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MASTER AGREEMENT

between the

CELINA CITY SCHOOL DISTRICT BOARD OF EDUCATION

and the

CELINA EDUCATION ASSOCIATION

Effective September 1, 2024 through August 31, 2027

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ARTICLE 1.00 – AGREEMENT AND DURATION

1.01 Ratification of Agreement

When an agreement is reached through negotiating, it shall be reduced to writing and submitted to the Celina Education Association (OEA/NEA), hereinafter referred to as the "Association" and the Celina City School District Board of Education, hereinafter referred to as the "Board" for their consideration. If ratified by the Association, the Board may adopt a resolution setting forth the Agreement. When the Agreement is ratified and adopted, it shall then be signed by the parties and shall become part of the official minutes of the Board.

1.02 Duration of Agreement

The Master Agreement shall be in full effect from September 1, 2024 through August 31, 2027. No provision of the Agreement shall discriminate against any staff member in regard to membership or non-membership in the Association.

1.03 Contrary to Law Provision

If any section of this contract supersedes applicable state law and which may permissibly do so under O.R.C. 4117.10(A), the contract shall continue to be binding on both parties. Should any section of this contract be held to be in violation of the law by a court of competent jurisdiction, then that clause of the contract shall be rendered null and void, but the remainder of the contract shall remain in full force and effect.

1.04 Violation of Law Provision

In the event that any section of this contract is found to be in violation of the law, said sections may be reopened for negotiation, within thirty (30) days, by demand of the Board or the Association. Such negotiations shall conform with the procedures for negotiations found in this Agreement.

1.05 Entire Agreement

1.05.1 The Board and the Association acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals on any subject within the scope of bargaining. The understandings and agreements arrived at by the parties after the exercise of the right and opportunity are contained in the contract.

1.05.2 This Agreement supersedes and cancels all previous agreements, verbal or written, between the Board and the Association and constitutes the entire Agreement between the parties. Any amendment or agreement

supplemental hereto shall not be binding upon either party unless executed in writing and ratified by the parties hereto.

1.06 Interim Bargaining

With regard to affect changes in the wages, hours, terms and conditions of employment which are not currently a subject of this Agreement or changes that have an effect on the wages, hours, terms or conditions of employment for members of the bargaining unit, it shall be the obligation of the Association to request interim bargaining over such mandatory subjects. The failure of the Association to demand interim bargaining over each such subject shall not be construed as a waiver of the Association's right to demand bargaining in the future over such subsequent subjects as they arise nor shall such failure be construed as a waiver of the Board's obligation to bargain over such mandatory subjects. In the event of an impasse in such interim bargaining, the parties agree that the impasse will be resolved by the Board of Education's election of either (a) no implementation of the proposed change(s) which precipitated the interim bargaining, or (b) the issue(s) which remain unresolved will be submitted to the Federal Mediation and Conciliation Service (FMCS) under the impasse procedure.

ARTICLE 2.00 – DEFINITIONS

2.01 "Professional Negotiations"

Professional negotiations means conferring, discussing, and negotiating in good faith in an effort to reach agreement on matters of mutual concern.

2.02 "Good Faith"

Good faith involves coming to the negotiating table with the intention of negotiating, not of dogmatically pursuing pre-conceived stands. Good faith requires that the Association and the Board be willing to react to each other's proposals. If a proposal is unacceptable to one of the parties, the party objecting shall state its reasons and shall attempt to offer counter proposals. Good faith requires both parties to recognize negotiations as a shared process, but does not compel either party to agree to a proposal or make concessions.

2.03 "Parties"

Parties are the representatives of the Board and the Association.

ARTICLE 3.00 – RECOGNITION

3.01 Recognition of the Board

The Association recognizes the Board as the locally elected body charged with the establishment of policies for public education in the Celina City School District and as the employer of all certificated/licensed personnel of the schools.

3.02 Recognition of the Superintendent

The Association recognizes the Superintendent as the Chief Executive Officer and primary professional advisor of the Board as well as the educational leader of the school system. The Superintendent has the responsibility of carrying out the policies of the Board.

3.03 Recognition of the Association

3.03.1 The Board recognizes the Association as the sole and exclusive bargaining representative for certified regular teaching personnel. Included in the category are:

1. Certified teaching staff, excluding nurses, both full and part-time;
2. Long-term substitute teachers who work one hundred twenty (120) consecutive days or more each school year;
3. Guidance counselors;
4. Librarians; and
5. Social workers.

3.03.2 Excluded from the unit are:

1. Casual substitutes and long-term substitute teachers who work less than one hundred twenty (120) consecutive days each school year;
2. Assistant principals;
3. Principals;
4. School psychologists; and
5. Other supervisory and administrative personnel.
6. Athletic Director
7. Technology Coordinator

ARTICLE 4.00 – NEGOTIATIONS PROCEDURE

4.01 Request to Negotiate

4.01.1 The request for annual negotiations may be submitted by the initiating party after ninety (90) days prior to the expiration of the Agreement. All requests to negotiate shall be made in writing by the President of the Association to the SERB, the Superintendent and the Board or by the Board to SERB and the President of the Association.

4.01.2 The first meeting shall be held fifteen (15) days after the initial request to bargain unless a later date is established by mutual agreement.

4.02 Negotiation Personnel

The Board of Education and the Association shall be represented at all negotiation meetings by a team of negotiators not to exceed four (4) members each. Each party shall designate, in writing, its official team members and two (2) alternates at the beginning of negotiations. The membership of the teams may vary from meeting to meeting but shall remain constant at any one meeting and shall be drawn from the regular team members and their alternates. In addition, each party may use consultants as resource persons who may speak to the negotiating parties. Either or both parties may also have a recorder present to take notes of the meeting. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.

4.03 Negotiation Meetings

4.03.1 Limitations

Until negotiations are completed, each meeting shall begin with a tentative time for adjournment and with an agreed time and place for the next meeting.

4.03.2 Representative Authority

While no final agreement shall be executed without ratification by the Association, and adoption by the Board, the parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, counter proposals, or concessions in the course of negotiations.

4.03.3 Exchange of Information

The Board and Superintendent agree to furnish upon request at any reasonable time the available information concerning financial resources

of the District and other information regularly and routinely prepared to the extent that such information is mutually agreed upon. The Association agrees to furnish upon request the available information on its proposals.

4.03.4 Caucus

The chairman of either group may call for an independent caucus at any time during any negotiation meeting.

4.03.5 Tentative Agreement

As tentative agreement is reached on each major section of the Agreement during the bargaining process, the section language shall be reduced to writing and initialed by each team.

4.03.6 Protocol

No action to coerce, censor, intimidate, or penalize any negotiating participant shall be taken or implied by any school-affiliated personnel as a result of participation in the negotiation process.

4.04 Scope of Negotiations

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

4.05 Mutually Agreed Upon Dispute Resolution Procedure

4.05.1 If agreement is not reached during negotiations, either party may call for the services of the Federal Mediation and Conciliation Service (FMCS), or a mutually appointed third party, to assist in negotiations. If a party calls for FMCS involvement, the other party shall join in a joint request. Both parties agree that this procedure is the final step in the dispute settlement procedure.

4.05.2 This dispute resolution procedure is mutually agreed to by the parties under O.R.C. 4117.14(C)(1)(f) and is intended to supersede the statutory fact-finding process.

4.05.3 The mediation period shall be thirty (30) days from the date of the first mediation session.

4.05.4 In the event the parties have been unable to reach agreement after the thirty (30) day mediation period, the Association shall have all rights to strike under the full statutory provisions of O.R.C. 4117.

ARTICLE 5.00 – GRIEVANCE PROCEDURE

5.01 Purpose

5.01.1 The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate.

5.01.2 Nothing contained herein will be construed as limiting the right of any teacher having a problem to discuss the matter informally with any appropriate member of the Administration and having the problem resolved without consultation of the Association. The parties agree that the resolution of all grievances shall be consistent with the terms and conditions of this negotiated Agreement.

5.02 Definitions

5.02.1 A grievance is a claim that there has been a violation, misinterpretation, or misapplication of the terms of the Master Agreement entered into between the Board, the employee and the Association.

5.02.2 A grievant shall be a teacher, group of teachers or the Association.

5.02.3 For the purposes of this grievance procedure a day shall be defined as a weekday, excluding weekend days and holidays.

5.03 Rights

5.03.1 A grievant may be represented at any and all steps of the grievance procedure by the Association. The grievant has the right to Association representation at all meetings and hearings involving the grievance. The Association has the right to file grievances and to be present for the adjustment of any and all grievances. The Association shall prepare and make available grievance report forms.

5.03.2 If a grievance affects a group or class of teachers, the Association may submit such grievance to the Superintendent in writing, and the processing of such grievance shall be commenced at Step Two.

5.03.3 Grievances or the fact that grievances were filed shall neither be recorded nor placed in the personnel files nor any other file used to evaluate for re-employment, transfer, and/or assignment. There shall be no reprisals nor recriminations against any participant in the grievance procedure.

5.03.4 So that the grievances can be processed as rapidly as possible, time limits at each step should be considered as a maximum and every effort should be made to expedite the process. Time limits may be extended by mutual consent. A grievance not timely filed at Step One shall be deemed waived.

5.03.5 If the Association decides at any level of the grievance procedure that a grievance is without merit or that an equitable answer has been given to the aggrieved person, it may withdraw its support for the grievance.

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

5.03.7 Failure of the Board at any step in this procedure to communicate decisions on a grievance in writing within the specified time limits as called for shall result in the grievance automatically proceeding to the next step.

5.03.8 Failure of the grievant at any step of this procedure to appeal a grievance to the next step within the specified time limits, with the exception of the Board/Administrator's failure to issue a timely response, shall be deemed acceptance of the Board/Administration's last answer and there shall be no further right to appeal.

5.04 Informal Procedure

The Board, Administration, and Association acknowledge that it is usually most desirable for a staff member and the Administration to resolve problems through free and informal communication. However, should such informal process fail to resolve the problem, then a grievance may be processed according to the following Formal Procedure. The grievant has the right to proceed directly to the Formal Procedure and waive the Informal Procedure.

5.05 Formal Procedure

5.05.1 Step One: The grievance shall first be discussed with and submitted in writing to the Principal within twenty (20) days of the date of the incident giving rise to the grievance. The grievant shall inform the Principal that he/she is initiating the grievance procedure at Step One.

a. If satisfactory disposition of the grievance is not received in writing within five (5) days of the meeting held at the Step One, the grievance may be submitted in writing to the

Superintendent within five (5) days of receipt of the Step One decision.

5.05.2 Step Two: Within five (5) days after receipt of the written grievances by the Superintendent, the Superintendent or designee shall meet with the grievant, Association and/or the representative in an effort to resolve the grievance.

a. If satisfactory disposition of the grievance is not received in writing within five (5) days of the meeting with the Superintendent or designee, the aggrieved person and/or the Association may request in writing that the Association submit his/her grievance to binding arbitration by an outside arbitrator in accordance with the rules of the American Arbitration Association (AAA). Such appeal to Arbitration must be submitted to the Superintendent and AAA within ten (10) days after receipt of the Step Two decision.

5.05.3 Step Three: Within five (5) days after receipt of the request for arbitration, representatives of the Board and the Association shall meet to select an arbitrator. If they are unable to agree on an arbitrator, the parties shall jointly petition the AAA for a list of seven (7) names from which the arbitrator shall be selected by the alternate strike method. Either party shall be entitled to request a second list.

a. Once the arbitrator has been selected, he/she shall conduct a hearing on the grievance in accordance with the rules and regulations of the AAA.

b. The arbitrator shall hold the necessary hearing promptly and issue the decision within thirty (30) days or such time as may be agreed upon. The decision shall be in writing and a copy sent to the Board, the Association, and the grievant(s). The decision of the arbitrator shall be binding on the Board, the Administration, the Association and the grievant(s).

c. The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the policies or rules of the Board or of this Agreement, nor add to, detract from or modify the language therein in arriving at a determination of any issue presented that is proper within the limitations expressed herein. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration.

d. Costs for services of the arbitrator, including per diem expenses, if any, and necessary travel and subsistence

expenses, shall be borne three-quarters (3/4) by the losing party and one-quarter (1/4) by the winning party. The arbitrator shall have the responsibility to apportion these expenses consistent with his/her decision.

e. All communications, regarding grievances, shall be reduced to writing and hand-delivered or mailed by certified mail, return receipt requested. The Board shall provide the Association with copies of all communication.

ARTICLE 6.00 – TEACHER RIGHTS

6.01 The Board agrees that every teacher employed by the Board shall have the right to join in support of the C.E.A., O.E.A., N.E.A., or any other professional group. Therefore, every teacher will have the right to display one (1) emblem related to said professional organizations on his/her mailbox.

6.02 The Board specifically recognizes the right of its teacher appropriately to invoke the assistance of the O.E.A., N.E.A., and other professional organizations.

6.03 The Association shall have the right to schedule the use of school buildings for professional meetings subject to the same rules and regulations governing the use of the building by other organizations, except that the usual rental fee will be waived by the Board. Use of the building for profit by the organization will cause the rental fee to be invoked.

6.04 The Association will use those bulletin boards designated for teachers only. Student bulletin boards will not be used.

6.05 Courier service may be used by the Association as long as regular school business is not pre-empted. The Association may have reasonable use of other school equipment designated by the Building Principal before or after regular school hours only. The Association and its members have no assurance of privacy in the use of school computers and electronic communications systems.

6.06 The President of the Association shall be given the complete agenda and any reports to be released to the public concerning matters to be considered at regular or special Board meetings at the same time Board members receive them. A copy of the minutes shall be given to the President of the Association. At the conclusion of the first general teacher's meeting of the school year, the Association may meet with the teaching staff to conduct Association business.

6.07 The President of the Association or the delegated member will be granted one half (1/2) day of released time every two weeks alternating a.m. and p.m. which will be compensated by the Association. No Association business will be conducted during a

teacher's student-contact time. A schedule change may be made subject to approval of the appropriate building Principal or Administrator.

ARTICLE 7.00 – BOARD OF EDUCATION RIGHTS

7.01 The Board retains and reserves unto itself, without limitations, all powers, rights authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State and the United States, including but without limiting the generality of the foregoing, the right:

7.01.1 To the executive management and administrative control of the school system and its properties and facilities, and the school-associated activities of its employees.

7.01.2 To hire all employees subject to the provisions of the law, to determine their qualifications and the conditions of their continued employment, or their dismissal or demotion, and to promote or transfer all such employees.

7.01.3 To establish grading and/or evaluation procedures and courses of instruction, including special programs and to provide for athletic, recreational and social events for students.

7.01.4 To decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind.

7.01.5 To determine class schedules, the hours of instruction, the duties, responsibilities and assignments of teachers and the terms and conditions of employment.

7.02 The exercise of the foregoing rights, powers, authority, duties, and responsibilities of the Board, the adoption of policies, rules, and regulations and practices thereof, and the use of judgment and discretion in connection therewith shall be limited only by the expressed terms of any Negotiated Agreement and then only to the extent and provisions of the laws of the State and the Constitution of the laws of the United States.

ARTICLE 8.00 – CONTRACTUAL STATUS, NONRENEWAL & TERMINATION

8.01 Types of Contracts

8.01.1 Teachers shall receive three (3) one year contracts, if doing satisfactory work.

8.01.2 Additional contracts beyond the three (3) years, including continuing contracts, will be issued in accordance with Ohio law.

8.01.3 Teachers assigned additional responsibilities beyond their teaching duties shall be given a written supplemental contract for additional compensation. Such supplemental contract shall include the following information: job title and job description, including duties, responsibilities, and compensation to be provided.

8.02 Each teacher who will have a change in grade or subjects, and/or school building to which he/she will be assigned will be notified prior to the end of the school year.

8.03 Teachers who are not to be re-employed shall be so notified in writing on or before June 1. If a teacher does not desire re-employment, he/she should notify the Superintendent in writing at the earliest possible date.

