANCE EVALUATION WORKSHEET

NAME _____ SCHOOL _____

DATE _____

RATING:
1. Ineffective – meets less than 70% of the indicators
2. Developing – meets between 70-79% of the indicators
3. Skilled – meets between 80-99% of the indicators
4. Accomplished – meets 100% of the indicators.

A. PROFESSIONAL STANDARDS

1.1.1	Policies, regulations and procedures
2.1.2	Cooperation with employees and community members
3.1.3	Ethical behavior
4.1.4	Extra instructional duties
5.2.1	Professional growth activities
6.2.2	Positive attitude toward profession
7.3.1	Personal attitudes and characteristics

_____ _____
Certified Staff Not in a Teaching Position Signature Date

_____ _____
Principal's Signature Date

PERFORMANCE EVALUATION SUMMARY

NAME_____SCHOOL_____DATE_____

RATING:
1. Ineffective – meets less than 70% of the indicators
2. Developing – meets between 70-79% of the indicators
3. Skilled – meets between 80-99% of the indicators
4. Accomplished – meets 100% of the indicators.

A. PROFESSIONAL STANDARDS

Professional Responsibilities
Professional Self-Development
Personal Attitudes & Characteristics

COMMENTS:

C. PROFESSIONAL GROWTH PLAN_____REQUIRED RED_____SELF-INITIATED

D. DATES OF OBSERVATIONS, CONFERENCES, ETC.

E. CONTRACT RECOMMENDATION:

_____ _____
Certified Staff Not in a Teaching Position Signature Date

_____ _____
Principal's Signature Date

(Signature of the certified staff not in a teaching position does not necessarily imply consensus with the evaluation.)

FILE: Superintendent, Principal, Teacher

APPENDIX G - EVALUATION OF CERTIFIED STAFF

(Ohio Teacher Evaluation System)

Special Note: Provisions of the OTES Model as set forth in Northridge Schools Board policy will not take effect until the end of the current Negotiated Agreement (7/31/14).

Standards-Based Teacher Evaluation

The Board of Education is responsible for a standards-based teacher evaluation policy that confirms to the framework for evaluation of teachers as approved by the State Board of Education (SBOE) and aligns with the Standards for the Teaching Profession as set forth in State law.

The Board adopts the Ohio Teacher Evaluation System (OTES) model as approved by SBOE and will use the approved ODEW OTES forms. A copy of the forms will be maintained in the current online storage domain which is currently Google Docs.

The evaluation policy is intended to provide an evaluation model that is research-based, transparent, fair, and adaptable to the needs of the District. The Board believes in the importance of ongoing assessment and meaningful feedback as a powerful vehicle to support improved teaching performance and student growth, as well as promotion and retention decisions for teachers.

This policy shall be implemented as set forth herein and included in the collective bargaining agreement with the Northridge Teachers Association for reference purposes only.

This policy has been developed in consultation with teachers employed by the Board.

Given the dynamic nature of the mandated teacher evaluation process, the Board authorizes the Superintendent to establish and maintain an ongoing Evaluation Policy Consultation committee, with continuing participation by District teachers represented by the Northridge Teachers Association, and for the express purpose of recommending necessary changes to the Board for the appropriate revision of this policy.

Definitions

1. OTES – stands for the Ohio Teacher Evaluation System as adopted by the SBOE in 2011, or as otherwise modified by SBOE.

2. Teacher – For purposes of this policy, teacher means a licensed instructor who spends at least 50% of his/her time providing content-related student instruction and who is working under one of the following:

    A. a license issued under Ohio Revised Code Sections (RC) 3319.22, 3319.26, 3319.222, or 3319.226;

B. a permanent certificate issued under RC 3319.222 as it existed prior to September 2006;

C. a permanent certificate issued under RC 3319.222 as it existed prior to September 2003; or

D. a permit issued under RC 3319.301.

Substitute teachers and teachers not meeting this definition are not subject to evaluation under this policy. Regular and part-time bargaining unit members who do not meet the definition will be evaluated utilizing the evaluation procedures of the collective bargaining agreement in effect between the Board and the Northridge Teachers Association. The Superintendent and the Treasurer are not subject to evaluation under this policy.

3. Credentialed Evaluator – For purposes of this policy, each teacher subject to evaluation will be evaluated by a person who:

A. meets the eligibility requirements under RC 3319.111(D);

B. holds a credential established by the Ohio Department of Education and Workforce (ODEW) for teacher evaluation;

C. has completed state-sponsored evaluation training and has passed an online credentialing assessment; and

D. is a licensed building administrator assigned to the building in which the staff member is employed.

The Board shall authorize the Superintendent/designee to approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy.