8.04 The teacher will be granted a conference with his/her chosen representative and the Superintendent prior to the Superintendent making a recommendation for termination to the Board. The Board may terminate a teacher's contract in accordance with O.R.C. §3319.16.

8.05 Nonrenewal

8.05.1 Nonrenewal of Limited Teaching Contracts for Probationary Employees Who Have Been Employed for Three (3) Years or Less

8.05.1a On or before June 1, limited contract teachers who have been employed for three (3) or fewer years shall be notified by the Superintendent that they will not be recommended to the Board for rehiring for the next school year. Prior to Board action on their contract, such teachers shall have the right to meet with the Board in executive session with representation to present their case.

8.05.1b This nonrenewal procedure for teachers who have been employed for three (3) or fewer years supersedes all provisions of O.R.C. §3319.11, O.R.C. §3319.111, and O.R.C. §3319.112, and such teacher shall have no right to challenge said nonrenewal pursuant to the negotiated grievance procedure, O.R.C. §3319.11 or §3319.111, or in any other legal forum.

8.05.2 Nonrenewal of Limited Teaching Contracts for Employees Who Have Been Employed for More Than Three (3) Years

Such contract nonrenewal shall be in accordance with O.R.C. §3319.11.

ARTICLE 9.00 – PERSONNEL FILES

9.01 Contents of Personnel File

Personnel records of the professional staff shall be filed in the central office of the District or in the Superintendent's office, and shall include the following, if available:

9.01.1 Application for Employment, including references.

9.01.2 Copy of the latest contract, properly signed.

9.01.3 Copy of the latest salary notice.

9.01.4 Ohio Teaching Certificate/License.

9.01.5 Personal and professional data form.

9.01.6 College or University certified transcript(s) of college credits earned and/or degree(s) granted.

9.01.7 Record of military service.

9.01.8 Evaluation documents.

9.01.9 Other documents.

9.02 Review of Personnel File

Each teacher shall have the right to review his or her personnel file. A representative of the Association may, at the teacher's request, accompany the said member in such a review. A representative of the Board may also be present during such a review.

9.03 Notice of Content

Each teacher shall be notified in writing and shall have the opportunity to read and sign any material before it is placed in his or her personnel file. Each teacher shall acknowledge that he or she has read the material by affixing his or her signature and the date to the copy. The affixed signature shall not indicate agreement with the content of the material, but indicates only that the material has been inspected by the teacher. The teacher may reply in writing, and such reply shall be attached to the filed copy. Teachers may request a meeting with the Superintendent to discuss the contents of their personnel files.

9.04 Anonymous Materials

Anonymous letters or materials shall not be placed in a teacher's file.

9.05 Copies of File Documents

A teacher shall be entitled to a copy of any material in his/her file.

ARTICLE 10.00 – TEACHER DISCIPLINE

10.01 Teacher Discipline Procedure

10.01.1 Discipline Other Than Suspension

10.01.1a Prior to disciplinary action given to an employee, the Administration shall first have a meeting with the employee.

10.01.1b The employee shall be given advance notice of the meeting and shall be given specific written details of allegations and shall be informed that the meeting is to determine whether disciplinary action will be taken.

10.01.1c The employee has the right to Association representation at all disciplinary meetings. It is the responsibility of the employee to request Association representation.

10.01.1d All written reprimands shall clearly state that it is a reprimand.

10.01.2 Teacher Suspension Procedure

10.01.2a The Administration has the right to suspend a teacher with or without pay for disciplinary purposes.

10.01.2b Prior to any such suspension, the Administration shall inform the teacher of the investigation of the incident or infraction(s) upon which any such suspension will be based. The results of the investigation shall be reduced to writing and given to the teacher along with a recommendation for a possible suspension with or without pay.

10.01.2c Upon request of the teacher and within five (5) days of the teacher's receiving written notification of a possible suspension with or without pay, the teacher may request a meeting with the Superintendent. The teacher shall have the right to representation at the meeting.

10.01.2d The Superintendent's decision on the suspension shall be issued within ten (10) days after the Superintendent's meeting.

10.01.2e Suspension of a teacher with or without pay for disciplinary reasons shall only occur for just cause. This just cause standard in this provision shall not apply to the nonrenewal of the teacher's limited teaching contract, nor shall it affect in any way the rights of the Board or members of the bargaining unit with respect to termination procedures initiated under O.R.C. §3319.16.

10.01.2f No teacher shall be disciplined, reprimanded, reduced in rank or compensation without just cause. Any such discipline, reprimand or reduction in rank, compensation or advantage including adverse evaluation of teacher performance or violation of professional ethics asserted by the Board or any agent or representative thereof shall be subject to the professional grievance procedure hereinafter set forth.

ARTICLE 11.00 TEACHER PERFORMANCE APPRAISAL PROCEDURE

11.01 Evaluation Procedure Defined

The evaluation procedure established in this agreement conforms to the framework for the evaluation of teachers developed pursuant to Sections 3319.111, 3319.112, and 3319.113 of the Ohio Revised Code.

11.02 Evaluation Committee

Evaluation of personnel is clearly a management right provision and shall be conducted accordingly. Suggested changes in the assessment program will come from the Evaluation Committee. The Evaluation Committee will be comprised of the Association President or his/her designee and two (2) Association members selected by the President. In addition, the Superintendent or his/her designee and two (2) administrators selected by the Superintendent. Changes agreed upon by the Evaluation Committee will be recommended to the Association President and the Superintendent for inclusion in this Article. Any changes must be ratified by the Board and Association.

11.03 Definitions

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

"Teacher" – For purposes of this policy, "teacher" means licensed instructors who spend at least fifty percent (50%) of his/her time providing content-related student instruction and who is working under one of the following:

A. A license issued under R.C. 3319.22, 3319.26, 3319.222, or 3319.226; or

B. A permanent certificate issued under R.C. 3319.222 as it existed prior to September, 2003; or

C. A permanent certificate issued under R.C. 3319.222 as it existed prior to September, 2006; or

D. A permit issued under R.C. 3319.301.

Pursuant to O.R.C. 3319.16, it is the responsibility of each teacher to maintain current certification/license in the field of instruction and to maintain all current teaching certification/license areas.

Substitute teachers and teachers not meeting this definition are not subject to evaluation under this policy. Full-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 CEA.

The Superintendent, Treasurer, and any "other administrators" as defined by R.C. 3319.02 are not subject to evaluation under this policy.

"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 R.C. 3319.111(D); and

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

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

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

"Core Subject Area" – Means reading and English language arts, mathematics, science, foreign language, government, economics, fine arts, history and geography.

"Student Growth" – Is defined as the change in student achievement for an individual student between two (2) or more points in time.

"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.

"Vendor Assessment" – Student assessments approved by the DEW 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.

"Evaluation Cycle" – Is the period of time for the completing of the evaluation procedure. The evaluation cycle is completed when the teacher performance is assigned a final holistic rating.

"Evaluation Factors" – Refers to the multiple measures that are required by law to be used in the teacher evaluation procedure.

"Evaluation Framework" – Means the document created and approved by the DEW in accordance with R.C. 3319.111(A) that establishes the standards-based framework for the evaluation of teachers developed under R.C. 3319.112.

"Evaluation Instruments" – Refers to the forms used by the teacher's evaluator. Those forms, developed by the DEW, are found on the DEW website.

"Evaluation Procedure" – The procedural requirements set forth in this policy are intended to provide specificity to the statutory obligations established under R.C. 3319.111 and R.C. 3319.112 and to conform to the framework for the evaluation of teachers developed under R.C. 3319.112.

"Evaluation Rating" – Means the final holistic rating level that is assigned to a teacher pursuant to terms of this policy. The evaluation rating is assigned at the conclusion of the evaluation cycle. Each completed evaluation will result in the assignment of one (1) of the following evaluation ratings of Accomplished, Skilled, Developing, or Ineffective.

"Teacher Performance" – Is the assessment of a teacher's performance, resulting in a performance rating. As an evaluation factor, teacher performance is based on direct observations of a teacher's practice (including materials and other instructional artifacts) and walkthroughs that are performed by a credentialed evaluator.

"Teacher-Student Data Linkage" (TSDL) – Refers to the process of connecting the teacher(s) of record (based upon above definition) to a student and/or defined group of students' achievement scores.

"Self-Assessment Summary Tool" – Is provided to help the teacher identify areas of strength and areas for growth, think about sources of evidence, and establish overall

priorities to enhance practice. The priorities that are established through this process should be used to aid in the development of goals for the Professional Growth Plan, as well as provide guidance to teacher and evaluator on the selection of the focus area(s).

11.04 Criteria for Performance Assessment

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

Each teacher evaluation will result in an effectiveness rating of:

1. Accomplished;
2. Skilled;
3. Developing; or
4. Ineffective

11.05 Assessment of Teacher Performance

Teacher performance will be evaluated during formal observations and at least two (2) informal observations also known as "classroom walkthroughs" occurring prior to the final holistic rating. OTES 2.0 requires one (1) formal holistic observation, followed by a conference; at least two (2) walkthroughs (informal observations) and one (1) formal focused observation, both with an emphasis on identified focus areas, when applicable; and one (1) summative conference. Teachers who are not being considered for non-renewal will receive a minimum of two (2) formal observations. Teachers who are being considered for non-renewal and have a limited or extended-limited contract will receive a minimum of three (3) formal observations.

During the first formal observation, the evaluator documents all observed areas on the Teacher Performance Evaluation rubric as well as information collected through the pre-conference. A post-conference between the teacher and the evaluator occurs after the formal holistic observation to determine the identified area of focus. The focus may be an area of strength, an area for improvement, or both.

This first observation allows teachers with a final holistic rating of "accomplished" to select their own focus area. Teachers with a final holistic rating of "skilled" select the focus area in collaboration with their evaluator. Teachers with a final holistic rating of "developing" receive guidance from their evaluator to determine the focus area. Evaluators select the focus area for teachers with a final holistic rating of "ineffective."

The second formal focused observation and classroom walkthroughs are focused on identified focus area(s). However, during walkthroughs and the formal focused

observation, evaluators are not limited to collecting evidence on the identified focus areas.

A. The purpose of performance evaluations is to identify strengths of employees, to discover areas in which employees may have difficulties, to determine and provide what help the employee may require to be successful, and to document the circumstances that lead to the decision.

B. Performance evaluations will be done openly with the full knowledge of the employee, and will be carried out in a fair, reasonable and objective manner.

C. All observations and evaluation will be conducted by the building principal/designee as long as designee has regular contact with the employee, and is properly certified to perform evaluations.

11.06 Walkthrough Procedure

A. The walkthrough shall be less than thirty (30) minutes but shall not constitute a formal observation.

B. Data gathering from a walkthrough for evaluation purposes must be documented.

11.07 General Procedures for Evaluations

A. The first formal holistic classroom observation must be completed on or before January 20 and the second observation must be completed by May 1.

B. A teacher who has been granted a continuing contract by the Board of Education and who receives a rating of "Accomplished" on his/her most recent evaluation shall be evaluated once every three (3) school years.

C. The Board may evaluate each teacher who received a final holistic rating of skilled on the teacher's most recent evaluations once every two (2) years.

D. For skilled and accomplished teachers not evaluated under B and C above, the following evaluation procedure applies: a credentialed evaluator may hold a pre-conference; conduct at least one observation, as defined in law on the standards in performance and be at least thirty (30) consecutive minutes and hold at least one conference with the teacher and must coincide with the observation. Additionally, the post-conference shall be held prior to May 10.

E. Teachers new to the District will start the full OTES cycle regardless of previous OTES Summative Ratings in a prior district.

F. The Board may elect not to conduct an evaluation of a teacher who meets one of the following requirements:

1. The teacher was on leave from the District fifty percent (50%) or more of the school year, as calculated by the Board;

2. The teacher has submitted notice of retirement, and that notice has been accepted by the Board not later than December 1st of the school year in which the evaluation is otherwise scheduled to be conducted;

11.08 Formal Observations Procedure

A. All formal observations, at the teacher's and/or evaluator's request, may be preceded by a conference (pre-conference) between the evaluator and the teacher in order for the teacher to explain plans and objectives for the work situation to be observed. The conference shall be held no more than ten (10) workdays prior to the observation.

B. Formal observations shall be for a duration of at least thirty (30) consecutive minutes.

C. Within ten (10) workdays of each formal observation, the evaluator shall provide the bargaining unit member with the first written observation report. Within fifteen (15) workdays of the formal observation, the evaluator shall meet to discuss the observation at the request of the teacher and/or evaluator.

11.09 High Quality Student Data (HQSD)

Choosing and using High Quality Student Data to guide instructional decisions and meet student learning needs is key in making sound instructional decisions for students. The teacher evaluation will use at least two (2), but no more than four (4) measures of district-determined HQSD to provide evidence of student learning attributable to the teacher being evaluated. When applicable to the grade level or subject area taught by a teacher, HQSD shall include the value-added progress dimension and the teacher shall use at least one other measure of HQSD to demonstrate student learning. HQSD may be used as evidence in any component of the evaluation where applicable.

A. Teachers will demonstrate how they use data to:

1. Plan instruction based on data

2. Adjust instruction in response to data
3. Reflect upon the effectiveness of instruction as evidenced in the data

B. Teachers must use the data generated from the HQSD instrument by:

1. Critically reflecting upon and analyzing available data, using the information as part of an ongoing cycle of support for student learning.

2. Considering student learning needs and styles, identifying the strengths and weaknesses of an entire class as well as individual students.

3. Informing instruction, adapting instruction to meet student needs based upon the information gained from data analysis.

4. Measuring student learning (achievement and/or growth) and progress towards achieving state/local standards.

C. Examples of HQSD

1. DEW approved vendor assessments
2. Locally defined measures
   a. Classroom assessments
   b. Performance tasks/rubrics
3. Value-added (EVAAS)

D. Any locally defined measure used must be rigorously reviewed to meet all of the following criteria:

1. Align to learning standards
2. Is directly attributed to the teacher being evaluated for course(s) and grade level(s) taught
3. Demonstrate evidence of student learning (achievement and/or academic growth)
4. Follow protocols for administration and scoring
5. Measure what is intended to be measured
6. Is fair and unbiased
7. Provide trustworthy results

E. HQSD Verification Form

1. Designated two (2), but no more than four (4), sources of HQSD that will be used in the given evaluation year.
2. Teacher submits HQSD verification form to evaluator no later than twenty (20) calendar days after the start of the course to which the HQSD verification form applies.

11.10 Finalization of Evaluation

A. Each teacher's performance rating will produce the final holistic evaluation rating.

B. The evaluating administrator/designee will schedule and meet with the teacher for the final evaluation conference within twenty-five (25) workdays of the second formal observation. This timeline will be extended if the bargaining unit member or evaluator is absent.

C. The evaluation report shall be signed by the evaluator. The evaluation report should then be signed by the teacher, electronically or on paper, to verify notification to the teacher that the evaluation will be placed on file, but the teacher's signature should not be construed as evidence that the teacher agrees with the contents of the evaluation report. This will be signed by May 10.

D. A teacher shall have the right and opportunity to submit a written statement for attachment to the written evaluation placed in the member's personnel file.

E. If the evaluation is not completed due to the absence of the teacher, the evaluation shall be deemed completed based upon the portion of the evaluation procedure completed.

11.11 Professional Growth Plan and/or Professional Improvement Plan

Either a Professional Growth Plan or an Improvement Plan will be developed annually. Each plan will be based upon the results of the evaluation and will be aligned to any existing school district or building improvement plan. Professional Growth Plans cannot replace Individual Professional Development Plans (IPDP), nor can Individual Professional Development Plans replace Professional Growth Plans.

<u>Professional Growth Plans</u>

A. Professional Growth Plans help teachers focus on areas of professional development that will enable them to improve their practice.

B. Teachers rated Accomplished, Skilled or Developing are accountable for implementing and completing the plan and should use it as a starting point for the school year.