4. Core Subject Area – means Reading and English Language Arts, Mathematics, Science, Foreign Language, Government, Economics, Fine Arts, History and Geography.

5. High Quality Student Data– For the purpose of the district's evaluation policy, high quality student data is defined as evidence of student learning attributable to the teacher being evaluated.

6. Value-Added – refers to the EVAAS value-added methodology provided by SAS, Inc., which provides a measure of student progress at the District and school level based on each student's scores on state issued standardized assessments.

7. Vendor Assessment – Student assessments approved by ODEW that measure mastery of the course content for the appropriate grade level, which may include nationally normed standardized assessments, industry certification exams, or end-of-course examinations for grade level and subjects for which the value-added measure does not apply.

Standards-Based Teacher Evaluation

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

Each teacher evaluation will result in an effectiveness rating of: (1) Accomplished, (2) Skilled, (3) Developing or (4) Ineffective.

The specific standards and criteria for distinguishing among these rating/levels of performance shall be the same as those developed by SBOE, which are incorporated herein by reference.

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

Assessment of Teacher Performance

Teacher performance will be evaluated during formal observations and periodic informal observations also known as classroom walk-throughs. Teachers will be assessed through a holistic process by trained and credentialed evaluators based upon the following Ohio Standards for the Teaching Profession:

1. understanding student learning and development and respecting the diversity of the students they teach;

2. understanding the content area for which they have instructional responsibility;

3. understanding and using varied assessment to inform instruction, evaluate and ensure student learning;

4. planning and delivering effective instruction that advances individual student learning;

5. creating learning environments that promote high levels of learning and student achievement;

6. collaborating and communicating with students, parents, other educators, district administrators and the community to support student learning and;

7. assuming responsibility for professional growth, performance and involvement.

Formal Observation and Classroom Walk-Through Sequence

All instructors who meet the definition of teacher under RC 3319.111 and this policy shall be evaluated based on at least two formal observations and periodic classroom walk-throughs each school year.

Teachers on a limited contract who are under consideration for renewal/nonrenewal shall receive at least three formal observations in addition to periodic classroom walk-throughs unless the Superintendent waives the third observation.

A teacher who receives a final summative rating score of "Accomplished" on his/her most recent evaluations may at the discretion of the Superintendent/designee be formally evaluated every three years so long as the teacher submits a self-directed professional growth plan to the evaluator that focuses on specific areas identified in the observations and evaluation and the evaluator determines that the teacher is making progress on that plan. Teachers who qualify for this exception will receive one observation and a conference with a credentialed evaluator in any year that he/she is exempt from the formal evaluation process. The conference shall include a discussion of progress on the professional growth plan. This exemption does not apply in a year the teacher's limited contract is expiring.

A teacher who receives a final summative rating score of "Skilled" on his/her most recent evaluations may at the discretion of the Superintendent/designee be formally evaluated every two years as long as the teacher and evaluator jointly develop a professional growth plan for the teacher that focuses on specific areas identified in the observations and evaluation and the evaluator determines that the teacher is making progress on that plan. the teacher receives a Student Growth Measure Score of "Average" or higher in the most recent school year. Teachers who qualify for this exception will receive one observation and a post-conference interview with a credentialed evaluator in any year that he/she is exempt from the formal evaluation process. The conference shall include a discussion on progress on the professional growth plan. This exemption does not apply in a year the teacher's limited contract is expiring.

A teacher who has submitted a notice of retirement will not be evaluated as long as the board of education has accepted the retirement by December 1.

A teacher who is on leave from the district for fifty percent (50%) or more of the school year will not be evaluated in that year.

Evaluation will be completed by May 1 and each teacher will be provided a written report of the results of his/her evaluation by May 10. Written notice of nonrenewal will be provided by June 1.

In evaluating teacher performance in these areas, the Board shall utilize the measures set forth by ODEW's OTES Teacher Performance Evaluation Rubric for instructional planning, instruction and assessment, and professionalism.

Each teacher evaluated under this policy shall annually complete a self-assessment, utilizing the self–assessment summary tool as provided in the OTES Model.

Formal Observation Procedure

1. Understanding student learning and development and respecting the diversity of the students they teach.

2. A post-observation conference shall be held after each formal observation. A post-observation conference shall be held within seven (7) workdays of the observation with the post-observation form being provided to the member within five (5) workdays of the conference. If the teacher or administrator are absent during the stated time periods, the deadline shall be extended by the number of days of absence at the mutual agreement of the parties.

Informal Observation/Classroom Walk-Through Procedure

1. Classroom walk-throughs shall not unreasonably disrupt and/or interrupt the learning environment.

2. Data gathered from the walk-through must be placed on a feedback form.

3. A completed form must be shared with the employee within three (3) workdays.

Final Evaluation Procedures

Each teacher's performance rating will be combined with the assessment of student growth measures to produce the final summative evaluation rating.