C. A teacher who is new to the profession or district develops a Professional Growth Plan collaboratively with the evaluator. A teacher with a Final Holistic Rating of "Accomplished" develops a self-directed Professional Growth Plan annually. A teacher with a Final Holistic Rating of "Skilled" develops a Professional Growth Plan annually, working jointly with the evaluator. A teacher with a Final Holistic Rating of "Developing" annually develops a Professional Growth Plan guided by the evaluator.

D. Professional growth plans for a school year shall be developed no later than October 1, and may be developed as early as the spring of the preceding school year.

E. Professional growth plans shall describe the specific performance expectations, resources, and assistance to be provided.

E. The Board shall provide for the allocation of financial resources to support professional development.

Improvement Plans

A. A professional improvement plan is a clearly articulated, written assistance program for a teacher who has a final holistic rating of ineffective. A teacher with a final Holistic Rating of Ineffective will be placed on an Improvement Plan developed by the assigned credentialed evaluator. The district has the discretion to place any teacher on an Improvement Plan at any time based on any individual deficiency in the evaluation system.

B. The professional improvement plan shall include:

1. Specific performance expectations, deficiencies, goals, resources, and assistance to be provided.

2. The District will provide for the allocation of financial resources to support professional development for a teacher on an improvement plan.

C. The evaluator involved shall assist the teacher in correcting identified deficiencies. The primary responsibility for improvement rests with the teacher.

D. The District may provide the teacher with trained mentors/coaches as appropriate. If mentors/coaches are prescribed in the improvement plan, release time to allow for meetings/observations with the teacher under an improvement plan will be provided.

E. Once a teacher receives a rating of Developing or higher, the teacher will no longer be under an improvement plan.

11.12 Due Process

A grievance may be filed for procedure errors, fraudulent and/or inaccurate data or information.

11.13 Evaluation of Non-OTES Teachers

A. The Board must evaluate any teacher on a limited contract or an extended limited contract in any school year in which the Board may wish to non-renew said teacher.

1. The evaluation process requires:

a. At least two (2) evaluation cycles shall be conducted in the school year in which the teacher is being evaluated. Each evaluation cycle shall contain at least one formal observation (not less than thirty (30) minutes in duration);

b. The first observation(s) must be conducted and completed no later than January 20 using the Observation Form for Professional Staff;

c. The teacher must receive a written report of the evaluation results no later than January 30 using the Evaluation Form;

d. A second observation must be conducted and completed on or after January 21 and be completed no later than May 1. Either party may elect a third observation, which can occur in a year in which nonrenewal is being considered. If the employee requests a third observation, such request must be made by April 15;

e. The teacher must receive a written report (Evaluation Form) no later than May 10;

f. The written report of the evaluation includes specific recommendations regarding any improvements needed in the performance of the teacher being evaluated and regarding the means by which the teacher may obtain assistance in making such improvements.

B. The evaluator must be a credentialed evaluator.

C. The observation and evaluation forms for non-classroom teachers are found in the Appendix.

11.14 Conferences

Unless otherwise mutually agreed to, all conferences between the Administration and a bargaining unit member shall be held during the workday.

11.15 This section does not apply to teachers subject to evaluation procedures under O.R.C. §§3319.01 and 3319.02 or to any teacher employed as a substitute for less than one hundred twenty (120) days during a school year pursuant to O.R.C. §3319.10.

11.16 All forms used in the evaluation process are found on the DEW website.

11.17 State Mandated Testing

A. Teachers shall have access to all state mandated test results for their students.

B. Teachers shall be given reasonable notice when students are to be out of their classroom for state mandated testing, tutoring or intervention.

11.18 The parties intend this procedure shall supersede the evaluation requirements of O.R.C. §§3319.11 and 3319.111.

11.19 School Counselors

School counselors shall be evaluated in accordance with the requirements of O.R.C. 3319.113. The school counselors shall be evaluated using DEW forms. Any changes to the DEW forms during a school year will be incorporated at the beginning of the next school year.

ARTICLE 12.00 – PROTECTION OF TEACHERS

12.01 Enforcement of Discipline

The Board hereby assures teachers that it will put its full support behind the discipline procedures and policies hereinafter recommended and adopted by the Board in matters of discipline. The Administration and the teachers recognize a mutual responsibility for the enforcement of discipline fairly and consistently without discrimination due to race, creed, color or sex. It is recognized and agreed that there is a continuing need to review discipline policies and procedures by mutual study.

12.02 Physical Assault

Any case of physical assault on a teacher shall be promptly reported to the Board through channels. The administration, after teacher approval, shall take the appropriate course of action in handling the incident with the law enforcement and judicial authorities. The same procedure shall be followed in case of personal property damage or loss on school grounds. This does not negate individual responsibility to obtain redress for assault or personal property loss.

12.03 Complaints Against a Certificated/Licensed Staff Member

12.03.1 When a parent or student has a complaint against a teacher, if a decision is made by the Principal or Superintendent/designee that a meeting involving the staff member and complainant is justified, the administration will ensure that any appointments made involving the teacher will occur at a time that will not interfere with the teacher's class periods. If such conferences fail to resolve the problem or problems, the Principal shall be called upon to confer with the parent and/or student and teacher.

12.03.2 If such conferences still do not resolve the problem, the complainant may submit his/her signed complaint in writing to the Principal. If a complaint is filed, the Principal shall forward a written copy of such complaint to the Superintendent and the teacher on the same day.

12.04 Special Needs Students Responsibilities

12.04.1 If any special needs students are placed in a classroom, the teacher will not be required to: administer medication, perform any medical procedures or handle problems with bowel or bladder control or body fluids. The classroom teacher shall not be responsible for any lifting, diapering, or procedures such as catheterization or tube feeding. The provision shall not apply to administering medication on field trips, provided the teacher administering the medication has successfully completed the annual medication administration training.

12.04.2 No teacher shall be required to administer medication to any student nor shall they be required to perform medical procedures or other such procedures of a physical nature such as catheterization for any student. The provision shall not apply to administering medication on field trips, provided the teacher administering the medication has successfully completed the annual medication administration training.

ARTICLE 13.00 – PROFESSIONAL RESPONSIBILITY

13.01 Teachers exercise reasonable and mature judgment in controlling student behavior on school property.

13.02 Teachers shall be available for parent conferences and student help. Teachers shall arrange for conferences with parents when it appears that better understanding or more cooperative support from the home is required for the student's success in a program. Such arrangements shall be made by the parent and teacher concerned at a mutually agreeable time.

13.03 Teachers shall make adequate preparations for daily instruction to achieve specific objectives. Adequate preparation means that all lesson plans must be completed at the start of the workweek and must be linked to the standards and expectations of the DEW regarding student learning outcomes.

13.04 Teachers shall exercise reasonable care for school materials, equipment, and facilities assigned to them.

13.05 Every teacher should attempt to keep abreast of new developments and trends in his/her teaching field.

13.06 Each teacher shall participate, as needed, in the preparation of reports required by the State Department of Education through the Superintendent of schools. An Administrator will review and acknowledge the content prior to finalization.

13.07 Teachers recognize that their primary job is teaching and outside employment should not interfere with the performance of the primary job.

13.08 Teachers shall assume the responsibility of instructing the pupils they are assigned. Teachers should use the counseling and special services of the District to assist their instructional efforts. Teachers should use all means available to them and assist in the development of the use of aides, community resources, and community involvement to improve the effectiveness of their instruction.

13.09 The facilities, staff, instructional materials, and programs of the Celina City School District should be continually upgraded to meet or exceed state standards.

13.10 At the beginning of every school year, each building Principal shall provide the teachers within his/her building a handbook of information pertaining to that building.

13.11 Each teacher will have flexibility in selecting teacher-chosen classroom materials consistent with the Board approved curriculum standards. The building Principal must approve all purchases insofar as they relate to the total scope and sequence of the subject being taught. Teachers are under no circumstances required to expend their personal funds for classroom materials.

13.12 Teachers shall have all possible preparations to facilitate the work of the substitute teacher, including initial lesson plans, seating charts, and other pertinent details.

13.13 It shall be the responsibility of the teacher to ensure that all leave statements submitted related to any form of leave prescribed in Article 20 of this Agreement be accurate and truthful. The falsification of a leave statement shall be grounds for employee discipline pursuant to Ohio law.

ARTICLE 14 – SCHOOL YEAR AND SCHOOL DAY

14.01 School Year

The school calendar shall adhere as closely as possible to the following guidelines:

14.01.1 The school calendar is to be based upon a maximum of one hundred eighty-six (186) days.

Beginning with the 2023-24 school year, these days shall include the one hundred eighty (180) student days, two (2) teacher orientation/inservice days prior to the opening of school, and one (1) teacher records day at the end of the school year.

In addition, each teacher shall be required to participate in two (2) teacher inservice days with input from the Association and five (5) hours to be used to do records.

14.01.2 The school calendar is to be divided into grading periods as nearly equal as possible in length.

14.02 School Day

14.02.1 The Board agrees to provide at least sixty (60) days' advance notice prior to implementing a change in the teacher day under the guidelines prescribed in 14.02.2 below. During this sixty (60) day period, the Board and Administration agree to meet and confer with the Association on the effects of the change on bargaining unit members.

14.02.2 The standard teacher day shall be seven (7) hours and thirty (30) minutes. A teacher will report to his or her classroom or other designated area fifteen (15) minutes before classes are to begin and remain fifteen (15) minutes after classes are dismissed. On Fridays or the day before vacations or professional days they may leave five (5) minutes after classes are dismissed.

14.02.3 Guidance counselors, media specialists, social workers, and school nurses may be assigned hours which are different from the regularly scheduled hours in a typical school day, in order to allow service to students either before or beyond the students' day.

14.02.4 Each teacher shall be granted thirty (30) minutes uninterrupted duty-free time for lunch.

14.02.5 Teachers whose college classes or travel time to classes require early departure from their school building may upon informing and receiving permission from their Principal leave immediately after completion of classroom duties. Arrangements may be made upon request to the Principal for early departure.

14.02.6 Building faculty meetings which extend the school day by not more than thirty (30) minutes may be called monthly. Meetings which may extend the school day by not more than one (1) hour may be called not to exceed four (4) meetings annually. Teachers may be required to attend as many as two (2) evening meetings per school year. Staff members are strongly encouraged to attend building extracurricular activities, but attendance at Open House shall be mandatory. (Meetings required for individual and/or group formal evaluations are not governed by this section. Times for such meetings shall be arranged by mutual consent.)

14.02.7 Each teacher is requested to participate in departmental and/or curriculum textbook meetings.

14.03 Parent-Teacher Conferences

14.03.1 The equivalent of one (1) day for 7-12 parent-teacher conferences and the equivalent of two (2) days for K-6 shall be scheduled. The times and structure, as well as the scheduling of parents, shall be determined by the Building Leadership Team within each building.

14.03.2 Parent-Teacher conference times shall be scheduled outside of the teacher's normal student contact time for the first conference day. There shall be no students in session during the second K-6 conference day.

14.03.3 The dates for parent-teacher conferences will be included in the annual district's calendar.

14.04 Calamity Day/Emergency Closings

14.04.1 Except as set forth in 14.04.4, any days schools are closed by the Administration due to a declaration of a public calamity, employees shall not be required to report to their buildings except in emergency situations.

When the Administration determines that a delay in school starting time is necessary, employees shall report according to the delay schedule.

14.04.2 In the event of early dismissal of students due to a declaration of a public calamity, employees shall not be required to remain in the building longer than current contract language requires following the dismissal of students.

14.04.3 Should the Board determine that a make-up day should be scheduled, teachers will not receive additional compensation for working the make-up day.

14.04.4 After the District has designated five (5) school days as calamity days, as long as permitted by Ohio law, the next three (3) calamity days will be utilized as Online Learning Days to be established in accordance with Ohio law. Any additional calamity days in that school year will be made up as determined by the administration. Teachers will report to work according to their building's two-hour delay schedule. If the Mercer County Sheriff declares a Level 2 or 3 weather emergency, then teachers should work remotely.

ARTICLE 15.00 – SCHOOL CALENDARS

15.01 A recommended school calendar shall be prepared by the Superintendent and a committee of two (2) teacher representatives (elementary and secondary levels) appointed by the Association President on dates established by the Superintendent.

15.02 Upon its adoption or revision by the Board, this calendar shall be distributed by the Superintendent to all faculty members prior to the close of school, if possible. Once the calendar is adopted by the Board, amendments to the calendar shall be made by the Board only after notice to the President of the Association.

ARTICLE 16.00 – TEACHER ASSIGNMENT

16.01 The Board and the Association recognize that the availability of optimum school facilities for both student and teacher is desirable to insure the high quality of education that is the goal of both the teacher and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach, to remain with the assigned students, and that the organization of the school and the school day should be directed at ensuring that the energy of the teacher is primarily utilized to this end. In accordance with Section 3313.47 of the Revised Code and Ohio Attorney General's Opinion 2457 (1958), the Association recognizes that the Superintendent of schools has the sole authority in the assignment of teachers.

16.02 The Superintendent and Board agree that the following concepts are desirable for the smooth functioning of the school system:

16.02.1 Each teacher grades seven (7) through twelve (12) will have at least one (1) unassigned period for planning purposes. All elementary teachers will have two hundred (200) minutes per week of planning time. Incidental time (time less than a period of ten (10) minutes and time before and after school) will not count as planning time.

16.02.2 K-6 elementary teachers will be unassigned to students during recess and lunch periods allowing for teacher directed intervention, TBT's, collaboration, parent communication, and remediation as needed. Each regular classroom teacher will be assigned on a rotation basis to monitor classrooms during emergency (i.e., inclement weather). This duty will not exceed thirty-six (36) recess periods per year. All teachers are responsible for student supervision in the hallways and restrooms.

16.02.3 Regular classroom teachers will not be assigned outside the scope of their fields of certification/licensure.

16.02.4 Teaching personnel in grades seven (7) through twelve (12) will teach seven (7) periods in an eight (8) period day or eight (8) periods in a nine (9) period day. Any deviation from the above will be agreed to in writing by the instructor.

16.02.5 Any deviation from the above will be agreed to in writing by the instructor.

16.02.6 Teachers who will be affected by changes in grade assignment in the elementary school grades and by subject assignment in secondary school will be notified and consulted by their Principals as soon as practicable. All transfers will be made in accordance with transfer procedures stipulated in Article 18 of the Master Agreement.

16.02.7 Teachers who are asked by their building principal(s) to cover the class of another teacher during their preparation period will be paid at the following rate: High School and Middle School teachers shall be compensated at the rate of twenty dollars ($20) per class period. Elementary and Intermediate teachers shall be compensated at the rate of twenty dollars ($20) per class period.

This provision is voluntary and does not require the teacher to give up their preparation time.

16.02.8 TBT (Teacher Based Teams) meetings will be held during the teacher day. Each schedule TBT session will be a minimum of forty (40) minutes.

16.03 Job Sharing

16.03.1 The job sharing must have the approval of the building principal and the superintendent.

16.03.2 Applicants for a job-sharing position shall have a minimum of two (2) years teaching experience to qualify.

16.03.3 A written plan shall be submitted to the building principal with the following elements:

1. The plan will be in effect for a full school year.
2. The grade level, building, and subject to be shared.
3. The job-sharing teachers are to jointly develop teaching methods and techniques, and grading practices that ensure consistency and compatibility of the program.
4. The percentage of the regular full-time work day and exact time schedule each participant proposes to present on the site plus teaching schedule.

16.03.4 Teachers who wish to participate must locate a candidate for the job-sharing partnership. No current staff member shall be required to job share.

16.03.5 All negotiated benefits shall be split according to the percentage of a regular full-time work day served by the participant.

16.03.6 Job sharing teachers shall be considered for contract status, evaluation, and layoff on the same basis as other teachers.

16.03.7 Each participant must attend all contractually required duties that are required of a full-time teacher (e.g., parent-teacher conferences, required principal meetings, back to school night, etc.).

16.03.8 The number of job sharing participants is limited to six (6) teachers (three [3] teaching positions).

16.03.9 The superintendent must be notified by April 1 of each year as to whether the participants wish to continue in the present arrangement or return to full-time contract status.

16.03.10 The assignment of teachers returning to full-time contract status shall be in accordance with the assignment provisions of this negotiated agreement.

ARTICLE 17.00 – CLASS SIZE

17.01 Class Size

The Board and the Association recognize that the teacher-pupil ratio is an important aspect of an effective educational program. The maximum number of pupils per regular classroom teacher will be as follows:

1.	Kindergarten – Grade 4	-	23 pupils
2.	Grades 5-6	-	26 pupils
3.	Grades 7-12 – Academic	-	27 pupils per class period and an average of 25 pupils per class period each grading period.
4.	Special Education	-	According to state operating standards then in effect. Current standards in effect at the commencement of this Agreement as reproduced as Appendix A. These standards are not negotiated language and are subject to change by the state of Ohio.
5.	Laboratory & I.T.	-	24 pupils
6.	Large groups determined individually (i.e., band, chorus, group lectures, etc.)		
7.	Tri Star	-	25 pupils

The maximum number of pupils in classifications K-6 may be exceeded by two (2) pupils. If a K-6 teacher's class size exceeds the maximum number of pupils in a

given school year, it will not exceed the maximum the following school year. The maximum number of pupils in classifications 7-12 may be exceeded by two (2) pupils per class period in a grading period. If a 7-12 teacher's class size exceeds the maximum number of pupils per class period in a given grading period, it will not exceed the maximum the following grading period.

17.02 Labor Management Committee

17.02.1 The Celina City School District shall have a Labor Management Committee. The purpose of the Labor Management Committee shall be to facilitate communications about the operation of the school district and to involve employees in communicating ideas/solutions about day-to-day operational activities, problems, or concerns. This will also provide an opportunity for information exchange between the buildings, members and administration.

17.02.2 The Labor Management Committee shall meet up to three times per year. The agenda shall be a cooperative effort between the Superintendent and the President of the Association with both sharing in the operation of the meeting. The meeting shall be scheduled at a mutually agreed upon time. The Labor Management Committee shall consist of up to five members from the Association and up to five members from the Administration.

17.02.3 The Labor Management Committee representatives are to solicit input from their respective membership and to report these items at the Labor Management Committee. Representatives are responsible to provide their building a written report of the meeting. The Association President is responsible to provide the Executive Committee a report of each meeting.

17.03 Teaming Provisions

If the teaming philosophy program is implemented in any building, all team members shall have one (1) team planning period and one (1) individual planning period. Teaming Provisions do not apply to the Ohio Improvement Process or Teacher-Based Teams.

ARTICLE 18.00 – PROMOTIONS, VACANCIES, & TRANSFERS

18.01 A promotional position is one which pays a salary differential and/or is a position on the special, supervisory, or administrative level.

18.02 All openings for promotion, new positions or vacated positions in the Celina City School District that the Superintendent intends to fill shall be made known to employees through appropriate posting in school buildings and/or by announcement through the media. Written notice of vacancies shall be given to the Association

President via e-mail. With the exception of the time period between August 1 and the start of each school year, interviews for a posted position shall not be held before at least ten (10) calendar days after the initial posting.

18.03 Any certificated/licensed person may apply for such a position. All applications must be in writing on the official application form and must be filed with the Superintendent within ten (10) calendar days after the position is posted. In filling such vacancy, the Board agrees to screen applicants and interview those applicants most qualified for the position.

18.04 The Association recognizes that policy concerning promotions and fillings of vacancies is governed by law. In filling these positions, the Superintendent shall consider the following:

18.04.1 Best interests of the students and the educational program in the District;

18.04.2 Recommendations made by involved Principals; and

18.04.3 Academic and experience credentials of applicants based upon qualification criteria as posted by the Administration; and

18.04.4 Qualified staff members shall be offered an interview for bargaining unit positions.

18.05 Since the frequent transfer of teachers from one school to another is disruptive to the educational process and interferes with optimum teacher performance, the Board and Association agree that the transfer of teachers should be minimized.

18.06 Teachers desiring a transfer from their present teaching assignment should indicate their wishes by submitting a transfer request letter regarding a vacant position for which the teacher is interested. This request will at a minimum result in an interview of the employee.

18.07 Teachers will be involuntarily transferred during the school year only to prevent a reduction in force or during times when the Board is projecting a budget deficit.

18.08 Notice of all transfers will be given to the teachers concerned as soon as practicable and under normal circumstances, before the end of the school year.

ARTICLE 19.00 – REDUCTION IN STAFF

19.01 A reduction in the number of teachers in the District through the suspension of teaching contracts may occur based upon the following reasons:

A. Decreased enrollment of pupils;

B. Financial reasons as determined by the Board;

C. Return to duty of regular teacher after extended leave of absence;

D. Territorial changes affecting the District; and/or

E. Suspension of schools.

19.02 To the extent possible, the number of employees adversely affected by a reduction in force will be minimized by not employing replacements for employees who retire, resign, go on leave of absence, or whose limited contracts are not renewed for reasons other than a reduction in force so long as said departing employees are working in grade/subject areas which are part of the District's reduction plan.

19.03 The Board will make reasonable reductions as recommended by the Superintendent. Contracts will be suspended as needed, within each teaching field affected. Preference for available positions will be given to teachers on continuing contracts and to teachers who have greater seniority within the District. Teachers whose contracts are suspended or nonrenewed as a reduction in staff shall have the right to be restored to service status in the order of seniority in the District with preference given to continuing contract holders, if and when teaching positions become available for which those teachers are or may become qualified. However, no preference for seniority shall be given for layoff or recall except when making a decision between teachers, regardless of contract status, who have comparable evaluations defined in the following manner:

1. a. The first to be suspended shall be those teachers with evaluation ratings of "Ineffective."

   For continuing contract teachers, the rating of "Ineffective" shall be based upon three consecutive years of student growth data.

   For limited contract teachers, the rating of "Ineffective" shall be based only on the principal's final holistic rating.

   b. The next teachers to be suspended shall be those teachers on limited contracts with ratings of "Developing" who have improvement plans.

   c. The next teachers to be suspended shall be those teachers on limited contracts with ratings of "Developing" who have professional growth plans.

For b. and c. (above), the rating of "Developing" shall be based only on the principal's final holistic rating.

2. Seniority shall only be used when deciding between teachers with comparable evaluations. Comparable evaluations shall include those teachers with evaluation ratings of "Accomplished' and/or "Skilled".

No new personnel will be hired until all reduced staff members qualified to fill vacation positions are restored, or all qualified staff members on reduction decline the offer to fill the vacancy.

19.04 For the purpose of this section, "teaching field" is defined as those subjects or fields on the teacher's certificates/licenses. Seniority is defined as including only continuous, unbroken service within the District. A seniority list will be posted annually and at least thirty (30) days prior to the effective date of a staff reduction.

19.05 It is understood that the final decision as to reductions will be determined by the Board in accordance with this Agreement and Ohio law.

19.06 In the event of a reduction in force occurring, any regular, full time teacher(s) whose position(s) is reduced in force may elect to request assignment to the hourly position of an hourly teaching employee with less seniority. Such hourly teaching employee shall be placed on the RIF list as provided for in the collective bargaining agreement between the parties.

The regular full time teachers who replace an hourly teaching employee shall have the right of restoration to regular full time teaching positions, according to their seniority, whenever such positions become available for which the employee has the correct certification/licensure.

19.07 Limited contract teachers whose contracts have been suspended shall have their name on a recall list for a period of twenty-four (24) months from the effective date of the layoff after which time said individual shall no longer be employed by the Board.

19.08 Continuing contract teachers whose teaching contracts have been suspended shall have their name on a recall list for a period of sixty (60) months from the effective date of the layoff after which time said individual shall no longer be employed by the Board.

19.09 Except to fulfill technology requirements as determined by the District, bargaining unit positions and employees shall not be reduced or eliminated and be replaced with non-bargaining unit employees.

19.10 In the event an employee is reduced in force and is placed on recall list, they will be notified by mail of all positions for bargaining unit vacancies, and offered these positions for which they may be certificated or licensed in accordance with Section

19.03. In the event the vacant position(s) are refused, the employee's name shall remain on the RIF list and the position shall be offered to the next most senior employee on the list progressively until the vacancy is filled. Employees on the RIF list shall have the right to continue group insurance coverage by the Board as provided by COBRA.

ARTICLE 20.00 – LEAVES

20.01 Assault Leave

20.01.1 All certificated/licensed employees of the Board shall be paid regular compensation for the time up to sixty (60) workdays lost due to a physical assault that occurs during school hours or after hours as a result of a school related incident or activity.

20.01.2 The sixty (60) days of Assault Leave shall not be charged to sick leave and shall be considered a separate type of leave.

20.01.3 Any lost time shall be reported electronically when the employee is physically able.

20.01.4 If an "emergency day" or holiday called by the Superintendent during which the schools are closed, occurs during an assault leave period, the teacher will be paid if the rest of the staff is paid.

20.01.5 To be eligible for assault leave, an employee must file a criminal complaint with law enforcement and provide such cooperation, testimony, and evidence as is necessary to prosecute the individual responsible for the assault.

20.02 Childcare/Adoption Leave

Upon request a teacher shall be granted childcare/adoption leave for the remainder of a semester or school year. It is agreed that such a leave would be without salary or fringe benefits. An employee may pay and participate in group insurances during this leave. Upon return, if taking the leave a teacher shall be reinstated in contract status, but not necessarily the same teaching position.

20.03 Court Duty/Jury Duty Leave

20.03.1 In case of absence from duty in response to a subpoena in a case in court, or in an administrative hearing in which the employee is not a party, there shall be deducted from the salary of the employee the amount and only the amount of any witness fee or other compensation, exclusive of any reimbursement paid specifically for expenses incurred by reason of such

subpoena. A certificate signed by the employee and stating the amount of such fee or other compensation, if any, must be submitted by the employee or the full salary for the period of absence shall be deducted.

20.03.2 In case of absence from duty in response to a jury summons, the amount and only the amount of any jury fee or other compensation shall be paid to the Board. The employee will receive their regular pay for the duty.

20.04 Family and Medical Leave Act (FMLA)

20.04.1 The provisions of the Family and Medical Leave Act (FMLA) shall apply to all qualified bargaining unit members.

20.04.2 Employees absent for the six (6) weeks of normal maternity leave or the eight (8) weeks for maternity leave with complications, do not delay the designation of FMLA-qualifying leave and cannot designate more than twelve (12) weeks of FMLA leave. According to the Department of Labor, an employer may not delay designating FMLA-Qualifying leave as FMLA leave.

20.05 Funeral Leave

Funeral leave without loss of pay or deduction from sick leave shall be available to attend and to plan funerals that occur on days school is in session shall be granted to a teacher upon request to the Superintendent as follows:

20.05.1 Immediate family – up to three (3) days. Immediate family shall include spouse, children, stepchildren, parents, stepparents, grandparents, grandchildren, brothers, sisters, stepsiblings, and spouse's parents, aunt, uncle, and any other person (not renters) residing within the immediate household. An additional two (2) days can be supplemented by using personal and/or sick leave days. Any days off due to a funeral shall be reported electronically within one (1) day of the absence.

20.05.2 Other Relatives –

a. One (1) day if within one (1) day driving range (8 hours roundtrip) from Celina as determined by the Superintendent. An additional two (2) days can be supplemented by using personal and/or sick leave days. Any days off due to a funeral shall be reported electronically within one (1) day of the absence.

20.06 Illness Leave

20.06.1 Upon written request of a teacher, the Board shall grant up to two (2) years leave of absence for illness or other disability. It is agreed that such a leave would be without salary or fringe benefits. An employee may pay and participate in the group insurances during this leave. Upon return, a teacher shall be reinstated in contract status, but not necessarily the same teaching position.

20.07 Military Leave

In the event that a teacher is drafted into the military service or enlists in the service, he/she shall be released from his/her contract. The teacher shall be reinstated to the same or similar position upon release by honorable discharge from the service if it is within four (4) years of the release from the teaching contract.

20.08 Personal Leave

20.08.1 Each teacher is entitled to three (3) unrestricted paid personal leave days each work year upon notification to the Principal. Any teacher not using personal leave will be compensated for each day at the starting substitute rate per day up to a maximum of two (2) days. Said stipend compensation shall be provided to the teacher during the last pay period in the yearly contract. Personal leave absences must be submitted electronically within one (1) day of the absence.

a. The Superintendent may approve additional days as warranted by emergency upon the written request, including reasons therefore by any teacher who has exhausted the personal leave provided herein.

b. The Superintendent may approve up to two (2) unpaid personal days for non-emergency use. Such request shall be made to the Superintendent in advance of the days being requested. Before a teacher may apply for the two (2) unpaid personal days, they must exhaust all paid personal leave.

20.08.2 A teacher may carry over one (1) day or cash out at the starting substitute rate. A teacher shall have no more than four (4) paid personal days. The certified staff member must inform the Treasurer in writing of his/her decision about whether to carry over a day or cash out day(s) by the teacher work day at the end of the school year. If the staff member fails to notify the Treasurer by that date, then one personal day will be carried over to the next school year and any other unused personal days will be cashed out.

20.09 Professional Leave

20.09.1 Professional staff members may, upon approval by the Board and/or Superintendent, attend professional meetings, conferences or visitations which provide the opportunity to advance professionally, or complete the Resident Educator Summative Assessment or any other State mandated equivalent. Professional leave days granted for completion of the Resident Educator Summative Assessment or any other state mandated equivalent shall not count towards days granted in Section 20.09.5.

20.09.2 Such approved leave shall be paid leave and shall not be deducted from sick leave or personal leave.

20.09.3 If possible, requests for professional leave shall be filed in the Superintendent's office on the appropriate form far enough in advance to ensure approval/disapproval prior to leaving. The professional staff member shall receive written notice of approval/disapproval of professional leave. Professional leave must be submitted electronically within one (1) day of attending the event.

20.09.4 Request forms must be fully completed. Incomplete forms will be returned to the staff member and will not be considered until they are properly completed and resubmitted.

20.09.5 Employees governed by this Agreement shall be normally limited to no more than two (2) employee initiated professional leave days which occur during assigned teaching time. Any administratively mandated professional leaves will not be considered as employee initiated professional leave days.

20.09.6 Celina City Schools head coaches and department chairpersons may request one (1) additional day each year for clinics or conferences in their area of responsibility.

20.09.7 Teacher delegates or board members of W.O.E.A., O.E.A. or N.E.A., the number to be based upon teacher allotments of the O.E.A., will be released from regular duties without loss of pay to attend W.O.E.A., O.E.A., and N.E.A. meetings. All staff members will file requests to attend these meetings in the Superintendent's office prior to leaving.

20.10 Sabbatical Leave

20.10.1 If a teacher has taught in the Celina City Schools for seven (7) consecutive years, he/she shall be eligible for sabbatical leave of one (1) year. The request shall be in writing and must include a plan for professional

growth, which would include but not be limited to at least some college graduate courses.

20.10.2 Such a plan must be approved by the Superintendent.

20.10.3 A teacher shall be compensated at $10,000/year. No more than three (3) teachers per year will be authorized for leave.

20.10.4 A teacher is limited to such leave no more than once for each seven (7) years of service in the District.

20.10.5 Upon return from such leave, a teacher resumes the contract status held prior to the leave.

20.10.6 An employee may pay and participate in group insurance during this leave.

20.11 Sick Leave

Sick leave is a form of insurance and not a form of compensation. The purpose of sick leave is to protect the teacher and the children (from potential illness) when a teacher becomes ill. Any lost time due to sickness shall be reported electronically within one (1) day of the absence. Such leave can and should be administered uniformly.