Teacher Performance

The evaluator shall provide that each evaluation is submitted to the teacher for his/her acknowledgement. If signed by the teacher the receipt is to be sent to the Superintendent as soon as received. The teacher may provide a written rebuttal to the evaluation which will be maintained in the teacher's personnel file and uploaded into ETPES.

Board Professional Development Plan

In accordance with SBOE's statewide evaluation framework, the Board has adopted a specific plan for the allocation of financial resources to support the professional development of teachers covered by this policy. The plan will be reviewed annually.

Retention and Promotion Decisions/Removal of Poorly Performing Teachers

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

The removal of poorly performing teachers shall be in accordance with the Ohio Revised Code and any applicable provisions of a collective bargaining agreement.

Nothing in this policy will be deemed to prevent the Board from exercising its rights to non-renew, terminate, or suspend a teaching contract as provided by law and the terms of the

collective bargaining agreement in effect between it and the Northridge Teachers Association. The evaluation system and procedures set forth in the policy shall not create an expectation of continued employment for teachers on a limited contract that are evaluated under this policy. The Board reserves the right to nonrenew a teacher evaluated under this policy in accordance with RC 3319.11 notwithstanding the teacher's summative rating.

[Adoption date: November 17, 1997]
[Re-adoption date: July 9, 2001]
[Re-adoption date: March 24, 2014]

LEGAL REFS: ORC 3319.11; 3319.111; 3319.112; 3319.16; 33.19.58
Chapter 4117

OAC 3301-35-05

CROSS REFS: AF, Commitment to Accomplishment
GBL, Personnel Records
GCB, Certified Staff Contracts and Compensation Plans

CONTRACT REF: Teachers' Negotiated Agreement

APPENDIX H -- EVALUATION OF CERTIFIED COUNSELORS

(Ohio School Counselor Evaluation System)

NORTHRIDGE CITY SCHOOL DISTRICT BOARD OF EDUCATION

Ohio School Counselor Evaluations Policy
Policy Number:_____

The Northridge City School District Board of Education adopts the following school counselor evaluation policy in accordance with state law and the standards-based school counselor evaluation framework as approved by the Ohio State Board of Education, and as otherwise modified by the State Board of Education. Any updates to the framework adopted by the State Board of Education shall automatically be incorporated into this policy.

The Board of Education directs the Superintendent to implement this policy and accompanying Administrative Guidelines in accordance with state law.

The Board of Education authorizes the Superintendent to establish and maintain an ongoing dialogue with school counselors for the purpose of recommending necessary changes to the Board for appropriate revision of this policy and administrative guidelines from time to time as needed. This policy shall be included in the collective bargaining agreement in effect between the Northridge Education Association and the Board of Education.

Employees Evaluated Under the Policy

This policy applies to Board of Education employees who hold a license issued pursuant to Ohio Administrative Code Section 3301-24-05 by the Ohio Department of Education and Workforce in the area of school counseling and who are assigned to a position in that capacity.

Teachers, administrators as defined by R.C. Section 3319.02, and other employees who do not meet this definition are not subject to evaluation under this policy.

Standards-based School Counselor Evaluations

The Board of Education is responsible for a standards-based school counselor evaluation policy that conforms to the framework for the evaluation of school counselors as approved by the State Board of Education and that aligns with the "Standards for School Counselors" as set forth in state law. The evaluation system is designed to provide meaningful and consistent feedback to support counselor professional growth and inform employment decisions.

School counselors will be evaluated based on performance in each of the six standards adopted by the State Board of Education, as well as the counselor's ability to produce positive student outcomes using predetermined metrics.

Evaluations will occur annually, with the following exceptions:

- A school counselor who receives a final summative rating of "Accomplished" on his/her most recent evaluation and who is not in the last year of a limited contract may be evaluated every three (3) years, as long as the counselor's metrics for student outcomes for the most recent year for which data is available, is "Skilled" or higher. If the determination is made to evaluate every three (3) years, the counselor will still receive at least one (1) observation and conference with an evaluator in any year that such counselor is not formally evaluated.

- A school counselor who receives a final summative rating of "Skilled" on his/her most recent evaluation and who is not in the last year of a limited contract may be evaluated every other year, as long as the counselor's metrics for student outcomes for the most recent year for which data is available, is "Skilled" or higher. If the determination is made to evaluate every other year, the counselor will still receive at least one (1) observation and conference with an evaluator in any year that such counselor is not formally evaluated.