20.11.1 All full-time employees of the Board shall be paid regular compensation for time lost due to illness or injury.

20.11.2 Full-time certificated/licensed employees accumulate sick leave credit up to fifteen (15) days/year (one and one-fourth (1 ¼) days/month).

20.11.3 Teachers may use sick leave due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness or injury of the employee's immediate family. (Immediate family as defined in section 20.05.1).

20.11.4 Unused sick leave shall be cumulative to one hundred eighty-six (186) days limit.

20.11.5 The previously accumulated sick leave of a regular teacher who has been separated from the school system shall be placed to his/her credit upon his/her re-employment, and any regular teacher who transfers from one school system to another in Ohio shall be credited with the unused balance of his/her accumulated sick leave, provided it does not exceed the maximum available at the time of transfer.

20.11.6 Employees are to be notified of their cumulative sick leave total during the month of September each year or upon request at other times.

20.11.7 The Board will grant once to each employee up to five (5) additional sick leave days without loss of pay to a teacher who has exhausted his/her accumulated sick leave under the provisions of Section 3319.141 of the O.R.C. In the event that this additional sick leave is utilized and the teacher returns to the employment of the Board, it shall be repaid at the rate of one and one-fourth (1 ¼) days for each month the teacher is under contract. In the event the teacher leaves the employment of the Board, a deduction for the additional sick leave shall be made from the teacher's final pay.

20.11.8 The teacher shall notify the Principal the evening before that he/she will be absent the next day. If this is not possible, the notification shall be given the next morning between 6:30-7:00. The day before the teacher is to return to class, he/she shall call the Principal's office before 3:00 P.M. if possible.

20.11.9 If an "emergency day" or holiday is called by the Superintendent on which the schools are closed occurs during a sick leave period, the teacher will not be charged with a sick leave day.

20.11.10 Any teacher whose personal illness extends beyond the termination of his/her accumulated sick leave shall, at his/her written request, be granted a leave of absence without pay for the duration of such illness, but not to exceed two (2) years. Section 3319.13 of the Revised Code shall prevail.

20.11.11 The provisions of this sick leave policy shall apply to all certificated/licensed employees of the Celina City Schools.

20.12 Sick Leave Bank

20.12.1 All current certified/licensed staff members may contribute one (1) day of their accumulated sick leave to a district-wide sick leave bank. The enrollment date deadline for the sick leave bank is October 15 of each year. The maximum contribution per certified/licensed staff member will be five (5) days. Staff members may elect to donate an additional one (1) day per year, after they have met their five (5) day maximum contribution requirement, if they indicate their desire to do so on their enrollment form, by October 15 each year.

20.12.2 If a certified/licensed staff member chooses to join the sick leave bank, after they chose not to be a sick leave bank member, they will need to donate one (1) day for each year, up to their maximum contribution

requirement of five (5) days, for each of the years they chose not to be a member.

20.012.3 All newly hired certified/licensed staff members will be eligible to join by donating one day of their sick leave.

20.12.4 There shall be seven (7) members of the Sick Leave Bank Committee. The Association President will appoint three certified/licensed members and the Superintendent will appoint three (3) administrators. In addition, the Superintendent will act as the chairperson with one (1) vote.

20.12.5 Applications must be made by the certified/licensed member with the following information: nature of illness or injury; physician(s) diagnosis and prognosis of the illness or injury; projected date to return to work; explanation of previous leave usage; and any other pertinent information the applicant may wish to submit to the committee before a decision is made.

20.12.6 Maximum of twenty (20) days may be granted to an applicant per event, up to a maximum of sixty (60) days per school year. No certified/licensed member may be granted a total of more than eighty (80) days from the sick leave bank.

20.12.7 Members of the bargaining unit may withdraw from participation at any time but any day contributed is not refundable.

20.12.8 Only members of the sick leave bank are eligible to receive sick leave bank benefits.

20.12.9 The Board of Education shall remit the regular salary to the sick leave bank member.

20.12.10 Sick Leave Bank days cannot be used in lieu of application for STRS disability.

20.12.11 Sick Leave Bank cannot be used if the certified/licensed member has applied for and been granted disability retirement.

20.12.12 The certified/licensed employee must have exhausted his/her own sick leave first, before being granted any days from the sick leave bank.

20.12.13 All information and reports relating to application submitted under this article will remain confidential.

20.12.14 The District Treasurer will notify the Sick Leave Bank Committee members and the Association President of the number of days accumulated in the sick leave bank annually.

20.12.15 All certified/licensed employees will be provided with an annual options form to indicate participation in the Sick Leave Bank. The forms will be forwarded to the Treasurer within the ten (10) working days for the enrollment date deadline.

20.12.16 Sick Leave Bank for Maternity. Employees absent for normal maternity leave shall be eligible to receive up to a maximum of fifteen (15) sick leave bank days upon exhaustion of sick leave. The additional sick leave days shall not extend the up to six (6) weeks of maternity leave. Employees who have complications associated with delivery may also be eligible to receive additional days from the sick leave bank. The additional days shall not extend the up to eight (8) weeks of leave.

20.12.17 If the certified employee is incapacitated to such an extent that he or she cannot personally apply for a grant, the applicant's Power of Attorney may apply for the applicant.

ARTICLE 21.00 – PAY PERIODS AND DEDUCTIONS

21.01 Paydays

21.01.1 Salaries will be paid on the basis of twenty-four (24) equal installments paid on the 10th and 25th of each month.

21.01.2 If a payday falls on a day that banks are scheduled to be closed (i.e., holiday or weekend), checks will be electronically deposited the business day prior to the day the banks are scheduled to be closed.

21.01.3 Hourly earnings submitted to the Treasurer's Office during the current pay period will be included in the following pay period.

21.01.4 Mandatory direct deposit of employee paychecks to the financial institution of the employee's choice shall be administered. All notifications of direct deposit shall be by electronic notification to an employee's school e-mail account. The Board shall provide each employee with Web-based access to that e-mail account.

21.02 The first six (6) pay periods shall contain no deductions for Association dues. The amount of deduction for Association dues shall be divided among the remaining eighteen (18) pay periods.

21.03 Retiring teachers shall receive the balance of their pay on the first payday following retirement and shall not be eligible for District insurance benefits after their effective day of retirement with STRS. In lieu of insurance coverage, retirees shall receive a one-time lump sum payment equal to three (3) times the retiree's monthly cost for single coverage with STRS.

21.04 Teachers shall have the right to have their membership dues deducted for the Celina Education Association, Western Ohio Education Association, Ohio Education Association, and National Education Association. Annual dues for membership in any of these organizations shall be deducted according to a plan agreed upon by the Board and the Association. Dues deduction requests shall be made in writing to the Treasurer of the Board between the fourth and fifth pay period. Payroll deduction authorization forms will be used.

21.05 All payroll deductions except Association dues and community charities must be filed at least nine (9) days prior to the first payroll period of the school year or at least nine (9) days prior to the first payroll after January 1. Deductions will be as equal as possible over the twenty-four (24) pay periods.

ARTICLE 22.00 – FACULTY FACILITIES

Each school should have the following facilities:

22.01 Space should be provided in each classroom in which teachers may safely store instructional materials and supplies.

22.02 A workroom should be available during the school day as well as before and after school, containing adequate equipment and supplies to aid the preparation of instructional materials.

22.03 There should be adequate lunchroom facilities, teacher lounge and adequate restroom and lavatory facilities for teacher use.

22.04 Existing telephone facilities shall be made available to teachers for their reasonable use.

22.05 Adequate free parking facilities should be provided close to or adjoining the school.

22.06 Entry to and use of individual buildings for planning and preparation shall be arranged by the Principals. Keys will be provided upon request.

ARTICLE 23.00 – SALARY PLACEMENT AND RELATED PAY

23.01 Proof of Training Level

College training level and degree shall be substantiated by a transcript from an accredited college or university, or temporarily by an official grade report. Requests for advancement from one training level to another are to be provided to the Treasurer's office by September 15 and February 15 of the current school year. It is the obligation of each teacher to promptly submit evidence of additional training. Upon application and submission of evidence, the teacher will be advanced effective no later than the second pay following receipt.

23.02 Training Levels

Training levels for Celina Schools include non-degree, Bachelor's Degree (B.A.), Bachelor's Degree with at least 150 semester hours of acceptable credit (5 years), Master's Degree in Education or related field (M.A.), Master Degree in Education or related field plus 30 semester hours of course work in education or related field after the conferring of the Masters Degrees by the college or university, and Education Specialist Degree.

23.03 Experience Credit

Years of experience outside the District may be recommended but no more than actually certified by the employee to the superintendent and at least five (5) years of qualified teaching service outside the District shall be granted. Placement on the salary schedule shall occur annually at the beginning of the school year. When total days of experience under contract total 120, employees shall be given credit for a whole year. When a part-time employee is subsequently hired on full time status, placement on the salary schedule shall be determined by the sum of the fractional years rounded to the nearest whole year. No employee shall be reduced on the salary schedule less than one-half (1/2) of his/her part-time placement when promoted to a full time position.

23.04 Extended Service

Extended service is a teaching or counseling duty performed prior to or after the normal school year. Extended service shall apply to teachers and counselors whom the Board hires to perform additional duties outside the school year. Extra pay per day of extended service shall be the per diem rate.

23.05 Hourly Pay for Intervention Tutors, Home Instruction, Study Session Instruction, Saturday School and Summer School

Per hour pay for intervention tutors, home instruction, study session instructions, and Saturday school classroom teachers will be Thirty Dollars ($30.00) per hour. (N.D,

B.A, 5yr, M.A. or M.A.+30). Preparation time and pupil assessment are part of the hourly compensation. Hourly pay for summer school shall be Thirty Dollars ($30.00) per hour.

23.06 Mileage Reimbursement

A teacher who is required as a part of his/her job on a regular basis to use his/her own car for transportation in order to perform his/her duties shall be reimbursed at the current IRS rate per mile, when he/she must travel from one (1) building to another within one day, but not when he/she is assigned to one (1) building for the whole day.

23.07 Longevity Pay

A longevity payment of One Thousand Two Hundred Dollars ($1,200.00) shall be made in September to each employee reaching year 25 of the salary schedule and for each year thereafter.

ARTICLE 24.00 – PROFESSIONAL GROWTH

24.01 A teacher who earns graduate hours of credit in his/her major field or any approved educationally related field or area, in addition to his/her regular salary during the following contract year, will receive a stipend according to the following chart except as adjusted as defined in 24.02. No retroactivity for any present certified employee.

Up to $300.00/semester hour
Up to $175.00/quarter hour

The maximum reimbursement will be Two Thousand Four Hundred Dollars ($2,400) per individual, per school year and shall not exceed the teacher's actual out-of-pocket cost. Once a teacher has earned a master's degree, only coursework relevant to the teacher's assignment or advancement of his/her education career will be eligible for this benefit.

24.02 The Board will pay an annual aggregate maximum (per contract year) of sixty thousand dollars ($60,000) for classes taken during the preceding year. No payments will be made until after September 30 of the following year. September 30 is the deadline for submitting official transcripts, receipts and paperwork for classes to be considered for reimbursement. If the total aggregate amount to be reimbursed based upon the total hours submitted by bargaining unit membership exceeds the annual aggregate maximum limit, the district will reduce the per hour reimbursement so that the annual aggregate maximum of Section 24.02 is not exceeded.

24.03 Part-time personnel governed by this contract shall receive a pro-rata percentage benefit based upon the employee's hours worked.

ARTICLE 25.00 – LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

25.01 The Board and the Association agree that the provisions of the Local Professional Development Committee shall be as follows:

25.01.1 The Association shall appoint all bargaining unit members to all LPDC committees established by the State, County or District.

25.01.2 There shall be a majority of bargaining unit members on any LPDC committee established.

25.02 Celina City School's representatives on the LPDC committee shall be reimbursed by a stipend of $500 per year for LPDC duties performed outside their normal work day.

ARTICLE 26.00 – ENTRY YEAR

26.01 Resident Educator Program

Purpose: The purpose of the Resident Educator Program is to provide a program of positive formal support including mentoring to foster professional growth of the individual and assessment of the performance of a teacher with a four-year provisional license. The Resident Educator Program and assessment examination does not replace the employment evaluation and is used exclusively for licensure determination. Failure to complete the Resident Educator Program within the timelines specified by the DEW will result in the employee's automatic termination from employment. The Resident Educator Program is a contracted service provided by the Mercer County ESC and will be implemented under their direction.

26.02 Mentors

A teacher desiring to serve as a mentor for the Resident Educator Program shall have been employed in the district for a minimum of five (5) years.

26.04.1 Resident Educator Mentors and Alternate Mentors will be paid as follows based on the year of the program of the teacher they mentor:

Resident Educator year 1 mentors will be paid $1,000.
Resident Educator year 2 mentors will be paid $500.
Alternate mentors will be paid $200.

26.04.2 Required DEW mentor training will be funded by the employer.

26.03 Confidentiality

Mentors shall communicate directly with assigned Resident Educators "mentees" and shall hold all information in strict confidence. All interaction – written or verbal – between the mentor teacher and the Resident Educator "mentee" shall be confidential.*

26.03.1 No mentor shall participate in any informal or formal contractual evaluation of a Resident Educator.

26.03.2 No mentor shall be directed, required or requested to make any recommendation regarding the employment of a Resident Educator "mentee."

26.03.3 *Assigned mentors shall be required to submit the appropriate documentation as defined within the requirements of the Celina Resident Educator Program (i.e., Mentor Application Form).

26.04 Resident Educator Program Content

26.04.1 Resident Educator Program: Resident Educator Program mentors must attend required DEW mentor training. Mentees must successfully complete DEW requirements leading to the acquisition of their professional license.

26.04.2 Alternate Mentor Program: Alternative Mentor Program (AMP) is for certified licensed staff assigned in a new level, building, new content area or experienced staff new to the District. The final decision to grant a staff member an AMP Mentor is at the discretion of the Superintendent.

26.05 Length of the Program

The Resident Educator Program shall be per state guidelines.

26.06 Workload

The Mercer County ESC Resident Educator Supervisor and the affected building principals shall determine the appropriate number of release days that the assigned mentor shall be granted to work individually with Resident Educators in designated professional areas. The assigned mentor shall be responsible to make appropriate substitute teacher arrangements.

26.07 Conflict Resolution

If a conflict situation arises between a mentor and a Resident Educator and is not resolved between themselves, either party may make a request to the Mercer County ESC Resident Educator Supervisor for reassignment. The Mercer County ESC Resident Educator Supervisor and the building principal will then work cooperatively to make another appropriate assignment.

MENTOR REQUIREMENT CHART

Summary of Differences between years of the mentorship programs:

Program	Resident Educator Year 1	Resident Educator Year 2	Alternate Mentorship
Contact Time	40 hours	30 hours	20 hours
Observation	2 each total of 4	2 each total of 4	1 each, total of 2
Meeting with Lead Mentor	3	2	2
Stipend per Mentee	$1,000	$500	$200
Maximum Number of Mentees	1	2	2

Mentors of first and second year Resident Educators must receive Resident Educator and Instructional Mentor training.

ARTICLE 27.00 INSURANCE

27.01 Benefit Plan Description and Benefits

The Benefit Plan description will be available on the insurance consortium web site and in .pdf format on the Celina Board web site. The District will offer to the employees covered by this agreement, unless otherwise excluded elsewhere in the agreement, the option to participate in any of the benefit plans for medical, dental, and prescription drugs as approved by the Mercer/Auglaize Employee Benefit Trust.

27.02 Selection of Insurance Coverage

The District will offer the an HDHP/HSA Plan offered by the Mercer-Auglaize Area Schools Employee Welfare Benefits Trust ("MABT"). The employee monthly premium contribution for the HDHP/HSA Plan shall be ten percent (10%) effective

January 1, 2025, ten percent (10%) effective January 1, 2026, and ten percent (10%) effective January 1, 2027.

The Board will contribute One Thousand Dollars ($1,000.00) for a single plan and Two Thousand Dollars ($2,000.00) for a family plan to each employee's HSA effective January 1, 2025, effective January 1, 2026, and effective January 1, 2027,- with no match required by the employee. For each year, half of the contribution will be deposited into the employee's account on the first pay in January, and the other half to be provided the earlier of the first pay in July or once the employee has used all of the funds deposited by the Board.

During each open enrollment period every member of the employee group will be required to complete re-enrollment forms to maintain, change or decline the benefit plan(s). Selection will be required for medical/prescription, dental and vision coverage.

27.03 Insurance for Part-Time Employees

All employees working less than 50% time in their position are not eligible to receive insurance benefits. All employees working more than 50% time, but less than full time in their job classification are eligible to receive said insurance benefits equal to the percent of contracted time (i.e., a 2/3 time will receive 67% benefit while contributing 33%). Cost for the employee will be per payroll deduction.

27.04 Spousal Employment within the District

If spouses are employed within the same bargaining unit, the following guideline for benefit plans will be used.

The District will pay according to the guidelines above for only the equivalent of two individual policies if there are no other dependents in the family. However, each employee may select an individual plan or he/she may jointly choose one family plan. If there are other dependents in the family, only one family plan will be allowed and no individual plan.

If spouses are employed within the district, but in other employment segments of the district, they will receive benefits governed by each agreement but in no case will the Board provide more than one family plan to the entire family.

27.05 Medical Insurance Opt-Out Provision

The Board will pay an employee within the bargaining unit Three Thousand Dollars ($3,000) of the Board's annual contribution toward the Preferred Provider Plan of the medical benefit plan at the rate in effect when no insurance was selected during the November open-enrollment period. The Board will not provide an opt-out payment

to either spouse if both are employed within the bargaining unit and either is enrolled in a medical benefits plan.

The payment will be made during the following October prior to the next open enrollment period if the employee maintains his/her employment status with the district and the employee remains without the benefit plan until October 1. If an employee retires prior to October 1, the payment shall be prorated.

Part time employees are eligible but the payment will be calculated based upon the percent of time under contract.

27.06 Section 125 (Cafeteria Plan)

A Section 125 cafeteria plan will be implemented.

27.07 Life Insurance

When requested, the Board will make available a forty thousand dollar ($40,000) term life insurance policy for each bargaining unit member working five or more hours per day and working all days of the school year. Individuals working less hours and/or days will be entitled to a twenty thousand dollar ($20,000) policy. Participating employees also have the option of purchasing additional life insurance, if such procedure is permitted by the insurance carrier.

27.08 Liability Insurance

The Board will 1) provide general liability insurance, or 2) indemnify, defend, or hold harmless employees governed by this contract for acts or omissions occurring within the scope of employment and in the good faith belief that such conduct was lawful and in the best interest of the School District.

27.09 Pre-Existing Conditions

All pre-existing condition decisions shall follow Federal and State statute for newly hired staff.

27.10 Vision

The Board will pay $16.66 per month to the premium for the family plan and $7.77 per month to the premium for the single plan for the VSP Premium Plan.

ARTICLE 28.00 – FRINGE BENEFITS

28.01 Workers' Compensation

All employees of the Board are protected under the State of Ohio Workers' Compensation in cases of injury or death incurred in the course of, or arising out of their employment.

28.02 Severance Pay

28.02.1 The intent of the severance pay is to reward employees for accumulation of sick leave days. It is inherent in this plan that each sick day that is used by an employee while employed in the Celina City Schools will result in loss of revenues at rates of 25%, 20% and/or 15% of the employee's daily rate of pay at retirement. For the purpose of severance calculation for employees hired before September 1, 2024, sick leave accumulation will be unlimited. For employees hired on or after September 1, 2024, sick leave for purposes of severance shall be limited to two hundred forty (240) days.

28.02.2 Each day of accumulated sick leave shall be paid to the employee at the time of retirement (STRS) according to the following formula:

a. The first 160 days of accumulated sick leave will be payable at the rate of 25% of the per diem rate.

b. The next 160 days of accumulated sick leave will be payable at the rate of 20% of the per diem rate.

c. All additional days shall be payable at the rate of 15% of the per diem rate.

28.02.3 Such payment shall be based on the employee's daily rate of pay, (exclusive of extra-duty assignments) at the time of retirement.

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

28.02.5 Only those employees whose effective date of retirement with their respective state retirement system is no later than one hundred twenty (120) calendar days after the last paid day of service with the Celina City Schools shall be eligible to be paid for such accumulated but unused sick leave credit.

28.02.6 Payment for this accumulated unused sick leave credit shall be made within sixty (60) calendar days after the employee's STRS retirement date.

28.02.7 Severance pay is only payable to an employee upon service retirement, however, any employee disabled a minimum of five (5) years will be able to collect severance pay according to this section.

28.02.8 A new employee to the Celina Schools may have a maximum of one hundred sixty (160) days transferred to the severance account.

28.02.9 If an employee desires to opt for early retirement in accordance with O.R.C. Section 3307.35, the employee forfeits his/her right to severance pay.

28.03 Retirement Contributions

28.03.1 All certificated/licensed persons governed by this section shall participate in the State Teachers Retirement System (STRS). Both the Board and the employee shall be liable for contributions with employee deducts on their regular payroll check.

28.03.2 The Board shall pick-up (assume and pay) contributions to the STRS in accordance with the salary reduction method at a rate established by the STRS for employee contributions.

28.04 Optical Expense Reimbursement

The Board will reimburse vision expense documented by receipts for all employees and their spouse and dependent children. Receipts will be reimbursed up to Two Hundred Dollars ($200) per employee annually between January 1 and December 31.

ARTICLE 29.00 – RE-EMPLOYMENT OF A TEACHING RETIREE

29.01 Eligibility

A teacher shall be determined "retired" under this agreement when he/she has been approved for service retirement by the State Teachers Retirement System. Because a teacher may only retire once, a retired teacher who resigns his/her position under this Agreement will not be considered to have retired again, and is therefore not eligible for further severance pay.

29.02 Length of Day/Part-Time Status

The length of day will be determined by the classification of teaching employee as determined in Article 14.02 of the master agreement. A retired teacher employed on a part-time basis will be paid on a pro-rated salary based upon the teacher's assignment and in accordance with Article 14.02.

29.03 Length of Contract

The retired teacher's contract will be a one (1) year limited contract that automatically expires at the end of the school year. Said contract shall be exempt from O.R.C. §3319.11 and §3319.111.

29.04 Experience Step/Factor

Any retired teacher employed by the Celina City School District Board of Education will be paid at the ten-year experience step for their current educational degree level. If the retired teacher is re-employed in subsequent years, he/she will remain at the ten-year step but will receive the benefit of any negotiated base salary increase.

29.05 Fringe Benefits

The retired teacher will not be eligible for Board paid benefits other than group term life insurance. However, the retired teacher may purchase the Board's dental and/or prescription coverage through payroll deduction. In the event that STRS discontinues offering health insurance, the Board shall provide health insurance according to provisions contained in the master agreement.

29.06 Sick Leave and Retirement Contributions

The retired teacher may again accrue sick leave (starting from 0 days) at the same rate as other teachers in the system. The Board of Education will make STRS employer contributions for the retired teacher in accordance with STRS rules and state law.

ARTICLE 30.00 – REGULAR AND SUPPLEMENTAL SALARIES

30.01 Regular Salary

The BA-0 Base Salary shall be increased four percent (4%) for the 2024-2025 school year, three percent (3%) for the 2025-2026 school year, and three percent (3%) for the 2026-2027 school year.

30.02 Extra Duty Salaries

The supplemental salary classification schedule appears in Article 32 of this Agreement. The supplemental salaries shall be increased the same percentage as increases to the BA-0 base salary.

30.02.1 When a change from one classification to another takes place on the supplemental salary classification schedule that does not involve a change in position, the accrued experience shall be granted in the new classification.

30.02.2 To be considered for a Class VIII supplemental, employees must submit their request for consideration in writing to the Superintendent. An employee thus employed in a Class VIII will receive a one (1) year limited supplemental contract. All supplemental contracts for teachers are issued for a period of one year and expire automatically and without the necessity of nonrenewal or other Board of Education action.

30.02.3 The superintendent will notify any teacher holding a supplemental contract of his/her intentions to let the contract expire without his/her recommending renewal by April 30 each year.

ARTICLE 31.00 – SALARY SCHEDULES

31.01 CELINA CITY SCHOOLS SALARY SCHEDULE
BASE SALARY $39,872

2024-2025					4.00%
Step	Non-Deg	BA	5 YEAR	MA	MA+30
0	$34,688	$39,872	$42,463	$45,055	$47,646
	0.87	1	1.065	1.13	1.195
1	$35,805	$42,663	$44,377	$47,088	$49,800
	0.898	1.07	1.113	1.181	1.249
2	$36,921	$43,859	$46,291	$49,122	$51,953
	0.926	1.1	1.161	1.232	1.303
3	$38,037	$45,374	$48,205	$51,155	$54,106
	0.954	1.138	1.209	1.283	1.357
4	$39,154	$47,208	$50,119	$53,189	$56,259
	0.982	1.184	1.257	1.334	1.411
5	$40,270	$49,042	$52,032	$55,222	$58,412
	1.01	1.23	1.305	1.385	1.465
6	$41,387	$50,876	$53,946	$57,256	$60,565
	1.038	1.276	1.353	1.436	1.519

7	$42,503	$52,710	$55,860	$59,289	$62,718
	1.066	1.322	1.401	1.487	1.573
8	$43,619	$54,544	$57,774	$61,322	$64,871
	1.094	1.368	1.449	1.538	1.627
9	$44,736	$56,378	$59,688	$63,356	$67,024
	1.122	1.414	1.497	1.589	1.681
10	$45,852	$58,212	$61,601	$65,389	$69,177
	1.15	1.46	1.545	1.64	1.735
11	$46,969	$60,047	$63,515	$67,423	$71,330
	1.178	1.506	1.593	1.691	1.789
12	$46,969	$61,881	$65,429	$69,456	$73,483
	1.178	1.552	1.641	1.742	1.843
13	$46,969	$61,881	$67,343	$71,490	$75,636
	1.178	1.552	1.689	1.793	1.897
16	$46,969	$61,881	$69,257	$73,523	$77,789
	1.178	1.552	1.737	1.844	1.951
18	$46,969	$61,881	$71,171	$75,557	$79,942
	1.178	1.552	1.785	1.895	2.005
20	$46,969	$61,881	$73,084	$77,590	$82,095
	1.178	1.552	1.833	1.946	2.059

* Teachers new to the District shall receive an additional Three Hundred Dollars ($300.00) in their first year for use in establishing a classroom environment.

31.02 CELINA CITY SCHOOLS SALARY SCHEDULE
BASE SALARY $41,068

2025-2026					3.00%
Step	Non-Deg	BA	5 YEAR	MA	MA+30
0	$35,729	$41,068	$43,737	$46,406	$49,076
	0.87	1	1.065	1.13	1.195
1	$36,879	$43,942	$45,708	$48,501	$51,294
	0.898	1.07	1.113	1.181	1.249
2	$38,029	$45,174	$47,680	$50,595	$53,511
	0.926	1.1	1.161	1.232	1.303
3	$39,179	$46,735	$49,651	$52,690	$55,729
	0.954	1.138	1.209	1.283	1.357
4	$40,328	$48,624	$51,622	$54,784	$57,946
	0.982	1.184	1.257	1.334	1.411
5	$41,478	$50,513	$53,593	$56,879	$60,164

	1.01	1.23	1.305	1.385	1.465
6	$42,628	$52,402	$55,565	$58,973	$62,382
	1.038	1.276	1.353	1.436	1.519
7	$43,778	$54,291	$57,536	$61,068	$64,599
	1.066	1.322	1.401	1.487	1.573
8	$44,928	$56,181	$59,507	$63,162	$66,817
	1.094	1.368	1.449	1.538	1.627
9	$46,078	$58,070	$61,478	$65,257	$69,035
	1.122	1.414	1.497	1.589	1.681
10	$47,228	$59,959	$63,450	$67,351	$71,252
	1.15	1.46	1.545	1.64	1.735
11	$48,378	$61,848	$65,421	$69,445	$73,470
	1.178	1.506	1.593	1.691	1.789
12	$48,378	$63,737	$67,392	$71,540	$75,688
	1.178	1.552	1.641	1.742	1.843
13	$48,378	$63,737	$69,363	$73,634	$77,905
	1.178	1.552	1.689	1.793	1.897
16	$48,378	$63,737	$71,335	$75,729	$80,123
	1.178	1.552	1.737	1.844	1.951
18	$48,378	$63,737	$73,306	$77,823	$82,341
	1.178	1.552	1.785	1.895	2.005
20	$48,378	$63,737	$75,277	$79,918	$84,558
	1.178	1.552	1.833	1.946	2.059

* Teachers new to the District shall receive an additional Three Hundred Dollars ($300.00) in their first year for use in establishing a classroom environment.

31.03 CELINA CITY SCHOOLS SALARY SCHEDULE
BASE SALARY $42,300

2026-2027					3.00%
Step	Non-Deg	BA	5 YEAR	MA	MA+30
0	$36,801	$42,300	$45,049	$47,799	$50,548
	0.87	1	1.065	1.13	1.195
1	$37,985	$45,261	$47,080	$49,956	$52,832
	0.898	1.07	1.113	1.181	1.249
2	$39,170	$46,530	$49,110	$52,113	$55,117
	0.926	1.1	1.161	1.232	1.303
3	$40,354	$48,137	$51,140	$54,271	$57,401
	0.954	1.138	1.209	1.283	1.357

4	$41,538	$50,083	$53,171	$56,428	$59,685
	0.982	1.184	1.257	1.334	1.411
5	$42,723	$52,029	$55,201	$58,585	$61,969
	1.01	1.23	1.305	1.385	1.465
6	$43,907	$53,974	$57,231	$60,742	$64,253
	1.038	1.276	1.353	1.436	1.519
7	$45,091	$55,920	$59,262	$62,900	$66,537
	1.066	1.322	1.401	1.487	1.573
8	$46,276	$57,866	$61,292	$65,057	$68,822
	1.094	1.368	1.449	1.538	1.627
9	$47,460	$59,812	$63,323	$67,214	$71,106
	1.122	1.414	1.497	1.589	1.681
10	$48,645	$61,758	$65,353	$69,372	$73,390
	1.15	1.46	1.545	1.64	1.735
11	$49,829	$63,703	$67,383	$71,529	$75,674
	1.178	1.506	1.593	1.691	1.789
12	$49,829	$65,649	$69,414	$73,686	$77,958
	1.178	1.552	1.641	1.742	1.843
13	$49,829	$65,649	$71,444	$75,843	$80,243
	1.178	1.552	1.689	1.793	1.897
16	$49,829	$65,649	$73,475	$78,001	$82,527
	1.178	1.552	1.737	1.844	1.951
18	$49,829	$65,649	$75,505	$80,158	$84,811
	1.178	1.552	1.785	1.895	2.005
20	$49,829	$65,649	$77,535	$82,315	$87,095
	1.178	1.552	1.833	1.946	2.059

* Teachers new to the District shall receive an additional Three Hundred Dollars ($300.00) in their first year for use in establishing a classroom environment.

ARTICLE 32.00 – SUPPLEMENTAL SALARY SCHEDULE/INDEX

A supplemental salary committee shall be created to audit supplementals to determine their need, and if new supplementals are needed, decisions regarding the need for a supplemental will be determined based on but not limited to District finances, number of participants or likely participants, and relevancy. The committee shall be comprised of the Superintendent, a representative from the Treasurer's office, Athletic Director, CEA President, and two members chosen by the CEA President. The recommendation of the committee must be ratified by both parties to become effective.