Assessment of School Counselor Performance

School counselor performance will be evaluated during formal observations and periodic informal observations. Formal and informal observation procedures are found in Administrative Guidelines _____. Such performance will be assessed through a holistic process by trained and credentialed evaluators based upon the following *Ohio Standards for School Counselors:*

1. School counselors collaboratively envision a plan for a comprehensive school counseling program that is developmental, preventative and responsive, and in alignment with the school's goals and missions;

2. School counselors develop a curriculum, offer individual student planning and deliver responsive services in order to assist students in developing and applying knowledge, skills and mindsets for academic, career and social/emotional development;

3. School counselors collaborate and consult with school personnel, parents/guardians, community partners and agencies/organizations to coordinate support for all students.

4. School counselors collaboratively engage in a cycle of continuous improvement using data to identify needs, plan and implement programs, evaluate impact and adjust accordingly.

5. School counselors lead school efforts and advocate for policies and practices that support an equitable, safe, inclusive and positive learning environment for all students.

6. School counselors adhere to the ethical standards of the profession, engage in ongoing professional learning and refine their work through reflection.

Data to evaluate performance on the standards will be collected during at least two (2) formal observations of at least thirty (30) minutes each and informal observations each school year, as well as through other available sources. Observations will not occur when a school counselor is engaged in any confidential student counseling activity.

Student Metrics

The designated evaluator and school counselor will collaboratively select student metrics in each of the three domains that will be utilized for school counselor evaluations; academics, career, and social emotional development. The metrics will be selected at the beginning of the school year.

Final Evaluation Procedures

A school counselor's performance rating for each of the six standards will be combined with the assessment of student metrics to produce the final summative rating. Each counselor will receive a final summative rating of "Ineffective (1)," "Developing (2)," "Skilled (3)," or "Accomplished (4)." The specific standards and criteria for distinguishing between these ratings/levels of performance shall be the same as those developed by the State Board of Education, which are incorporated herein by reference.

Evaluation procedures will be completed by May 1st, and each school counselor will receive a written report of the results of his/her evaluation by May 10th. The evaluator will provide the written evaluation to the school counselor for his/her acknowledgement by written receipt. Written notice of nonrenewal will be provided by June 1st.

Credentialed Evaluators

For purposes of this policy, each evaluation will be conducted by a credentialed evaluator who has completed the OSCES training as required by the Ohio Department of Education and Workforce. The Board of Education authorizes the Superintendent or his/her designee to approve and maintain a list of credentialed evaluators as necessary to effectively implement this policy.

Professional Growth Plans and Professional Improvement Plans

Based on the results of the annual evaluations conducted in accordance with this policy, each school counselor must develop either a professional growth plan or professional improvement plan at the start of the school year.

The Board of Education retains the discretion to place a school counselor on an improvement plan at any time based on deficiencies in any individual component of the evaluation system.

Professional Development of School Counselors

In accordance with the state evaluation framework, the Board of Education will develop a plan for the allocation of financial resources to support the professional development of school counselors covered by this policy. The plan will be reviewed annually.

Retention and Promotion Decisions/Removal of Poorly Performing School Counselors

The evaluations produced will serve to inform the Board of Education on employment decisions, i.e., retention, promotion of school counselors, renewal of employment contracts, and the removal/nonrenewal of poorly performing school counselors.

Removal of Poorly Performing School Counselors

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

Nothing in this policy will be deemed to prevent the Board of Education from exercising its rights to nonrenew, terminate, or suspend a school counselor contract as provided by law. The evaluation system and procedures set forth in this policy shall not create an expectation of continued employment for employees on a limited contract that are evaluated under this policy. The Board of Education reserves the right to nonrenew a school counselor evaluated under this policy in accordance with R.C. 3319.11, notwithstanding the school counselor's final summative rating.

LEGAL REFERENCES:

R.C. 3319.02, 3319.11, 3319.113, R.C. 3319.16, 3319.61
O.A.C. 3301-24-05
H.B. 64

APPENDIX I – GRIEVANCE REPORT FORM

Level 1 (Informal)

Date of occurrence of grievance/complaint

Date of informal discussion

Formal Level 2:

Statement of the grievance (including the provision of the Negotiated Agreement/Board Policy which has been violated, misinterpreted of misapplied):

Relief Sought:

_____ _____

Grievant: Date Submitted

Hearing Date:_____

Response of Administrator:

_____

Administrator Signature:

Date Issued:_____

Level 3:

Statement of the grievance (including the provision of the Negotiated Agreement/Board Policy which has been violated, misinterpreted or misapplied):

Relief Sought:

_____ _____

Grievant: Date Submitted

Hearing Date:_____

Response of Superintendent:

_____ _____

Superintendent: Date Issued:

Level 4

Date of receipt: _____

Board's Reply

Date of Association demand for arbitration: _____