CELINA CITY SCHOOL DISTRICT
EXTRA DUTY CLASSIFICATION SCHEDULE B

CLASS I

1. Head Varsity Football
2. Head Boys Varsity Basketball
3. Head Girls Varsity Basketball
4. Marching Band Director

CLASS II

1. Head Varsity Baseball
2. Head Varsity Softball
3. Head Varsity Track
4. Head Boys Soccer
5. Head Girls Soccer
6. Head Varsity Volleyball
7. Head Varsity Wrestling
8. High School Yearbook Advisor

CLASS III

1. Assistant Varsity Football
2. Assistant Boys Varsity Basketball
3. Assistant Girls Varsity Basketball
4. JV Boys Basketball
5. JV Girls Basketball
6. Head Cross Country
7. Weight Coordinator
8. Head Swimming
9. Head Junior Class Advisor
10. Head Instrumental Music
11. Scholastic Bowl Advisor
12. Head Boys Tennis
13. Head Girls Tennis
14. Instrumental Specialist
15. Varsity Cheerleader Advisor

CLASS IV

1. Head 9th Grade Football
2. Head 8th Grade Football
3. Head 7th Grade Football
4. Head 9th Grade Boys Basketball
5. Head 9th Grade Girls Basketball
6. Head 8th Grade Boys Basketball
7. Head 8th Grade Girls Basketball

8. Head 7th Grade Boys Basketball
9. Head 7th Grade Girls Basketball
10. Assistant Varsity Baseball
11. JV Baseball
12. Middle School Baseball
13. 9th Grade Baseball
14. Head Boys Golf
15. Head Girls Golf
16. Assistant Varsity Girls Softball
17. JV Girls Softball
18. Middle School Girls Softball
19. Assistant Varsity Track
20. Head Middle School Track
21. Middle School Cross Country
22. Assistant Boys Tennis
23. Assistant Girls Tennis
24. Assistant Boys Soccer
25. Assistant Girls Soccer
26. JV Boys Soccer
27. JV Girls Soccer
28. Assistant Varsity Volleyball
29. JV Volleyball
30. 9th Grade Volleyball
31. 8th Grade Volleyball
32. 7th Grade Volleyball
33. Assistant Wrestling
34. Head Middle School Wrestling
35. Assistant Swimming
36. High School Student Council Advisor
37. High School Musical
38. Choral Music
39. Assistant Marching Band
40. K-12 Choral Accompanist
41. Dance Team Advisor
42. Spirit Squad
43. Assistant High School Musical
44. Head Boys Bowling
45. Head Girls Bowling

CLASS V

1. Assistant 9th Grade Football
2. Assistant 8th Grade Football
3. Assistant 7th Grade Football
4. Assistant Middle School Track
5. Assistant Middle School Wrestling

6. Color Guard Advisor
7. Assistant Junior Class Advisor
8. High School Autumn Theatre Director
9. Assistant Instrumental Music
10. Percussion

CLASS VI

1. High School Intramurals
2. Middle School Intramurals
3. Assistant Cheerleader Advisor
4. Middle School Cheerleader Advisor
5. Middle School Yearbook Advisor
6. High School Drug & Alcohol/SADD Advisor
7. Middle School Student Council Advisor
8. High School Autumn Theatre Assistant Director
9. Middle School Musical
10. Assistant Middle School Musical
11. Intermediate Musical
12. High School Musical Set Design
13. Senior Class Advisor
14. National Honor Society Advisor
15. Middle School Newspaper
16. Literary Magazine Advisor
17. Mock Trial Advisor
18. Future Teachers of America Advisor
19. Middle School Scholastic Bowl Advisor
20. Future Business Leader Advisor

CLASS VII

1. Middle School Drug/Alcohol Advisor
2. Intermediate Student Council Advisor
3. Special Olympics Advisor
4. Assistant Mock Trial
5. Wellness Committee Chair

CLASS VIII*

1.	Intervention Assistance Team Field	.0471
2.	Intervention Assistance Core	.050
3.	Tri Star Vocational Club	
4.	Grade Level Chairperson	
5.	Department Chairperson (A)	
6.	Department Chairperson (B)	
7.	Middle School Team Leader	

8. Grade Level Chairperson
9. Special Education Building Coordinator
10. District Leadership Team

*Regardless of years' experience

32.01 Supplemental Salary Schedule, 2024-2025

Base Salary $39,872 4% increase

YEAR	Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII
YEAR 0	$ 9,171	$ 5,184	$ 3,988	$ 2,991	$ 2,193	$ 1,396	$ 599
	0.2300	0.1300	0.1000	0.0750	0.0550	0.0350	0.0150
YEAR 1	$10,168	$ 5,583	$ 4,386	$ 3,290	$ 2,433	$ 1,595	$ 798
	0.2550	0.1400	0.1100	0.0825	0.0610	0.0400	0.0200
YEAR 2	$11,165	$ 5,981	$ 4,785	$ 3,589	$ 2,672	$ 1,795	$ 997
	0.2800	0.1500	0.1200	0.0900	0.0670	0.0450	0.0250
YEAR 3	$11,165	$ 6,380	$ 5,184	$ 3,888	$ 2,911	$ 1,994	$ 1,197
	0.2800	0.1600	0.1300	0.0975	0.0730	0.0500	0.0300
YEAR 4	$11,165	$ 6,779	$ 5,583	$ 4,187	$ 3,150	$ 1,994	$ 1,197
	0.2800	0.1700	0.1400	0.1050	0.0790	0.0500	0.0300
YEAR 5	$11,165	$ 7,177	$ 5,981	$ 4,486	$ 3,150	$ 1,994	$ 1,197
	0.2800	0.1800	0.1500	0.1125	0.0790	0.0500	0.0300
YEAR 6	$11,165	$ 7,576	$ 6,380	$ 4,486	$ 3,150	$ 1,994	$ 1,197
	0.2800	0.1900	0.1600	0.1125	0.0790	0.0500	0.0300
YEAR 7	$11,165	$ 7,975	$ 6,380	$ 4,486	$ 3,150	$ 1,994	$ 1,197
	0.2800	0.2000	0.1600	0.1125	0.0790	0.0500	0.0300

CLASS VIII

POSITION		
Intervention Assistance Team Field	0.0471	$ 1,878
Special Education Building Coordinator	0.0750	$ 2,991
Department Chairperson A	0.0471	$ 1,878
Department Chairperson B	0.0328	$ 1,308
Grade Level Chairperson	0.0471	$ 1,878
Middle School Team Leader	0.0471	$ 1,878
Tri Star Vocational Clubs	0.0300	$ 1,197
District Leadership Team	0.0300	$ 1,197
Intervention Assistance Core	0.0500	$ 1,994

32.02 Supplemental Salary Schedule, 2025-2026

Base Salary $41,068 3% increase

YEAR	Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII
YEAR 0	$ 9,446	$ 5,339	$ 4,107	$ 3,081	$ 2,259	$ 1,438	$ 617
	0.2300	0.1300	0.1000	0.0750	0.0550	0.0350	0.0150
YEAR 1	$ 10,473	$ 5,750	$ 4,518	$ 3,389	$ 2,506	$ 1,643	$ 822
	0.2550	0.1400	0.1100	0.0825	0.0610	0.0400	0.0200
YEAR 2	$ 11,500	$ 6,161	$ 4,929	$ 3,697	$ 2,752	$ 1,849	$ 1,027
	0.2800	0.1500	0.1200	0.0900	0.0670	0.0450	0.0250
YEAR 3	$ 11,500	$ 6,571	$ 5,339	$ 4,005	$ 2,998	$ 2,054	$ 1,233
	0.2800	0.1600	0.1300	0.0975	0.0730	0.0500	0.0300
YEAR 4	$ 11,500	$ 6,982	$ 5,750	$ 4,313	$ 3,245	$ 2,054	$ 1,233
	0.2800	0.1700	0.1400	0.1050	0.0790	0.0500	0.0300
YEAR 5	$ 11,500	$ 7,393	$ 6,161	$ 4,621	$ 3,245	$ 2,054	$ 1,233
	0.2800	0.1800	0.1500	0.1125	0.0790	0.0500	0.0300
YEAR 6	$ 11,500	$ 7,803	$ 6,571	$ 4,621	$ 3,245	$ 2,054	$ 1,233
	0.2800	0.1900	0.1600	0.1125	0.0790	0.0500	0.0300
YEAR 7	$ 11,500	$ 8,214	$ 6,571	$ 4,621	$ 3,245	$ 2,054	$ 1,233
	0.2800	0.2000	0.1600	0.1125	0.0790	0.0500	0.0300

CLASS VIII

POSITION		
Intervention Assistance Team Field	0.0471	$ 1,935
Special Education Building Coordinator	0.0750	$ 3,081
Department Chairperson A	0.0471	$ 1,935
Department Chairperson B	0.0328	$ 1,348
Grade Level Chairpersons	0.0471	$ 1,935
Middle School Team Leader	0.0471	$ 1,935
Tri Star Vocational Clubs	0.0300	$ 1,233
District Leadership Team	0.0300	$ 1,233
Intervention Assistance Core	0.0500	$ 2,054

32.03 Supplemental Salary Schedule, 2026-2027

Base Salary $42,300 3% increase

YEAR	Class I	Class II	Class III	Class IV	Class V	Class VI	Class VII
YEAR 0	$ 9,729	$ 5,499	$ 4,230	$ 3,173	$ 2,327	$ 1,481	$ 635
	0.2300	0.1300	0.1000	0.0750	0.0550	0.0350	0.0150

YEAR 1		$10,787		$ 5,922		$ 4,653		$ 3,490		$ 2,581		$ 1,692		$ 846
		0.2550		0.1400		0.1100		0.0825		0.0610		0.0400		0.0200
YEAR 2		$11,844		$ 6,345		$ 5,076		$ 3,807		$ 2,835		$ 1,904		$ 1,058
		0.2800		0.1500		0.1200		0.0900		0.0670		0.0450		0.0250
YEAR 3		$11,844		$ 6,768		$ 5,499		$ 4,125		$ 3,088		$ 2,115		$ 1,269
		0.2800		0.1600		0.1300		0.0975		0.0730		0.0500		0.0300
YEAR 4		$11,844		$ 7,191		$ 5,922		$ 4,442		$ 3,342		$ 2,115		$ 1,269
		0.2800		0.1700		0.1400		0.1050		0.0790		0.0500		0.0300
YEAR 5		$11,844		$ 7,614		$ 6,345		$ 4,759		$ 3,342		$ 2,115		$ 1,269
		0.2800		0.1800		0.1500		0.1125		0.0790		0.0500		0.0300
YEAR 6		$11,844		$ 8,037		$ 6,768		$ 4,759		$ 3,342		$ 2,115		$ 1,269
		0.2800		0.1900		0.1600		0.1125		0.0790		0.0500		0.0300
YEAR 7		$11,844		$ 8,460		$ 6,768		$ 4,759		$ 3,342		$ 2,115		$ 1,269
		0.2800		0.2000		0.1600		0.1125		0.0790		0.0500		0.0300

CLASS VIII

POSITION		
Intervention Assistance Team Field	0.0471	$ 1,993
Special Education Building Coordinator	0.0750	$ 3,173
Department Chairperson A	0.0471	$ 1,993
Department Chairperson B	0.0328	$ 1,388
Grade Level Chairpersons	0.0471	$ 1,993
Middle School Team Leader	0.0471	$ 1,993
Tri Star Vocational Clubs	0.0300	$ 1,269
District Leadership Team	0.0300	$ 1,269
Intervention Assistance Core	0.0500	$ 2,115

ARTICLE 33.00 – ELECTRONIC GRADING REPORTS

33.01 Sufficient time and training shall be provided to each teacher in the event grades are kept or transmitted electronically.

33.02 Teachers are not responsible for mistakes in grades caused by faulty technology.

ARTICLE 34.00 – SERVICE DAYS FOR SPECIAL EDUCATION TEACHERS

34.01 Special education teachers shall have a minimum of three (3) service days for teachers Grades 9-12 and two (2) service days for teachers Grades K-8.

34.02 Any General Education teacher primarily affected by IEP/IAT/504 planning conducted during the regular school day shall receive adequate release time for collaboration, development, and revision of plans prior to meetings as approved by the Building Principal.

ARTICLE 35.00 – TRI STAR TEACHERS

The District, along with the Coldwater Exempted Village School District ("Coldwater") and the St. Marys City School District ("St. Marys"), in addition to Fort Recovery, Marion Local, New Knoxville, New Bremen, St. Henry and Minster school boards are members of, and share in the cost of funding, the Tri Star Career Compact ("Tri Star"), for which the District serves as Fiscal Agent.

35.01 The placement for Tri Star Teacher shall be as set forth on the Alternate License route as follows:

35.02 Any Tri Star Teacher shall be able to progress on the District's Salary Schedule using the Alternate License route as follows:

Salary Schedule for Alternate License

BA: Teachers will be eligible for placement on BA of the salary schedule by the following criteria: Eligibility for a Resident Educator license according to the provisions of the DEW, which includes five (5) years of approved trade experience or a combination of professional-technical education and approved trade experience. All work experience or education must be directly related to the specific career and technical education field in which the person is to teach.

5 YEAR: Teachers will be eligible for placement on 5 YEAR of the salary schedule with the completion of twenty-five (25) additional semester hours of approved coursework after employment at Tri Star.

MA: Teacher will be eligible for placement on MA of the salary schedule with the possession of a degree applicable to their career field, classroom teaching, or area of licensure and the possession of a five-year license. (Licensure would include, but not be limited to, industry credentials, journeyman card, etc. should equate to twenty-five (25) semester hours. A semester hour equates to thirty-seven and one-half (37.5) clock hours. A teacher could have a combination of semester and clock hours.)

MA+30: Teachers will be eligible for placement on the MA+30 of the salary schedule for MA+30 with the possession of a five-year license and possession of a degree related to the career field, classroom teaching, or an area of licensure PLUS (15) semester hours of coursework obtained AFTER placement on the MA level (or combination of semester and clock hours.)

35.03 A Tri Star teacher who came from St. Marys shall be eligible to receive supplemental severance pay, in accordance with the following:

Full time teachers who notify the Board of Education by April 1 that they intend to begin the STRS service retirement no later than the start of the succeeding school year, and who begin their STRS Service retirement at the start of their first full year of retirement eligibility, shall be eligible to receive an additional forty-five (45) days of severance pay to which the teacher would not otherwise be entitled due to sick leave accumulation and will be paid to the teacher with his/her regular severance pay. For purpose of this policy, the school year shall be deemed to start on September 1.

To be eligible for this supplemental severance payment, the retiring teacher must have completed at least ten (10) years or its equivalent of regular, full time employment at St. Mary and/or Celina City Schools, and must complete all obligations under his/her contract for the current school year through the end of May. In other words, a teacher who begins his/her service retirement during the school year and prior to June 1 is not eligible for a supplemental severance payment under this program.

Teachers will be eligible for a supplemental severance under this program only once; at their first year of STRS service retirement eligibility. The determination of STRS retirement shall include any retirement credit which the employee is eligible to purchase, but has not yet purchased.

It shall be the employee's responsibility to provide acceptable written verification that his/her retirement date will indeed be the first time he/she will be eligible for STRS service retirement.

This supplemental severance payment for full time teachers shall be prorated for part time teachers in proportion to their current percentage of a full time contract.

35.04 A Tri Star Teacher who came from St. Marys City Schools shall be entitled to severance payment, if eligible, in accordance with the terms and conditions of the Negotiated Agreement between the Board and the Association. For the purpose of severance calculations, include all accrued but unused sick days earned while at St. Marys, and all sick days accrued but unused while at Celina.

35.05 A Tri Star Teacher who came from Coldwater shall accumulate sick leave, as follows: One and one-fourth (1-1/4) days of sick leave shall be granted full time teaching employees for each completed month of service, up to fifteen (15) days per year. (Sick Leave record will be maintained to reflect the total unused accumulation.) Employees newly hired by the Coldwater E.V.S.D. before July 1, 1998, shall be entitled to accumulate a maximum of three hundred twenty-five (325) days of sick leave. However, employees newly hired by the Coldwater E.V.S.D. between July 1, 1998 and June 30, 2014, shall be entitled to accumulate a maximum of two hundred fifteen (215) days of sick leave. Likewise, employees newly hired by the Coldwater E.V.S.D. on and after July 1, 2014, shall be entitled to accumulate a maximum of one hundred eight (180) days of sick leave.

35.06 A Tri Star Teacher who came from Coldwater shall be eligible to receive severance pay, in accordance with the following: An employee, hired by Coldwater before July 1, 2014, at the time of his/her retirement from service with the Celina City Schools, and notification by the State Teachers Retirement System that the employee is eligible and is participating in the Retirement System, shall be paid thirty-five (35%) of his/her unused accumulated sick leave at the daily rate of his/her basic contract in the year of his/her retirement, if he/she submits his/her letter of resignation for retirement purposes to the Superintendent no later than April 1 of each year for retirement effective that same calendar year. If a letter of resignation for retirement purposes is submitted to the Superintendent after April 1 of each year for retirement effective that same calendar year, the payment shall be reduced to thirty percent (30%) of his/her unused accumulated lick leave.

An employee, hired by Coldwater on a after July 1, 2014, at the time of his/her retirement from service with the Celina City Schools, and notification by the State Teachers Retirement System that the participating employee is eligible, shall be paid twenty-five percent (25%) of his/her unused accumulated sick leave at the employee's current teacher per diem contract rate if he/she submits his/her letter of resignation for retirement purposes to the Superintendent no later than April 1, of the current school year. If a letter of resignation for retirement purposes is submitted to the Superintendent after April 1 of the current school year, the payment shall be reduced to twenty percent (20%) of his/her unused accumulated sick leave.

The Superintendent and Board of Education can waive the April 1 deadline for extenuating circumstances.

To be eligible for such severance payment, the employee must have been employed by Coldwater E.V.S.D. and/or Celina City Schools for the immediate preceding ten (10) years. Severance payment will cancel all unused sick leave. Severance payment shall be paid within nine (9) months of date of retirement. In addition, as it relates to unused accrued personal leave prior to July 1, 2004, the CTO BCA provision (Article IV, Section C) to reimburse the staff member at the time of severance for one half (1/2) day for each year no personal leave is used will be continued by the Celina Board until calculations through June 30, 2004 are exhausted.

35.07 EXTRA SERVICES: Coaches and other activity advisors are paid extra for services rendered after the school day, on weekends, and during the summer.

35.08 TRI STAR EXTENDED TIME: Extended time can be used for teachers assigned to Tri Star during the school year after hours and on weekends or during the summer time. Extended time will only be granted when work outside the regular day exists. Extended time will not be added or removed as an incentive, bonus, or penalty to future or current employees. However, extended days may be added or reduced on the same basis as for other bargaining unit positions.

35.09 A Tri Star teacher cannot bump a CEA member employed by the District if the program at Tri Star has been on probation. A CEA member not holding a Tri Star position may not bump a Tri Star teacher if their position is reduced in force.

ARTICLE 36.00 – DURATION

This Contract shall be in full force and effect from 12:01 p.m. on September 1, 2024 to 12:00 midnight on August 31, 2027.

President, Board of Education

CEA Bargaining Team Co-Chair

Superintendent

CEA Bargaining Team Co-Chair

Treasurer

APPENDIX A – STATE OPERATING STANDARDS ON CLASS SIZE

The Board agrees to comply with Operating Standards for Ohio's Schools Serving Children with Disabilities.

APPENDICES FOR OTES
REFER TO FORMS ON DEW WEBSITE

Celina City School District
APPENDIX F – SUMMATIVE EVALUATION FORM FOR INTERPRETER

Name: Date:

Position: School:

S = Satisfactory U = Unsatisfactory N = Needs to Improve N/O = Not Observed

Section I	Professional/Personal Attributes	S	N	N/O
1.	Complies with policies of school	_____	_____	_____
2.	Cooperates with Administration	_____	_____	_____
3.	Cooperates/communicates with staff	_____	_____	_____
4.	Communicates with parents – written and oral	_____	_____	_____
5.	Accepts constructive criticism and guidance	_____	_____	_____
6.	Punctual	_____	_____	_____
7.	Maintains professional dress, manner, and language	_____	_____	_____
8.	Uses correct English – both verbal and written	_____	_____	_____
9.	Exhibits sound judgment	_____	_____	_____
Section II	**Interpreter's Responsibilities**	**S**	**N**	**N/O**
1.	Familiarizes self with the English vocabulary and the sign language vocabulary for each class/course	_____	_____	_____
2.	Notifies the appropriate person when away from the classroom or school	_____	_____	_____
3.	Sits or stands where the student can see the teacher, the interpreter, and any visual aids	_____	_____	_____
4.	Positions self in the best lighting	_____	_____	_____
5.	Interprets as accurately as possible all verbal instructions and classroom discussions	_____	_____	_____
6.	Visually cues students to indicate who is talking during class directions	_____	_____	_____
7.	Interacts with student in a professional manner	_____	_____	_____

Comments/Recommendations:

Interpreter Comments (optional)

Special Ed Director's Signature

Date

My signature indicates that I have read this evaluation, participated in the conference and received a copy of the evaluation. It does not necessarily mean that I am in agreement.

Interpreter's Signature

Date

CELINA CITY SCHOOLS
APPENDIX G – EVALUATION FORM FOR PROFESSIONAL STAFF – SCHOOL NURSE

Nurse's Name:_____ Date of Evaluation:_____

Current Assignment:_____ School(s):_____

Scoring Guide

AW* = Area of Weakness P = Proficient AS = Areas of Strength N/O = Not Observed

*An Area of Weakness must be addressed in the Comments/Recommendations section.

Section A: Health Assessment and Referral

A1:	Maintains a confidential school health record for each pupil	AW	P	AS	N/O
A2:	Conducts appropriate health screenings	AW	P	AS	N/O
A3:	Obtains health history at kindergarten level	AW	P	AS	N/O
A4:	reviews existing medical and dental examination reports	AW	P	AS	N/O
A5:	Consults with school staff and other professionals regarding observations of pupil's health status	AW	P	AS	N/O
A6:	Informs appropriate school staff of health information on a "needs to know" basis	AW	P	AS	N/O
A7:	Interprets the significance and nature of health issues and assists the pupil and parent to assume responsibility for obtaining care	AW	P	AS	N/O
A8:	Maintains and interprets information about available health care resources and encourages appropriate contact with the agency/provider	AW	P	AS	N/O
A9:	Follows up referrals for professional care and school adjustments are made as needed	AW	P	AS	N/O
A10:	Is sensitive to multi-cultural, socio-economic and gender differences of students/families	AW	P	AS	N/O

Section B: Illness and Injury

B1:	Assesses each students immunization status and works with parents/principal to comply with state laws	AW	P	AS	N/O
B2:	Follows state and local recommendations and guidelines regarding communicable diseases	AW	P	AS	N/O
B3:	Screens pupils as needed for nuisance problems according to current and appropriate practices	AW	P	AS	N/O
B4:	Respects students' feelings/needs in regard to nuisance issues	AW	P	AS	N/O
B5:	Maintains student/family confidentiality while providing support/resources on health issues	AW	P	AS	N/O
B6:	Provides inservices as necessary for school staff regarding care of illness, injury, medications and control of communicable diseases	AW	P	AS	N/O
B7:	Reviews current Emergency Medical Authorization forms for health issues	AW	P	AS	N/O
B8:	Provides for safe and adequately supplied clinics	AW	P	AS	N/O
B9:	Supervises medication administration in accordance with Nurse Practice Act, Ohio Revised Code and school board policies	AW	P	AS	N/O
B10:	Periodically reviews and recommends changes if needed in policies and procedures related to medical and dental emergencies	AW	P	AS	N/O

Section C: Health Education and School Environment

C1:	Serves as a member of the curriculum committee	AW	P	AS	N/O
C2:	Provides sources for health related information and resource materials	AW	P	AS	N/O
C3:	Participates in classroom health instruction when knowledge and skills of a health professional are indicated	AW	P	AS	N/O
C4:	Provides health/wellness related inservices for school staff	AW	P	AS	N/O
C5:	Monitors accident reports to determine hazardous practices for locations of accidents	AW	P	AS	N/O

C6:	Participates in periodic review of school environment	AW	P	AS	N/O
C7:	Consults with appropriate people/community agencies where specific hazards exists	AW	P	AS	N/O
C8:	Identifies potential factors/situations that interfere with the learning process	AW	P	AS	N/O
C9:	Discusses/reviews alternatives for resolution of the problem with appropriate staff	AW	P	AS	N/O

Section D: Special Needs

D1:	Assists in the identification of students with chronic illnesses and works with other staff to determine school adjustments as needed	AW	P	AS	N/O
D2:	Assists school personnel toward understanding child abuse/neglect to assure that these students and families receive appropriate services	AW	P	AS	N/O
D3:	Assists the staff in understanding the handicapped student's special needs	AW	P	AS	N/O

Section E: Professionalism

E1:	Strives to maintain student/staff confidentiality	AW	P	AS	N/O
E2:	Is cognizant of school district/building policies and procedures	AW	P	AS	N/O
E3:	Evaluates and works to improve school health service programs	AW	P	AS	N/O
E4:	Participates in professional and community organizations concerned with students/family health	AW	P	AS	N/O
E5:	Maintains high standards of professional and ethical practice	AW	P	AS	N/O
E6:	Assumes personal responsibility for professional growth and continuing education	AW	P	AS	N/O
E7:	Maintains current registered nurse licensure	AW	P	AS	N/O
E8:	Maintains current school nurse certification	AW	P	AS	N/O

Comments/Recommendations:

_____
_____
_____
_____

Concluding Evaluator Remarks (if applicable)

_____
_____
_____
_____

Nurse Comments (optional)

_____
_____
_____
_____

_____ _____ _____
Evaluator's Signature Title Date

My signature indicates that I have read this evaluation, participated in the conference and received a copy of the evaluation. It does not necessarily mean that I am in agreement.

_____ _____
Nurse's Signature Date

APPENDIX H – SPEECH LANGUAGE PATHOLOGIST EVALUATION FORM

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Celina City Schools
Speech Language Pathologist Evaluation Form

SPEECH/LANGUAGE PATHOLOGIST_____ SCHOOL_____

SCHOOL YEAR_____ OBSERVATION DATE(S)_____

OBSERVATION TIME(S)_____

1. Accomplished 2. Proficient 3. Developing 4. Ineffective NA: Not Applicable

		Circle One				
I.	SPEECH/LANGUAGE THERAPY					
A.	Planning and Preparation	1	2	3	4	NA
B.	SLP/Student Relationships	1	2	3	4	NA
C.	Student Management	1	2	3	4	NA
D.	Instructional Time/Presentation	1	2	3	4	NA
E.	Evaluation/Reporting	1	2	3	4	NA
F.	Monitoring Student Performance	1	2	3	4	NA

		Circle One				
II.	INTERPERSONAL/PROFESSIONAL RESPONSIBILITIES					
A.	Communicating with Families	1	2	3	4	NA
B.	Maintaining Accurate Records	1	2	3	4	NA
C.	Contributing to the School and the District	1	2	3	4	NA
D.	Showing Professionalism	1	2	3	4	NA

III. SUMMARY

IV. RECOMMENDATIONS FOR IMPROVEMENT AND PROFESSIONAL DEVELOPMENT

The following signatures indicate the data has been read and discussed.

SLP's Signature Date

Supervisor's Signature Date

Copy: SLP
Supervisor

1. Accomplished 2. Proficient 3. Developing 4. Ineffective NA: Not Applicable

I. SPEECH/LANGUAGE THERAPY

A. Planning and Preparation

	Circle One				
• Demonstrates knowledge of the normal development of communication skills	1	2	3	4	NA
• Demonstrates knowledge of speech and language disorders/delays	1	2	3	4	NA
• Individualizes a therapy plan specific to student's communication needs	1	2	3	4	NA
• Designs long term goals and short term objectives that are clear and measurable	1	2	3	4	NA
• Determines clear objectives for each therapy session	1	2	3	4	NA
• Utilizes or designs appropriate materials, resources, activities and techniques to accomplish objectives and motivate students	1	2	3	4	NA

Comments:

B. SLP/Student Relationships

	Circle One				
• Demonstrates the ability to gain respect and cooperation from students	1	2	3	4	NA
• Demonstrates positive attitude and openness to students	1	2	3	4	NA
• Personalizes the instructional program to accommodate student's learning	1	2	3	4	NA

Comments:

C. Student Management

	Circle One				
• Creates a stimulating, organized, and productive environment for learning	1	2	3	4	NA
• Establishes procedures that elicit appropriate student response during different types of activities	1	2	3	4	NA
• Demonstrates the flexibility to adjust and personalize instruction (therapy) as needed for student success	1	2	3	4	NA
• Maintain a disciplined environment by monitoring student behavior and stopping inappropriate behavior promptly and consistently, while maintaining the dignity of the student	1	2	3	4	NA

Comments:

1. Accomplished 2. Proficient 3. Developing 4. Ineffective NA: Not Applicable

D. Instructional Time/Presentation Circle One

• Demonstrates awareness of student skills, abilities, and learning styles	1	2	3	4	NA
• Utilizes direct therapy time efficiently	1	2	3	4	NA
• Provides activities which develop critical thinking and problem solving abilities	1	2	3	4	NA
• Implements appropriate activities based on student's age and needs	1	2	3	4	NA

Comments:

E. Evaluation/Reporting Circle One

• Conducts required screening in compliance with child find procedures	1	2	3	4	NA
• Uses a variety of assessment tools appropriately	1	2	3	4	NA
• Completes evaluations within a reasonable amount of time	1	2	3	4	NA
• Writes reports clearly and concisely	1	2	3	4	NA
• Develops and maintains appropriate records	1	2	3	4	NA
• Communicates effectively during team/IEP meetings, conferences, and other meetings	1	2	3	4	NA

Comments:

F. Monitoring Student Performance Circle One

• Maintains appropriate data to measure and assess student progress	1	2	3	4	NA
• Meets deadlines for required paperwork and reports	1	2	3	4	NA

Comments:

II. Interpersonal/Professional Responsibilities

A. Communicating with Families Circle One

• SLP participates in school activities and processes for parent communication	1	2	3	4	NA
• SLP provides information to parents about the instructional, behavioral, and attendance program and the student's progress on a regular basis	1	2	3	4	NA
• SLP responds to parent concerns in a professional manner	1	2	3	4	NA

Comments:

1. Accomplished 2. Proficient 3. Developing 4. Ineffective NA: Not Applicable

B. Maintaining Accurate Records Circle One

• SLP's system for maintaining information on student completion of assignments, student progress, behavior, and attendance is effective	1	2	3	4	NA

Comments:

C. Contributing to the School and the District Circle One

• SLP maintains professional working relationships with staff including supervisor	1	2	3	4	NA
• SLP cooperates with colleagues to fulfill school required duties	1	2	3	4	NA
• SLP participates in school events when assigned (e.g. Open House)	1	2	3	4	NA
• SLP actively and constructively participates in and makes a contribution to school or district projects	1	2	3	4	NA

Comments:

D. Shows Professionalism Circle One

• SLP shows respect for students, parents, peers and administration by being punctual and prepared for class, work & meetings	1	2	3	4	NA
• SLP shows respect for students, peers, parents and administration through his/her words and actions	1	2	3	4	NA
• SLP participates in activities that will enhance his/her professional skills	1	2	3	4	NA
• SLP addresses and/or reports student language, bullying, harassing, hostile, prejudicial or belittling statements and/or behaviors	1	2	3	4	NA
• SLP follows the policies, regulations, and procedures of the school district	1	2	3	4	NA

Comments: