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# MASTER CONTRACT AGREEMENT

# BETWEEN THE

# RIDGEDALE LOCAL BOARD OF EDUCATION

# AND

# RIDGEDALE TEACHERS' ASSOCIATION

# EFFECTIVE JULY 1, 2025 THROUGH JUNE 30, 2028

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## ARTICLE I - RECOGNITION

**A.** The Ridgedale Board of Education, hereinafter referred to as the Board recognizes the Ridgedale Teachers Association/Ohio Education Association/National Education Association (RTA/OEA/NEA), hereinafter referred to as the Association, as the sole and exclusive representative of all members of the bargaining unit which shall include all certified licensed employees of the District, excluding the Superintendent, principals or any other management level employee as defined in R.C. Chapter 4117 and substitutes.

**B.** The Association and the Board recognize the Superintendent as the chief executive officer and as the professional advisor of the Board. As such, the Superintendent or his/her designee may actively be involved in the Labor Relations process.

**C.** The Association and the Board recognize the Labor Relations Consultant or an equivalent title (hereinafter "LRC") as the professional advisor of the Association. As such, the LRC may actively be involved in the labor relations process.

## ARTICLE II - BARGAINING PROCEDURES

Notwithstanding divisions (A) through (C) of this article as provided below, the Board and Association may mutually agree to enter into an alternative bargaining process based on mutually agreed upon ground rules. Each of the respective parties agrees to abide by those ground rules throughout such process.

### A. Names of Negotiators (Courtesy Notification)

1. The President of the Association will provide the Board with the name of the spokesperson and the members of the Professional Negotiations Team within fifteen (15) days of receipt of the negotiations letter. When changes are made, the Board will be notified in writing.

2. The Superintendent shall notify the President of the Association of the names of the chief spokesperson and members of the Professional Negotiations Team to represent the Board within fifteen (15) days of receipt of the negotiations letter.

### B. Scope of Bargaining

The parties recognize that the scope of bargaining shall include terms and other conditions of employment, wages, hours and the continuation, modification or deletion of any existing provision of this Agreement.

### C. Bargaining Procedures

1. Association requests for negotiations meetings will be made in writing to the Board through the Superintendent. Requests by the Board or its representatives will be made in writing to the President of the Association. Requests for meetings may contain the time and place of the meeting. Request for negotiations shall not be

honored if received more than one hundred twenty (120) days or less than sixty (60) days before the expiration of the contract unless agreed to by both parties.

2. An agreement will be reached within seven (7) calendar days after the request as to the time and place of the meeting, which will be held within fifteen (15) calendar days after the request has been submitted, unless both parties agree to an extension of time. Further meetings will be held at the request of each party.

3. Negotiations meetings will be scheduled with the least interruption of school schedules; however, if absolutely necessary and upon mutual agreement, the negotiating committee will be released from school duties without loss of pay to attend those meetings. Meetings will be in closed session unless otherwise mutually agreed to by both parties. All negotiations are to be completed within sixty (60) calendar days from the second session unless the time limit is extended by mutual agreement. Items not yet agreed to within the 60 calendar days period, or mutually agreed upon extended time period, will be processed by the provisions of disagreement (Article II, Section C) stated in this Agreement.

4. The Board and Association may, upon mutual agreement, hold study sessions prior to formal negotiations.

5. This Agreement will be subject to amendment according to procedure set forth in Article II, Section C of this Agreement.

6. Definition of Terms

   a. Professional Negotiations means conferring, discussing, and negotiating in good faith by the Board of Education or its designated representatives, and the sole and exclusive representative of the bargaining unit members (as described in Article I (A) in an effort to reach agreement on matters of concern.

   b. Good Faith means the Association and the Board agree to bargain collectively according to Section 4117.01 (G) of the ORC.

   c. Negotiating Teams are the designated representatives of the Board and of the Association.

   d. Ratification of the tentative agreement will be accomplished by the membership of the Ridgedale Teachers' Association and by the Ridgedale Board of Education.

   e. Bargaining Unit Members are any certified/licensed employees of the Ridgedale School District as described in Article I.A.

   f. Ridgedale Teachers' Association is the sole and exclusive representative of the Ridgedale Teachers' bargaining unit.

   g. Impasse is the point at which agreement has not been reached and is at stalemate in interaction of the two teams in that all proposals or counter

proposals are unacceptable. Impasse cannot be declared until thirty (30) days after the start of negotiations.

7. At the first meeting the negotiating teams for the Association and the Board shall exchange a list of items to be considered for negotiations. In addition, a date, time, and place for the second meeting shall be agreed upon. Logistical procedures shall be determined at this first meeting and cost for such procedures shall be shared equally by both parties.

8. At the second meeting each party shall present in detail written proposals, from the list presented at the first meeting, to be negotiated. Such proposals shall constitute the agenda for negotiations, and no new items may be considered unless agreed upon by each party.

9. Members of the Board or their designated representatives, who are not teachers as defined in Article I of this Agreement, will meet with designated representatives of the Association to negotiate in "good faith" as per R.C. Chapter 4117 of the ORC.

10. Representation will be limited to not more than five representatives for the Board, and not more than five representatives for the Association. The names of the members of both teams will be exchanged prior to the negotiations meeting. Neither party will have any authority in determining the representatives for the other party. While no final agreement shall be executed without first ratification by the Association membership, and the Board, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals and to make concessions in the course of the negotiations.

11. Either party may call upon professional and lay assistance to consider a matter under discussion and to make suggestions. Such consultants may be used in the negotiations meetings. Each negotiating committee will take its own notes of each session.

12. The negotiating committees may appoint joint ad hoc study committees to research, study and develop projects, reports and programs, and to make recommendations on matters under consideration. The committee will report all findings to both parties.

13. The Board and the Superintendent agree to furnish the Association's negotiating committee upon written request prior to and during negotiations, all available current information concerning financial resources of the district and such other information as will assist the Association in developing intelligent, accurate and constructive proposals on behalf of the teachers, the students, and the educational program, at no cost to the Association.

14. The Association agrees to furnish all available information on its proposals to the Board's negotiating committee on its request both prior to and during negotiations, to support the development of sound programs for the school district at no cost to the Board.

15. Caucuses

The spokesperson of either team may caucus his/her group for independent discussion at any time. Caucuses will be no longer than thirty (30) minutes except as may be extended by mutual agreement.

16. Recesses

The spokesperson of either committee may call a recess when it appears no more meaningful discussion can be accomplished. Such recesses should be of reasonable length but should not exceed forty-eight (48) hours unless extended by mutual agreement.

17. Protocol

No action to coerce or censure or penalize any participants will be made or implied as a result of participation in any part of the negotiations process.

18. Item Agreement

As negotiations items receive tentative agreement they will be reduced to writing and initialed by each party. Such initialing will be construed as a tentative agreement by both negotiating committees until all items are tentatively agreed to.

19. Tentative Agreement

When tentative agreement is reached on all items through negotiating, the outcome will be reduced to writing, proofed and submitted to the Board and the Association for formal approval. Following ratification by the Board and the Association, the Board will then adopt a resolution setting forth the agreement. The agreement will then be signed by the parties and will become part of the official minutes of the Board. The agreed-to items will be binding on both parties. These items will be reduced to writing and distributed to the teachers. When necessary, the provisions will be reflected in an individual teacher's contract.

20. Schedule of Meetings

Until all negotiations meetings are completed, each meeting will include a decision on an agreed time and place for the next subsequent meeting and the items to be negotiated at said meeting. A minimum of two (2) hours should be scheduled for each meeting unless otherwise agreed by both parties.

21. Progress Reports

Periodic progress reports may be given at any time to bodies being represented by both negotiating committees.

22. News Releases

Any news releases given to the media during the negotiations will be at the discretion of each party. The release will be given to the other party before submitting it to the media.

23. Responsibilities

Both parties pledge themselves to negotiate in good faith, and if necessary, to utilize in good faith such mediator facilities as are provided by the document to reach agreement.

24. Mediation

Pursuant to paragraph (C) (6) (g) of this article, impasse cannot be declared until thirty (30) days after the start of negotiations. If an impasse is declared by either party during negotiations, the matter will be submitted to mediation through the Federal Mediation and Conciliation Service at the request of either party. If the parties fail to reach an agreement through mediation, the Association shall have the right to strike, subject to the ten-day notice requirement, in accordance with R.C. Section 4117.14(D) (2).

## ARTICLE III - GRIEVANCE PROCEDURE

### A. Definitions

1. A grievance is an alleged violation, misapplication, or misinterpretation of a written provision of this Agreement.

2. A grievant(s) is a bargaining unit member, group of bargaining unit members, or an Association making the claim.

3. A representative is any member of the Association who acts as the representative for a particular grievant. At any step the grievant may have an LRC as a representative.

4. A supervisor (non-bargaining unit member) is the building principal, the director or coordinator to whom the grievant reports. If more than one building principal is involved, the matter will be discussed with the principal involved in the dispute.

5. A designee is a person selected by the Superintendent and approved by the Board to represent the Superintendent.

6. A day is a day in which school is in session except during summer break, and then it is a calendar day.

7. Association Grievance is a grievance which has an impact on the majority of the members of the bargaining unit.

8. Group Grievance is a grievance which commonly affects a group of bargaining unit members.

## B. Purpose

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 at any level of the procedure.

2. Nothing contained herein will be construed as limiting the right of any teacher having a grievance to discuss the matter informally with an appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of the Agreement and that a Ridgedale Teachers' Association representative appointed by the Ridgedale Teachers' Association President be present if requested by the grievant at such adjustments.

3. Except for the Informal Step I of this grievance procedure, each decision will be in writing and provide a general explanation of the basis for such decision.

## C. Procedure

1. Step I - Informal

   If a member believes there is a basis for a grievance, he/she may first discuss the matter with his/her immediate supervisor within ten (10) days of the date on which the grievant knew or should have known of the occurrence of the act or conditions on which the grievance is based in an effort to resolve the matter informally.

   The supervisor or designee must meet with the grievant within five (5) days after the request for a meeting.

   The grievant may have a representative to accompany him/her.

   The supervisor shall render a decision within five (5) days of the informal meeting. If an adjustment is to be made, then the Ridgedale Teachers' Association President shall be notified in the event an appointed representative is not present at the Step I meeting.

   If the grievance is not resolved to the satisfaction of the grievant, the grievant may, within five (5) days of the receipt of the decision, complete the Grievance Report Form (See Appendix A) in quadruplicate for Step II. Two (2) copies will go to the supervisor, one (1) to the Association, and one (1) to the grievant. The original copy shall be the routing copy.

2. Step II

Within five (5) days of the receipt of the Grievance Report Form for Step II, the supervisor will meet with the grievant and representative, if any, to discuss the grievance.

The supervisor will indicate his/her decision of the grievance within five (5) days after such a meeting by completing the Grievance Report Form for Step II and returning it to the grievant. A copy of the decision will also be sent to the Superintendent and Association President.

3. Step III

If the decision of Step II is unsatisfactory, the grievant may sign, within five (5) days, the original Grievance Report Form for Step III and present it to the Superintendent.

Within five (5) days of receipt of the Grievance Report Form for Step III, the Superintendent and/or his/her designee will meet with the grievant.

The Superintendent will indicate his/her decision of the grievance within five (5) days by completing his/her portion of the Grievance Report Form for Step III and forwarding it to the grievant with a copy to the Association President.

4. Step IV

If the grievant is not satisfied with the decision at Step III of the grievance procedure, the Association may, within fourteen (14) days of receipt of the decision from the Superintendent, request Board action by filing a copy of the grievance with the Treasurer. The Treasurer will schedule a hearing at the next regular Board meeting or special Board meeting if requested by the grievant. The special Board meeting shall be within five (5) days of the request by the grievant. The Board shall issue its decision within ten (10) days of the Board meeting.

5. Step V

If the grievant is not satisfied with the decision at Step IV of the grievance procedure, the Association may request, within fourteen (14) days, the grievance be submitted to mediation through the Federal Mediation Conciliation Service or the State Employment Relations Board. The mediation shall occur within twenty (20) days or the matter may proceed to Step VI.

6. Step VI

If the grievant is not satisfied with the outcome at Step V of the grievance procedure, the Association may, within fourteen (14) days, request binding arbitration with an arbitrator from AAA. The designees from the Board and the Association shall meet and draft a joint request to the AAA for a list of arbitrators. The arbitrator will be mutually selected in accordance with the rules of AAA. The

decision of the arbitrator shall be binding on both parties. The cost shall be borne equally by both parties.

**D. General Provisions**

1. The RTA may stop the grievance at any point in the process if it is felt there will be no gain for the grievance to continue.

2. If the RTA votes to stop supporting the grievance at any point, the decision at the preceding level shall be binding.

3. The limits given will be considered as maximum, unless otherwise extended by mutual written consent.

4. A grievance may be withdrawn at any level without prejudice.

5. Failure at any step of the procedure to communicate a decision within the specified time limits will automatically entitle the grievant to go to the next step in the procedure.

6. Failure at any step of the procedure to forward the grievance within the specified time limits will deem the grievance waived or settled.

## ARTICLE IV - TEACHER PROTECTION

**A. Assault**

The teachers shall immediately report (within the realm of physical capability, in writing) all cases of assault suffered by them in connection with their employment by filing duplicate copies with their building principal and the Superintendent. Assault leave will be granted in accordance with the assault leave policy in this document.

**B. Threats Against Teachers**

Upon request, teachers may report, in writing, any threats of physical violence or of criminal or civil action against them arising out of, and in the course of, their employment, by filing duplicate copies of such threats with the building principal and the Superintendent. Said written reports shall be handled in a confidential manner and shall not be released to any individual without the consent of the involved teacher(s). The Superintendent will review the matter and take such action as he/she deems appropriate. A plan of action may be initiated only after consultation with the involved teacher(s). However, the Board and the administration will cooperate and assist the involved teacher(s) should the teacher(s) decide to file suit relative to the involved incident.

Disciplinary action shall not be taken against a teacher solely on the basis of a written complaint by a parent of a student.

## C. Complaints Against Teachers

Complaints about school personnel shall be handled pursuant to Ridgedale Local School District Board Policy Number 9130. Violations of the Policy are subject to the Grievance Procedure.

## D. Academic Freedom

Teachers shall have the right to teach without unwarranted interference, harassment, pressure or intimidation on matters they have a responsibility to present including material emanating from state authorized and Board adopted curricula to their classes in such a way as to contribute to the overall intellectual growth and general development of each child. Teachers shall be given adequate encouragement so that, while exercising good judgment and following Board adopted curricula, subjects may be explored openly and adequately within the classroom.

## E. Activity Driving

Teachers will not be required to drive pupils to school activities which take place away from the school building. Teachers who have completed the state required training provided by the district at no cost to the bargaining unit member may voluntarily transport students in the school van (See Appendix T) with advance approval of the immediate supervisor.

## F. Non-Discrimination

Teachers will not be discriminated against on the basis of age, religion, race, origin, marital status, sexual orientation, physical disabilities, or the exercise of their rights under the provisions of this agreement.

## G. Employment Related Injuries

Staff members receiving injury in the course of, and arising out of their employment are requested to complete an accident report form and file it with the central office. Forms may be obtained from the building administrator.

## H. Teacher Responsibilities Regarding Student Discipline

1. In accordance with R.C. 3313.66 (C) a teacher may remove a student from curricular or extra-curricular activities under his/her supervision if in the professional judgment of the teacher a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting, in a behavioral sense, the educational process.

2. Within twenty-four (24) hours following such removal, the teacher shall submit written reasons for such removal to the building principal. Such reasons shall be forwarded to the parents of the student and the teacher shall attend and participate in any subsequent disciplinary hearing(s).

3. If, following a teacher's removal of a student from his/her classroom for disciplinary reasons, the building principal determines not to take further disciplinary action, the teacher may discuss that decision with the principal.

4. If the Superintendent or the principal reinstates a pupil in a curricular or extracurricular activity under the teacher's supervision prior to the hearing following a removal pursuant to Section 3313.66, the teacher shall, upon request, be given in writing reasons for such reinstatement.

5. Upon the student's return to school from a suspension or expulsion or following a student's removal from a classroom or activity the teacher may request that the involved student be assigned to another classroom. If the building principal disagrees, the teacher may discuss that decision with the principal, where the principal will explain his/her reasons for the decision.

6. Decisions and reasons regarding student discipline, including expulsions and removals, made by a building principal, the Superintendent and the Board are not subject to the grievance procedure. Procedural elements of this procedure are subject to the grievance procedure.

7. A Discipline Committee shall be formed in each building and shall consist of two members to be appointed by the building principal, who will serve as chairperson and two members to be appointed by the Association. At the senior high school, the committee will be composed of three members appointed by the principal, with the principal serving as chairperson, and three members appointed by the Association. On each such building committee, one of the administrative members must be the person responsible for administering discipline in that respective school building. The committee may involve students at its discretion. The purpose of such committee will be to study discipline practices and make recommendations regarding the development of a consistent discipline philosophy for the building. A general philosophy may be developed through consensus by this committee. Decisions on individual disciplinary situations will remain the responsibility of the administration. If any specific teacher, administrator, or student is being discussed during any such committee meeting, the committee shall enter into executive session. The committee will meet every month during the months of September through April of each school year unless otherwise mutually agreed.

## I. Social Media and Cell Phone Policy

To ensure all staff members are informed of and comply with the District’s policies regarding the appropriate use of social media and cell phones, annual training on the policies will be incorporated into Public School Works training.

## J. Reduction in Force

1. Reasons

When by reason of decreased enrollment of pupils, return to duty of regular members of the bargaining unit after leaves of absence, by reason of suspension of schools or territorial changes affecting the district, or financial reasons the Board may make a reasonable reduction.

2. Method

a. All retired rehired teacher(s) shall be reduced in force prior to bargaining unit members being notified of the Board's intent to include their positions in a reduction.

b. The Superintendent's recommendation for contracts to be suspended will be made in accordance with the following procedures:

1. Members of the bargaining unit serving under continuing contracts will be given preference.

2. Members of the bargaining unit serving under limited contracts will be placed under continuing contract members of the bargaining unit, also in descending order of seniority and certification. A general seniority list (including members of the bargaining unit on approved Leaves of Absence) will be compiled by the administration prior to a RIF.

3. A copy of such list shall be given to the Association President.

4. The order of reduction in each certification/licensure area shall be as follows:

a. First: members holding limited contracts who have not been evaluated in the District.

b. Second: members holding limited contracts based on:

i. Licensure/Certification;

ii. Competency as determined by formal evaluation;

iii. When evaluations are comparable, by lowest seniority in the District.

c. Third: members holding continuing contracts based on:

i. Licensure/Certification;

ii. Competency as determined by formal evaluation;

iii. When evaluations are comparable, by lowest seniority in the District.

5. "Competency as determined by formal evaluation" and "comparable evaluation" will be based on the final holistic summative evaluation rating. The ratings within each individual category are considered comparable only within the same category (e.g., skilled are comparable only to skilled; developing are comparable only to developing, etc.).

c. Any member of the bargaining unit that may be affected by a RIF shall be notified. Such notification will include the reasons for the RIF.

3. Seniority

Seniority is defined as the length of continuous service as a certified/licensed employee with a contract in the Ridgedale School District. Continuous service shall include approved leaves of absence.

a. Leaves of absence will not interrupt seniority; however, time spent on such leave shall not count toward salary increases.

b. If two (2) or more members of the bargaining unit have the same length of continuous service, seniority is determined by:

1. The date of the Board meeting at which the member of the bargaining unit is hired.

2. The date the member of the bargaining unit signed the initial employment contract in the Ridgedale School District.

3. The member of the bargaining unit with the first paid day.

4. The member of the bargaining unit who has substituted in the district prior to employment.

5. Any remaining ties will be broken by lot.

Annually, by October 31 of each year, a seniority list for that school year shall be made available to the members of the bargaining unit.

4. Recall

The names of members of the bargaining unit whose contracts are suspended will be placed on a recall list for up to thirty-six (36) months from the date of reduction. Members of the bargaining unit on the recall list will have the following rights.

a. No new members of the bargaining unit will be employed while there are members of the bargaining unit on the recall list who are qualified or who became qualified for the vacancy.

b. Members of the bargaining unit, whose continuing contracts are suspended, shall have the right of restoration to continuing service status in the district in reverse order of layoff if and when teaching positions become vacant or are created for which any of such members of the bargaining unit are or become qualified. Continuing contract members of the bargaining unit shall be on the recall list indefinitely.

c. Notice of recall will be given by registered mail if a vacancy exists in a position for which the RIF'd member of the bargaining unit is certified and qualified. The written notice will be sent to the last address provided by the member of the bargaining unit with follow-up telephone calls. It shall be the responsibility of the member of the bargaining unit to keep the Board informed of telephone and address changes. If the member of the bargaining unit fails to respond within seven (7) calendar days of receipt of the written notice or declines to accept the position, such teacher will be removed from the recall list.

d. The Board will accept resignations from members of the bargaining unit who are on suspended contract.

e. Preference shall be given to RIF'd members of the bargaining unit for casual or day-to-day substitute teaching.

f. These rights shall continue until recalled to active employment status; written resignation of employment is submitted to the Board; thirty-six (36) months from the date of the initial date of RIF have passed; or there is a failure to respond or decline to accept a position as specified in 3 above.

g. RIF'd members of the bargaining unit shall be eligible to purchase insurance as stated by law, (C.O.B.R.A.). Premiums in accordance with the C.O.B.R.A. law shall be paid by the member of the bargaining unit as specified by the Treasurer.

h. The Board will not challenge the RIF'd member's application for unemployment compensation.

i. Any member of the bargaining unit who signs a contract with another district shall immediately waive unemployment compensation rights from the Ridgedale School District.

5. Return to Active Employment

A member of the bargaining unit on the recall list will, upon acceptance of the notification to resume active employment status, return to active employment status with the same seniority, accumulation of sick leave, and salary schedule

placement and benefits at the same level in accordance with the contract in effect at the time of recall.

6. Procedure

The parties agree that these procedures apply only to the suspension of contracts under O.R.C. 3319.17 or as stated under Reasons, above.

## K. Vacancies

1. Definition

A vacancy as determined by the administration may result from creation of a new position, resignation, leave of absence, retirement, non-renewal or termination.

2. Posting

All vacancies will be posted as soon as possible on the bulletin board in each building. The Superintendent will send the Association President copies of the official posting the day of such posting.

3. Summer Announcements

During the summer months in which regular school is not in session, job announcements shall be included with paychecks.

4. Posting Period and Application

Vacancies shall be posted for five (5) school days during the regular school year. Members interested in the positions shall apply in writing to the Superintendent.

5. Exceptions

The time frame as indicated in Division (J) (4) above shall not apply to vacancies during the first ten (10) days of the school year. Unfilled transfer requests will be considered vacancies occurring during this ten (10) day period.

6. In-Term Vacancies

When vacancies occur in the second semester, the Superintendent may fill such a vacancy on a temporary or tentative basis until the end of the normal school year, at which time the position may be considered open for transfer requests.

7. List of Vacancies for Following School Year

Not later than May 15 of each year the Superintendent will prepare a list of all known vacancies in teaching and supplemental contract positions for the following

school year. Vacancies to be identified shall be those vacancies filled on a temporary basis pursuant to 6 above, and others as defined in 1 above.

8. Criteria for Selecting Applicants

The competency, qualifications, and seniority of the applicants shall be the primary consideration in filling all vacancies. Recommendations to fill vacancies shall be made at the discretion of the Superintendent.

Seniority in the district is defined in Article IV, Section J. 3.

## L. Voluntary Transfers

1. Voluntary transfers are those requested transfers from one building to another, one subject area to another, or one grade level to another.

2. Requests for transfer shall be made in writing by the teacher on or before the last day of the school year. (The request shall set forth the reasons for transfer, the school, grade, or position sought, and the applicant's qualifications.) Such request shall not affect the member of the bargaining unit's existing assignment in the event no vacancy exists in the area to which the transfer is requested.

3. Any staff member who has made written request for a transfer to a position and who possesses the proper certification and qualifications will receive full consideration of their voluntary transfer request.

4. Each member of the bargaining unit who has made a request for a transfer shall be notified of the decision of that request.

5. The final authority in filling all vacancies rests with the Superintendent.

## M. Involuntary Transfers

1. When making involuntary transfers, the convenience and wishes of the individual member of the bargaining unit will be honored to the extent that these considerations do not conflict with the instructional requirements and the best interest of the school district and the pupils as determined by the Superintendent.

2. Notice of an involuntary transfer or reassignment will be given to teachers as soon as practicable, and, except in cases of emergency, no later than July 17. This date can be extended by mutual consent of the Board and the Association.

3. When an involuntary transfer or reassignment is necessary, a teacher’s areas of competence, major or minor field of study, length of service in the Ridgedale school system, length of service in the building, grade or subject from which transfer or reassignment is contemplated and other relevant factors, including legal requirements, will be considered in determining which teacher is to be transferred or reassigned.

4. An involuntary transfer or reassignment will be made only after a meeting between the teacher involved and the Superintendent, at which time the teacher will be notified of the reason therefore. The teacher may, at his/her option, have a representative of the Association present at such meeting. No teacher will be transferred or reassigned arbitrarily, capriciously, or without rational basis in fact.

5. A list of open positions in the school system will be made available to all teachers. Teachers who have been involved in an involuntary transfer will, when a desirable position for which they have appropriate qualifications becomes available, have the right to apply for said position.

6. A teacher being involuntarily transferred or reassigned will be placed only in an equivalent position, i.e., one which, among other things, involves no reduction in total compensation and no impairment of tenure.

## N. Reassignment of Members to Cover Classes

The employer shall make reasonable efforts to recruit substitute teachers. In the event that such efforts are unsuccessful and a shortage exists in grades 7-12, and as a last resort, the employer may hire, as the need arises, non-certificated/licensed individual(s) as study hall monitors, for the purpose of making the certificated/licensed instructor(s) who are regularly assigned to study halls, available to be reassigned as substitutes for academic classes in which the regularly assigned instructor is absent. The above-described process is intended as a temporary solution for the staffing of academic classes on a short-term, day-to-day basis.

## O. Period Substitutes

Any bargaining unit member who voluntarily agrees to forego his/her non-student contact time and serve as a substitute teacher in a class whose regular teacher is absent will receive twenty-five dollars ($25.00) per class period covered (See Appendix T). Members of the bargaining unit requested to cover an absent member's class in conjunction with their own class assignment will also be paid at the above rate. The building principal or designee will be responsible for obtaining substitutes.

# ARTICLE V - TEACHING CONDITIONS

## A. Workday

The workday for bargaining unit members shall not exceed seven (7) hours and thirty-five (35) minutes of consecutive time. The workday shall start no earlier than 7:40 a.m. and end no later than 3:15 p.m., Monday through Friday. The work year shall not exceed 183 days, except for those individuals on extended duty. The workday may be adjusted if there is a need to make up additional calamity days. Calamity days in excess of five (5) shall be made up Monday through Friday and included in the calendar adopted under Section F of this Article.

## B. Work Year

1. The work year of bargaining unit members employed on a nine (9) month basis will be determined by the school calendar which will not exceed 183 days. The work year of bargaining unit members employed on a ten (10) month basis will not exceed twenty (20) additional workdays. The work year of bargaining unit members employed on an eleven (11) month basis will not exceed forty (40) additional workdays. The work year of bargaining unit members employed on a twelve (12) month basis will not exceed sixty (60) additional workdays. The work year will include days when pupils are in attendance, conference days, and any other days necessary to fulfill contractual duties.

2. Any bargaining unit member who accepts an extended service contract to work beyond the regular work year set forth in paragraph one will be compensated according to his/her teaching contract. The bargaining unit member will be compensated for 1/183 of his/her yearly contract for each day he/she works beyond that yearly contract.

3. The calendar for each of the school years covered by this Agreement will be attached as Appendix B to this Agreement.

4. When schools are closed due to epidemic, or other calamity, employees shall be paid at the regular rate of pay and not have sick leave, personal leave, or vacation charged against their accounts. Up to five (5) calamity days may be granted each year that do not have to be made up. If more than five (5) calamity days are used, all days in excess of the first five (5) will be made up, without additional compensation, with either student instructional days and/or professional development days, unless the Board approves a shorter minimum school year.

## C. Teacher Hours and Load

1. The schedule for each full-time equivalent teacher for preparation/planning time shall be a minimum of two hundred (200) minutes per week. No other duties shall be assigned during the above-referenced time periods and such time periods will be provided to teachers during the regular school day exclusive of time taken for lunch and travel.

2. Exceptions to the above provisions may be made only with the agreement of the staff member and the administration in writing on a yearly basis. The Association shall be notified in each instance, in advance, if possible.

## D. Extracurricular Duties

Bargaining unit member participation in extracurricular duties will be strictly voluntary. Bargaining unit members with supplemental contracts will be compensated for all participation in accordance with the provisions of the supplemental contract.

## E. Class Size

1. The ratio of teachers to pupils on a district wide basis shall be at least one full-time equivalent classroom teacher per twenty-five pupils in average daily membership. Said ratio shall be calculated in accordance with Sections 3317.02 and 3317.023 of the ORC.

2. The ratio of teachers to pupils in kindergarten through fourth grade on a district wide basis shall be at least one full-time equivalent classroom teacher per twenty-five pupils in average daily membership. Said ratio shall be calculated in accordance with Sections 3317.02 and 3317.023 of the Revised Code.

## F. School Calendar

The Board annually will submit to the Superintendent a date on which it intends to vote on establishing a school calendar (See Appendix B) for the following school year. No less than forty-five (45) days prior to such intended vote, a committee will convene to submit at least two (2) proposed calendars for Board consideration and vote. The committee shall be composed as follows: one (1) Board of Education member, one (1) administrator, one (1) RTA member from each building (selected through RTA's internal processes). Decisions of the committee shall be by consensus. Consensus shall be defined as agreement or approval of all parties. If consensus cannot be reached, the Association shall be granted the opportunity to address the Board prior to Board passage of the calendar.

Prior to submission of the drafts to the Board, the Association may vote on the calendars and report its vote to the Board. The calendar drafts must be submitted to the Board in time for the February board meeting. The Board has the final approval regarding the calendar.

## G. Teaching Facilities and Instructional Equipment

Teachers shall have direct access to all facilities, materials, supplies, and instructional equipment housed within their school system building that are essential and necessary for the performance of their teaching responsibilities in accordance with reasonable guidelines to be established by the principal or any necessary accounting procedures.

## H. Lunch Period for Teachers

Teachers must be provided with at least thirty (30) minutes for lunch each school day. During this time, the teacher may not be required to perform any school activity. (R.C. 3319.072)

## I. Parent/Teacher Conferences

The calendar committee shall include two (2) days each school year for K-12 as parent/teacher conference days. The normal teacher schedule may be revised to permit such conferences to be conducted during the afternoon and evening hours. All teachers shall receive compensatory time off based on the number of days or hours worked to complete the annual parent-teacher conferences.

## J. Building Extra Duty Schedule

The administration shall schedule all extra duty assignments during the teacher workday and attempt to make all extra duty responsibilities as equal as possible and shall ask for input from the staff in its development. These duties may include but are not limited to the following: hall supervision, selling lunch tickets, recess supervision, cafeteria supervision, a.m./p.m. bus supervision, detention supervision, before/after school supervision, restroom supervision, and parking lot supervision.

## K. Building Meetings

All building meetings involving teachers shall be considered a part of the regular duties of teachers. The building administrators will try to hold down the number of obligatory teachers' meetings to a minimum level. Such meetings will commence as soon as possible after the dismissal of students and will commence no more than one (1) hour prior to the scheduled student arrival time.

## L. Placement of Students with Disabilities in Regular Classrooms

1. The regular classroom teacher shall be given the opportunity to consult with the building principal, parent, and special education teacher at the commencement of the placement of a student with a disability in a regular classroom.

2. If the regular classroom teacher feels that the student with a disability is disrupting the educational atmosphere of the regular classroom, the teacher shall so advise the principal, who will give the teacher the opportunity to meet with the special education teacher, parent, and the principal to discuss the problem.

3. The equitable distribution of students with a disability among regular classrooms and the expected ability of such students to achieve academically in such classrooms, are among the factors for consideration when such placements are made.

4. Compliance with paragraphs 1, 2, and 3 above regarding placement of students with a disability in regular classrooms is subject to the grievance procedure contained herein. However, disputes regarding the placement of children with a disability involving factors other than those stated above may be resolved only through the state and federal statutory due process procedures found in AM. H.B. 4555 and P.L. 94-142.

## M. Evaluation Instrument (for Non-OTES Teachers) (See Appendix F)

1. The evaluation procedure is designed to assess the professional performance of teachers and identify strengths and weaknesses. The evaluation will be done by an individual licensed as principal or authorized under the ORC for the purpose of promoting professional development and instituting changes required to insure a more positive educational experience for students.

2. Each first year teacher in the district will be evaluated at least twice during the school year. Each teacher whose contract will be up for renewal will be evaluated at least twice. Those teachers who are in the middle of contracts or who have continuing contracts will be evaluated at least once during the school year. Teachers who are assigned to more than one building will be evaluated at least once in each building.

3. Teachers will receive prior notification of the first formal observation each year and this observation shall extend through the entire lesson period. The second formal observation will be held after a pre-conference and the observation will be at the discretion of the evaluator.

4. A pre-conference meeting will be held between the teacher and evaluator prior to formal observations. The purpose of this meeting is to discuss the observation and evaluation instruments which will be used and to familiarize those concerned with the purpose and criteria for evaluation.

5. A written appraisal for the evaluation will be presented to the teacher at the post-conference no more than ten (10) school days after the observation and no later than January 25 for the first evaluation or May 1 for the second evaluation. Specific areas of deficiency should be noted when applicable and strategies for improvement and the means by which the teacher may obtain assistance in making such improvements should be discussed and included in the written summary. The written observation/evaluation will be signed and dated by both the evaluator and the teacher. A teacher's signature on the evaluation indicates the teacher has received the form. The teacher's signature does not necessarily indicate that the teacher agrees with the evaluation. Teachers have the option of attaching their comments regarding the appraisal to the signed observation/evaluation.

6. At the request of the teacher or evaluator, an additional observation/evaluation and/or conference may be held. A record of these meetings should be kept and signed by both parties.

7. A copy of the evaluation instrument can be found in the appendices (See Appendix F).

## N. Professional Enrichment

1. The Board and the Association take seriously the need for professional enrichment programs. With this in mind, in-services shall be planned by and funded by the Board with the program topic(s) announced early enough to permit professionals to prepare for meaningful participation. All participants in the program shall be given the opportunity to evaluate the educational merits of the program(s). The result of the evaluation shall be considered in future planning.

2. There may be four (4) start-of-school delay days during the course of each school year for purposes of in-service teacher collaboration in the district. One day's activities would be planned by the building administrators, one by the district

continuous improvement committee, one by teachers, and one by a grade/department level group of employees. For purposes of this provision, teacher collaboration activity topics may include but are not limited to the following:

a. schedules for team teaching;

b. develop intervention goals and procedures;

c. analyze proficiency data to use for the improvement of student proficiency scores;

d. develop integrated units to meet proficiency outcomes;

e. brainstorm ways to improve instruction;

f. mentoring (team teaching);

g. continuous improvement subcommittees;

h. scheduling;

i. update/coordinate special education meetings;

j. any other activity deemed appropriate.

3. A Local Professional Development Committee (LPDC) for district employees shall be established in accordance with Article XVIII**.** The annual stipend for the bargaining unit members serving on the LPDC shall be five hundred twenty-five dollars ($525.00).

## O. Reimbursement for College Credit Earned

1. Reimbursement shall be paid for any semester hours taken during one calendar year. For purposes of this provision, the year shall run from September 1 to August 31.

2. A maximum shall be set on the reimbursement per semester hour and total money budgeted. If the total amount for additional hours shall exceed the set amount, then a percentage of the established cost of hours will be reimbursed.

3. Tuition Reimbursement

The tuition reimbursement fund will be fifteen thousand dollars ($15,000.00) for the school year with a cap of 50% of the tuition cost for any one certified employee in a given year. Notwithstanding the above monetary fund amounts, at the end of any school year, if the tuition reimbursement fund has a carryover balance of $100.00 or more, such amount will be carried over into the following year's monetary allotment to be used for reimbursement in accordance with these provisions. A cap of $40,000 is established. If the balance in the fund equals or exceeds $40,000 at the end of the fiscal year, then no money will be added to the fund in the next fiscal year.

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

5. Reimbursement requests shall not be honored prior to the opening day of the following school year.

6. It will be the responsibility of the employee to submit to the school officials evidence that the course has been satisfactorily completed.

7. Reimbursement consideration will be made only for courses completed relative to the employee's educational pursuit.

8. Staff members must obtain prior approval from the Superintendent before the course is taken to receive reimbursement.

9. Semester hours shall be rounded off to the nearest whole number.

10. Request for reimbursement and evidence of satisfactory completion of the course (transcript) must be submitted before October 1 each year. Reimbursement shall be approved at the October Board of Education meeting.

**P. New Teacher Hirings**

The Department Chairperson or a grade level representative chosen by the Association will be invited to participate in the interview process for the hiring of new teachers. The final authority in hiring all new teachers rests with the Superintendent.

**Q. Administrator Hirings**

The Association may designate one person to participate in the first round of the interview process for the hiring of new Principals or Assistant Principals. The final authority in hiring all Principals and Assistant Principals rests with the Superintendent.

**R.** Teaching staff shall not be required to administer medications and/or perform medical procedures/treatments, unless an emergency situation arises or nonteaching employees are not present. If a teacher is required to administer medications and/or perform medical procedures/treatments, he/she shall be properly trained, as the need arises, but no less than once a year by a medical professional. Volunteers shall be sought before teachers are required to administer medications or perform medical procedures.

## ARTICLE VI - OTES

Any significant differences on evaluation(s), as set forth below, should be thoroughly analyzed and resolved, if possible. In the event the member does not agree with the principal's evaluation, such disagreement shall be filed, in writing, within five (5) days of the principal/member

conference. Additional observations may be made by the Superintendent at his/her discretion or at the request of either the principal or member.

Violations of and compliance with, evaluation procedures, as set forth below, are subject to the grievance procedure, Article III. The substance of an evaluation that directly results from an evaluator's following the OTES model may not be grieved.

Evaluation for supplemental and regular bargaining unit member contracts shall be kept in separate envelopes in the personnel file.

**A. Definitions**

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

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

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

4. Evaluation Rating: The final, holistic evaluation level that is assigned to a teacher based on evaluations that are conducted pursuant to the terms of this agreement. The evaluation rating is assigned at the conclusion of the evaluation cycle. The contract will be amended as the criteria / relevant law is amended. Each completed evaluation will result in the assignment of a teacher to one of the following evaluation ratings: Accomplished, Skilled, Developing or Ineffective.

5. Evaluation Cycle: The period of time for the completion of the evaluation procedure.

6. Evaluation Instrument: The process and forms used by the teacher's evaluator. These forms can be found here: ohioes.com/login.

7. Teacher-level Value-Added: "Value-Added" refers to the value-added methodology provided by ODE. Where value-added data exists, value-added data must be one of the high-quality student data measures used.

8. Evidence: Information collected and/or received by the evaluator to support and inform the accurate reflection of the Evaluation. Examples include, but are not limited to, student information affecting educational progress, student interest or learning style survey, newsletters, classroom rules, lesson plans, student portfolios, summative assessments, student work samples, professional growth

plans, walk-throughs, observations, informal conversation, and high-quality student data.

9. High-Quality Student Data: Information derived from instrument(s) rigorously reviewed and approved by local educators which provides evidence of student learning that can be directly attributed to the teacher being evaluated.

10. Improvement Plan: A written plan developed by the evaluator, utilized when a teacher received a Rating of Ineffective on his/her Evaluation or on any individual deficiency in the evaluation system.

11. Ohio Evaluation System (OhioES): The electronic system used by the District to report aggregate teacher evaluation ratings to the State Board of Education (SBOE).

## B. Purpose

The purposes of teacher evaluation are:

1. To serve as a tool to advance the professional development of teachers.

2. To inform instruction.

3. To assist teachers and administrators in identifying and developing best educational practices in order to provide the greatest opportunity for student learning and achievement.

4. To make retention and promotion decisions.

## C. Application

The teacher evaluation procedure contained in this agreement applies to the following employees of the District:

1. Teachers working under a license issued under Chapter 3319 of the Ohio Revised Code or a permanent or professional certificate under former section 3319.222 of the Revised Code who spend at least fifty (50) percent of their time providing student instruction.

## D. Evaluators

1. An evaluator must be an SBOE credentialed employee of the District. Supervising Principals will generally be the evaluator for each teacher. Every effort will be made to ensure that the building principal (or assistant principal) will evaluate. However, if a supervising principal is unable to complete the evaluation, a credentialed evaluator employed by the district, approved by the superintendent will be appointed to complete the evaluation.

2. The person who is responsible for assessing a teacher's performance shall be:

   a. In the event a teacher performs work under the supervision of more than one supervisor, one supervisor shall be designated as the evaluating supervisor. The designated supervisor may change under extenuating circumstances, with the Superintendent's approval.

   b. The evaluator shall not be a bargaining unit member.

## E. Evaluation Committee

The Association and the Board agree to establish a standing joint Evaluation Development Committee for the purpose of assessing and making recommendations concerning the procedure and process, including the evaluation instrument, and the determination of HQSD for the evaluation of teachers in the District.

1. Members will be comprised of teachers from the Ridgedale Local School District who volunteer their time to serve on this committee for the duration of the school year.

2. All volunteers will be approved by the supervising principal prior to being placed on the Committee.

3. Supervising Principals will give RTA an opportunity to share any concerns it might have about Committee volunteers.

4. The Committee should include five (5) teachers and an administrator. There shall be one Committee for grades K-5 and one for grades 6-12.

5. Meeting times are flexible and will be set by Committee Members.

6. Members will use the HQSD criteria established by the SBOE.

## F. Schedule for Evaluation

1. Teachers will be notified of their designated evaluator no later than September 15th of each school year, and within 5 workdays of any subsequent change.

2. Teachers may request a meeting with their evaluator to discuss the tools, processes, methodology, and the use of high-quality student data.

3. Classroom observations may be scheduled any day except: the day before or after Thanksgiving, Christmas, Spring Break; the day after the member returns from an absence; and, the last day of a grading period.

4. The evaluation shall be completed no later than the first (1st) day of May, and the teacher being evaluated shall be given access to the results of this evaluation, including the assigned evaluation rating, not later than the tenth (10th) day of May.

5. The Board may evaluate each teacher assigned an evaluation rating of Accomplished on the teacher's most recent evaluation conducted under this article once every three (3) school years so long as the teacher submits a self-directed professional growth plan that focuses on specific areas identified in the observations and evaluation, and the evaluator determines that the teacher is making progress on that plan. In that case, the evaluation shall be completed by the first (1st) day of May of the applicable school year, and the teacher shall receive a written report of the results of the evaluation by the tenth (10th) day of May of that school year.

6. The Board may evaluate a teacher assigned an evaluation rating of Skilled on the teacher's most recent evaluation conducted under this article once every two (2) school years so long as the teacher and evaluator jointly develop a professional growth plan that focuses on specific areas identified in the observations and evaluation, and the evaluator determines that the teacher is making progress on that plan. In that case, the evaluation shall be completed by the first (1st) day of May of the applicable school year, and the teaher shall receive a written report of the results of the evaluation by the tenth (10th) day of May of that school year.

7. In any year that a teacher is not formally evaluated pursuant to paragraphs 5 or 6, an evaluator shall conduct at least one (1) formal or informal observation of the teacher and hold at least one (1) conference with the teacher.

8. Teachers rated as Accomplished or Skilled may voluntarily choose to be evaluated before the excused window expires.

9. The Board may evaluate any teacher in a year the teacher's limited contract expires.

10. Teachers on Leave or Retiring

    The Board may elect not to conduct an evaluation of a teacher who: (1) was on leave for fifty percent (50%) or more of the school year, as calculated by the Board; or (2) has submitted notice of retirement and that notice has been accepted by the Board on or before December 1 of the school year in which the evaluation is otherwise scheduled to be conducted.

**G. Criteria for Performance Assessment**

1. A teacher's performance shall be assessed based on the standards for the teaching profession as reflected in the criteria set forth in the evaluation instrument, which can be found here: ohioes.com/login.

2. No teacher shall be evaluated on his or her work performance except based on the observations of the principal, the walkthroughs that are set forth in this agreement, and other methods of obtaining data concerning the teacher's performance (e.g., high-quality student data, informal conversations, and evidence

of practice and professionalism). Teacher evaluation is an ongoing process and is not limited to scheduled classroom observations.

3. All monitoring or observation of the work performance of a teacher shall be conducted openly.

4. Any other matters coming to the attention of the administration in the ordinary course of conducting the business of the school district may be included in the evaluation after the member has been notified, in a conference, of such matters. Anonymous information and materials may not be included in the evaluation.

## H. Guidelines

1. Performance Rubric:

   a. Each teacher will be observed formally a minimum of two (2) times each year by his/her evaluator. These observations may be announced and will cover at least thirty (30) minutes of instruction. If possible, the Evaluation Committee recommends evaluators stay for a full instructional period for middle school and high school teachers and a complete lesson for elementary school teachers. Upon the request of the teacher, a pre-observation conference shall be scheduled at a mutually agreeable time during the grading period in which an observation takes place. The pre-observation conference will be used for the teacher to explain plans and objectives for the work situation to be observed and to gather any information specific to the students and teacher, such as students on IEPs, gifted students, and/or special circumstances.

   b. If the Board has entered into a limited contract or an extended limited contract with a teacher pursuant to section 3319.11 of the Ohio Revised Code, the Board shall perform a minimum of three (3) formal observations during the evaluation cycle in any school year in which the Board may wish to declare its intention not to re-employ a teacher pursuant to section 3319.11 of the Revised Code.

   c. Each teacher will be observed through a minimum of two (2) walkthroughs each year by his/her evaluator. Every walkthrough completed by an evaluator will be used as part of the teacher evaluation.

   d. The post conference discussion between the evaluator and teacher should focus on identified area(s) of support. At this conference, the teacher may bring additional evidence from the observed lesson for the evaluator to consider before determining a holistic rating. Other key elements of the post-conference are determining area(s) of focus and discussing progress on the focus area(s). Post conferences generally may be held within ten (10) days after each observation.

2. High-Quality Student Data:

   a. Teacher evaluation will use at least two (2) measures of district-determined high-quality student data to provide evidence of student learning attributable to the teacher being evaluated.

   b. When applicable, high-quality student data shall include the value added progress dimension and at least one (1) other measure of high-quality student data.

   c. High-quality student data may be used as evidence in any component of the evaluation where applicable.

3. Final Holistic Rating:

   Evaluators will use SBOE Guidance to determine a holistic rating of teacher performance to assess which performance level provides the best overall description of the teacher's practice and enter it into the Ohio ES Portal in accordance with SBOE guidelines.

## I. Walkthroughs

1. A walkthrough is a formative piece of the evaluation.

2. Walkthroughs should last no longer than thirty (30) minutes.

3. Teachers will receive written feedback by e-mail or in writing within two (2) weeks.

4. A minimum of two (2) walkthroughs shall be included in each evaluation cycle. Additional walkthroughs can be requested by the teacher in addition to employer initiated walkthroughs.

## J. Finalization of Evaluation

1. Written Report

   Before the evaluation cycle is final, and not later than May 10, the formal written evaluation report shall be accessible to the teacher and a conference may be held between the teacher and the evaluator.

2. Completion of Evaluation Cycle

   The holistic evaluation of a teacher shall be based upon high-quality student data and teacher performance. The evaluation report shall be completed by May 10.

3. Response to Evaluation

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

## K. Teacher/Coach for Teachers on an Improvement Plan

The District may provide teachers under an improvement plan with a teacher/coach who is not the credentialed evaluator.

## L. Due Process

A teacher shall be entitled to Union representation at any conference held during this procedure in which the teacher will be advised of an impending adverse personnel action.

## M. Professional Growth and Improvement Plans

1. Professional Growth or Improvement Plans help teachers focus on areas of professional development that will enable them to improve their practice. Teachers are accountable for the implementation and completion of the plan and may use the plan as a starting point for the school year. (The Professional Growth Plan is intended to be one academic year in duration. Professional Growth or Improvement Plans may support the goals of the Individual Professional Development Plan or IPDP. The Professional Growth or Improvement Plan is not intended to replace the IPDP.) The Professional Growth or Improvement Plan and process includes feedback from the evaluator, as well as the teacher's reflection, and the support needed to further the teacher and students (based on available data), and specifically relate to the teacher's areas for growth as identified in the teacher evaluation. The evaluator should recommend professional development opportunities, and support the teacher by providing resources (e.g., time). The Professional Growth or Improvement Plan should be reflective of the data available.

2. Professional growth and improvement plans shall be developed as follows:

   a. Teachers with a final holistic rating of Accomplished will develop a self-directed professional growth plan each year.

   b. Teachers with a final holistic rating of Skilled, and those who are new to the District or the profession, will collaboratively develop a professional growth plan with the evaluator each year.

   c. Teachers with a final holistic rating of Developing will develop a professional growth plan each year that is guided by the evaluator.

   d. Teachers with a final holistic rating of Ineffective will be placed on an improvement plan each year that is developed by the evaluator.

3. Professional growth and improvement plans written for the school year shall be developed no later than September 15th.

4. Professional growth and improvement plans shall describe the specific performance expectations, timelines for completion, resources and assistance available.

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

6. A professional improvement plan is a clearly articulated assistance program for a teacher whose final summative rating is Ineffective or who is deficient in any individual component of the evaluation system.

| Accomplished Final Holistic Rating | Skilled Final Holistic Rating | Developing Final Holistic Rating | Ineffective Final Holistic Rating | No Previous Rating | Description of Requirements for Professional Growth or Improvement Plan |
|---|---|---|---|---|---|
| X | X | X | | X | Growth Plan |
| | | | X | | Improvement Plan |
| X | | | | | Self-Directed by Teacher |
| | X | | | X | Jointly Developed by Teacher and Evaluator |
| | | X | | | Guided by Evaluator |
| | | | X | | Developed by the Evaluator |
| X | X | X | X | X | Professional Conversations |
| X | X | X | X | X | Focused Observation |
| X | X | X | X | X | Mid-Year Progress Check |
| X | X | X | X | X | End of Year Evaluation |

## N. Roles of OTES Participants

1. Teachers – Each employee who meets the definition of teacher in Policy 3220 is obligated to complete all phases of the Ohio Teacher Evaluation System as specified in this Article.

   a. All teachers are accountable for progressing through their growth or improvement plan.

b. Each teacher must comply with the district timeline for due dates related to teacher evaluation in order for Final Holistic Ratings to be compiled by the evaluator prior to May 10th.

2. Principals/Evaluators

a. Principals will give teachers access to the Ohio ES Portal.

b. Several meetings with individual teachers should take place over the course of the year to provide opportunities for professional conversation or direction about performance, goals, progress, as well as supports needed. It is at these meetings that teachers can share their concerns.

c. All Observation Rubrics must be completed by May 1st.

d. Evaluators will oversee the completion and implementation of growth or improvement plans for each teacher.

3. Superintendent

a. Facilitates screen set-up in the Ohio ES Portal.

b. Give Principals/Evaluators access to the Ohio ES Portal.

c. Oversees the high-quality student data options.

d. Recommend renewal or nonrenewal of teaching contracts to the Board of Education with action to be taken on or before June 1.

e. Report Aggregated Teacher Ratings to SBOE through the OhioES Portal or other method approved by SBOE.

## ARTICLE VII – SCHOOL COUNSELOR EVALUATION

### A. PURPOSE

The purpose of the Ohio School Counselor Evaluation System (OSCES) is to:

1. Serve as a tool to advance the professional learning and practice of school counselors individually and collectively in the District.

2. Assist counselors and administrators in identifying and developing educational best practices in order to provide the greatest opportunity for the academic achievement, social and emotional development, and career planning of students.

## B. APPLICATION

The school counselor evaluation procedure contained in this agreement applies to all school counselors employed by the Board of Education.

## C. EVALUATOR QUALIFICATIONS AND ROLES

1. An evaluator must be a contracted employee of the Ridgedale Local School District.

2. Evaluators must be credentialed during the entire evaluation cycle of the counselor(s) they are evaluating.

3. In the event a counselor performs work under the supervision of more than one (1) supervisor, a single supervisor shall be designated as the evaluating supervisor responsible for all aspects of the OSCES including conducting of observations, review of metrics, and the assignment of the final summative rating.

## D. CRITERIA FOR COUNSELOR EVALUATION

1. A counselor's evaluation, including all observations and summative evaluations, shall be conducted based on the Ohio Standards for School Counselors and the School Counselor Evaluation Rubric.

2. All monitoring or observation of the work performance of a counselor shall be conducted openly.

## E. EVALUATION PROCESS

1. No school counselor shall be subject to more than one (1) evaluation per school year.

2. The final summative evaluation shall be completed no later than the first (1st) day of May and the counselor being evaluated shall receive the final summative evaluation document not later than the tenth (10th) day of May.

3. If the Board has entered into a limited contract or extended limited contract with a counselor pursuant to section 3319.11 of the Ohio Revised Code, the Board shall perform a minimum of three (3) formal observations in any school year in which the Board may wish to declare its intention not to re-employ a counselor pursuant to that section.

4. The Board of Education may evaluate a counselor receiving a rating of "Accomplished" every three (3) years so long as the metric of student outcomes, for the most recent school year for which data is available, is "Skilled" or higher.

5. The Board of Education may evaluate a counselor receiving a rating of "Skilled" every two (2) years as long as the metric of student outcomes, for the most recent school year for which data is available, is "Skilled" or higher.

6. In any year in which a counselor is not formally evaluated, as a result of having previously received a rating of Accomplished or Skilled, the assigned evaluator shall conduct one (1) formal observation of the counselor and hold one (1) post-observation conference with the counselor. The formal observation process shall be held in compliance with the provisions of this Contract.

7. The Board may evaluate any school counselor in a year the school counselor's limited contract expires.

## F. INFORMAL OBSERVATIONS

1. An informal observation is a walkthrough of non-confidential activities during unannounced times. Such observations shall be documented on the walkthrough form and will focus on one (1) or more of the following components:

    a. Comprehensive School Counseling Program Plan
    b. Direct Services for Academic, Career and Social/Emotional Development
    c. Indirect Services: Partnerships and Referrals
    d. Evaluation and Data
    e. Leadership and Advocacy
    f. Professional Responsibility, Knowledge and Growth

2. The walkthrough should last no longer than fifteen (15) minutes. The walkthrough must be of sufficient duration to allow the evaluator to assess the focus of the walkthrough.

3. The counselor shall be provided a copy of the informal observation form.

4. No fewer than two (2) informal observations shall be included in each evaluation cycle.

## G. FORMAL OBSERVATIONS

1. A minimum of two (2) formal observations shall be conducted to support the final summative evaluation. All formal observations shall last a minimum of thirty (30) consecutive minutes and will take place between September 15 and April 30. There will be a minimum of fifteen (15) workdays between the first two (2) formal observations.

2. If requested by the counselor, each formal observation shall be preceded by a conference between the evaluator and the counselor in order for the counselor to explain the plans and objectives for the work situation to be observed.

3. A post-observation conference shall be held. The conference shall be used to inform the counselor if observed practices are aligned with the expectations that are identified in the professional growth or improvement plan and give the counselor the opportunity to provide additional evidence of performance based upon the draft observation report.

4. The evaluator shall consider and cite evidence gathered from a variety of sources in addition to the observation when completing the counselor evaluation rubric. Sources of evidence include: professional growth and improvement plans, conferences (pre, post, etc.), formal and informal observations during the evaluation cycle, and any evidence provided by the counselor.

5. A counselor may request a formal observation at any time in addition to those required by this procedure.

6. No formal observations shall take place during the three (3) days prior to, or after, an extended school vacation of more than two (2) school days. Informal observations and/or conferences may be conducted during these times so long as they otherwise comply with the provisions of this Contract.

## H. FINALIZATION OF THE EVALUATION CYCLE

1. Each evaluation will result in a final summative rating of "Accomplished," "Skilled," "Developing," or "Ineffective." The final summative rating is based on a holistic review of all seven (7) dimensions of the Ohio School Counselor Evaluation System. The evaluation shall acknowledge the performance strengths and performance deficiencies, if any, of the counselor evaluated. The evaluator shall note all data used to support the conclusions reached in the formal evaluation report. No later than May 10**,** the evaluation report shall be signed by the evaluator and then signed by the counselor to verify notification that the evaluation will be placed on file. The counselor's signature should not be construed as evidence that the counselor agrees with the contents of the evaluation report.

2. Before the evaluation cycle is considered complete, a copy of the final summative evaluation shall be given to the counselor and a conference shall be held between the counselor and the evaluator.

3. The final summative evaluation shall be an accurate reflection of all in-cycle informal and formal observations, professional growth or improvement plans, Metric(s) of Student Outcomes, and evidence provided by the counselor.

4. Only as required by law, the Superintendent or his/her designee will, on behalf of the Board of Education submit to the State Board of Education (SBOE) the final summative rating of each school counselor.

5. The counselor shall have the right to make a written response to the evaluation and to have it attached to the evaluation report to be placed in the counselor's personnel file.

## I. PROFESSIONAL GROWTH PLANS

1. Counselors with a summative evaluation rating of Accomplished will develop a professional growth plan.

2. Counselors with a summative evaluation rating of Skilled or Developing shall develop a professional growth plan collaboratively with their credentialed evaluator. Counselors with a Developing rating will have their professional growth plan approved by their evaluator.

3. Professional growth plans for a school year shall be developed not later than September 15 of each school year and shall be one academic year in duration.

## J. PROFESSIONAL IMPROVEMENT PLANS

1. A professional improvement plan is a clearly articulated program used for a counselor who has a final summative rating of “Ineffective” on their most recent final summative evaluation. An evaluator may initiate an improvement plan at any time during the evaluation cycle based on deficiencies in performance by the school counselor.

2. The professional improvement plan shall include:

   a. Specific measurable performance expectations, resources and assistance to be provided; and,

   b. A reasonable, desired level of performance that is expected and a reasonable time period to correct deficiencies; and,

   c. Professional Development opportunities.

3. Improvement plans for the next school year shall be developed not later than June 1 of each school year.

## K. DUE PROCESS

1. Counselors who disagree with any informal or formal observation report and/or the final summative evaluation rating shall be allowed to submit a written rebuttal within ten (10) working days. This rebuttal will be attached to the summative evaluation report.

2. A counselor shall be entitled to Union representation at any conference held during this procedure in which the counselor will be advised of an impending adverse personnel action.

# ARTICLE VIII - FAIR DISMISSAL

## A. Non-Renewal

1. A teacher employee shall be non-renewed in accordance with provisions set forth in Section 3319.11 and evaluated in accordance with 3319.111 of the O.R.C.

2. Supplemental contracts shall not be subject to the evaluation procedure.

3. The evaluations of each employee teacher will include a review of all contractual responsibilities. The recommendation for non-renewal for contractual responsibilities will be supported by evaluations. Contractual deficiencies are not the only reason for non-renewal.

4. The following dates of 3319.11 will be followed:

   a. The Board will give teacher written notice of intention to non-renew contract on or before June 1.

   b. Direct observations must be made by an individual licensed as principal or authorized under the ORC.

   c. Teachers receiving non-renewal notices have ten days from receipt of such notice to request a statement describing the circumstances that led to the Board's intention to non-renew.

**B. Termination**

1. The Board of Education may terminate a continuing contract or limited contract for reasons of good and just cause as outlined in Section 3319.16 of the ORC. The Board will provide written notification of its intention to terminate and will enumerate the reasons for such action.

2. The teacher may request a conference with the Board to discuss the termination within 15 days of notification. The request will be made through the treasurer and will take place within 15 days of the request. Both parties may have representation of their choice at the conference.

3. Any challenge to a termination will be brought exclusively through Section 3319.16 of the ORC.

## ARTICLE IX - PROGRESSIVE DISCIPLINE

**DISCIPLINE AND DISCHARGE**

**A. Reasons For Discipline and/or Discharge**

Employees may be disciplined or discharged for good and just cause as set forth in Ohio Revised Code Section 3319.16. Discipline may include reprimands, suspension without pay, demotion in rank and/or other appropriate disciplinary action.

**B. Progressive Discipline**

The employer agrees that the principles of progressive discipline will be followed with respect to all incidents of misconduct and neglect of duty. Progressive discipline does not

preclude immediate disciplinary action in cases of serious and/or overt actions which may include advanced discipline including removal. Progressive discipline shall include each of the following steps:

1. Verbal warning;

2. Written Warning;

3. Suspensions without pay;

4. Reductions in pay and/or position and removal.

In some instances, more than one form of discipline may be appropriate. Nothing precludes initiation of discipline at any step based on the seriousness of the incident.

## C. Predisciplinary Procedure

Prior to any determination regarding removal or disciplinary action involving reduction or loss of pay or position, the employee shall be presented in writing with the specific charges. The purpose of this procedure is to ensure that the employee has an opportunity to respond to the charges. The predisciplinary conference shall be conducted by the Superintendent or his designee. This conference shall be scheduled no earlier than 24 hours after the time the employee is notified of the charges and the predisciplinary conference. When the nature of the offense is such that immediate disciplinary action is required, the Board is not prohibited by the terms of this provision from taking immediate disciplinary action although such conference will not be waived. The employee may waive, in writing, the predisciplinary conference provided for in this section.

At the conference or in writing, the employee and his/her representative shall have a right to rebut the charges before an appropriate administrator. However, failure to present rebuttal testimony or other evidence at a predisciplinary conference shall not be used against the employee.

After the predisciplinary conference, the employee shall be notified in writing of the recommendation of the administrator, disciplinary action, and any other administration determination. The notice shall include the charges and the effective date of the disciplinary action, if any.

## D. Appeal of Discipline

An employee may appeal any time-off disciplinary action or discharge in writing through the grievance procedure, set forth in the agreement, and such grievance may be submitted directly to Level 2 within seven (7) days of receipt of notice of discipline.

## E. Suspensions

Any suspension shall be for a specific number of days on which the employee would be scheduled to work.

## ARTICLE X - RIGHTS OF THE ASSOCIATION

### A. Building Use

The Association and its representatives shall have the right to use school buildings after normal school hours upon request and approval of the administrator at all reasonable hours. Representatives of the Association may hold small group meetings without the formality of a building use agreement, provided that the principal is notified in advance of the meeting to permit coordination of scheduled uses and further provided that the meeting would be completed prior to the normal closing time of the building.

### B. Notices/Mail

The Association shall have the right to post notices of its activities and matters of Association concern on bulletin boards located in teacher lounges. For necessary communications purposes, the Association shall have the use of the inter-building mail system and the use of teachers' mailboxes. With the approval of the principal, the Association and/or its representatives shall have the right to make brief announcements at faculty meetings.

### C. Board Meetings

1. The Association President shall be provided advance notification of all regular and special Board meetings. Said notice shall include the date, time, and place for the meeting. Notices of special Board meetings shall be given at least twenty-four (24) hours prior to the meeting unless the meeting is of an emergency nature. In such case notification shall be made at the earliest possible time prior to the meeting.

2. The Association President shall be provided a copy of the agenda for all Board meetings and one (1) copy of the official minutes for all Board meetings. Minutes of Executive Sessions of the Board need only reflect the general subject matter of discussions that occurred in Executive Sessions. The Association Representative shall be recognized and be afforded the opportunity to express concerns of the Association at Board meetings in accordance with rules governing public participation.

3. The Board shall inform the Association's President of all official Board of Education meetings. The President will be given a copy of the agenda at the same approximate time the members of the Board receive their copies.

4. The President, or designee, of the Ridgedale Teachers' Association will be provided agendas of Board meetings and be able to voice concerns at Board meetings, district faculty meetings, school organized community meetings, and building faculty meetings. The RTA shall give prior notification to the administrator in charge, if at all possible.

5. The Ridgedale Teachers' Association will be provided official Board minutes and financial statements on a monthly basis. Any other district information will be provided within three (3) working days of receipt of the written request from the RTA.

6. Except as modified by this agreement, members of the bargaining unit shall be assured all rights granted by law.

## D. Payroll Deductions

Upon written request of a member of the bargaining unit, the Board shall provide payroll deductions of dues for membership in the Association and related organizations. Additional deductions shall be provided for United Way, credit union, annuities and bonds, and government bonds. The enrollment period for payroll deductions shall be from September 1 to October 1 of each year. Membership dues deductions shall begin in October of each year and continue in equal monthly amounts until the end of the following May. Staff members employed after October 15 shall have thirty (30) days from the first day of employment to enroll for payroll deduction of membership dues. The enrollment period for annuities shall be during September and January, while bonds and United Way deductions can be initiated at any time.

The Board further agrees that in the case of membership dues, should an individual's employment be terminated, the balance due for membership dues will be held from the involved teacher's final paycheck. The time period for the involved members shall be for a one-year period of time. Members, upon signing the membership application form, are obligated to pay the appropriate dues amount for this one-year period of time whether they pay by cash, credit card, or payroll deduction. This obligation to pay dues for a one-year period shall be explained to the individual signing for payroll deduction membership dues at the time he/she signs such authorization.

## E. New Staff

Names and addresses of newly employed instructional staff members shall be available at the Board office as soon as they are available. Such information shall be for the private use of the Ridgedale Teachers' Association only.

## F. Superintendent/RTA Committee

The Superintendent, or his/her designees, shall meet on a regular basis with representatives from each building for the purpose of discussing matters of concern to staff of the educational community. (The RTA President may select the building representatives if the President so chooses.)

## G. Recognition Statement

The Board agrees not to meet with, recognize, or negotiate with any teachers' organization other than the RTA. The RTA is the only organization which shall represent teachers in matters of professional concern.

## ARTICLE XI - CONTRACTS

### A. Types of Contracts

1. Upon the recommendation of the Superintendent, the Board may issue two (2) types of teacher contracts, limited or continuing, both of which shall be in writing.

    a. No more than three (3) consecutive contracts each being one (1) year in duration.

    b. One (1) contract that is two (2) years in duration.

    c. One (1) contract that is three (3) years in duration.

    d. After completion of a three (3) year contract, each subsequent contract may be five (5) years in duration.

    e. If a teacher has completed a full year of teaching with the Ridgedale Schools, and has been employed as a teacher for more than three (3) years in another accredited Ohio school, said teacher may request in writing that he be considered for the multiple contract that applies to his total years' experience. The Board shall then determine the contract to be offered and notify the teacher in writing of the type of contract to be offered and the reasons for this decision on or before the first (1st) day of June. The Board will not have to issue a probationary contract if it decides not to grant the longer contract requested in this situation.

2. Current members of the bargaining unit shall be issued limited contracts (See Appendix G) in accordance with the following procedures; however, multiple year contracts will not be interrupted.

    a. A member who has been employed as a teacher for three (3) or four (4) school years may be issued a two (2) year contract.

    b. A member who has been employed as a teacher for five (5), six (6), or seven (7) school years may be issued a three (3) year contract.

    c. A member who has been employed as a teacher for eight (8) school years may be issued a five (5) year contract. Each contract thereafter may be of five (5) years duration.

3. Any teacher on or eligible to receive a multi-year contract who, upon re-employment is offered a contract of less duration, shall be given notice in writing setting forth the reasons for not receiving the normal contract progression. One probationary contract may be issued between any of the contract steps at the discretion of the Board.

4. Any teacher employed under a limited contract and not eligible to be considered for a continuing contract shall be deemed re-employed at the same salary plus any increment provided by the salary schedule unless the Board, acting upon the Superintendent's recommendation as to whether or not the teacher should be re-employed, gives such teacher written notice of its intention not to re-employ him/her on or before the first (1st) day of June.

5. Said teacher is presumed to have accepted such employment unless he/she notifies the Board in writing to the contrary on or before the first (1st) day of July and a written contract for the succeeding school year shall be executed accordingly. Failure of the parties to execute a written contract shall not void automatic re-employment of such teacher.

6. The form for a limited contract shall be as set forth in Appendix G**.**

## B. Continuing Contracts (See Appendix H)

Tenure becomes an integral part of a contract between the individual teacher and the Ridgedale Local Schools. Since the granting of tenure guarantees the right of the faculty member to continuing employment without arbitrary or discriminatory treatment until he/she resigns, retires, or is separated from the district for adequate cause, the Board must be extremely prudent in its granting of a continuing contract. Therefore, to guarantee the effectiveness and the integrity of the process, the following procedures have been established in the granting of continuing contracts:

1. Except as provided herein, issuance for continuing contract status shall be in accordance with the Ohio Revised Code.

2. In accordance with the Revised Code, eligibility for continuing contract status is based on three (3) factors: the level of the teaching certificate/licensure held by the teacher and the length and quality of teaching service within the District. The certification/licensure requirement is met if the teacher holds: (a) a professional, permanent, or life certificate, or (b) a professional educator license plus either: (1) if a master's degree was held at the time of initially receiving a certificate/license, six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate/license; or (2) if no master's degree was held at the time of initially receiving a certificate/license, thirty (30) semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of the certificate/license. The service requirement for continuing contract status requires the teacher to have taught within the District at least three (3) out of the last five (5) years. This requirement has been modified, however, for those teachers who, prior to their employment within the District, had attained continuing contract status in another district. For those teachers, continuing contract eligibility begins after only two (2) years of service within the District, and may begin sooner if the Superintendent so recommends. For a teacher who received his/her initial educator's license on or after January 1, 2011, the teacher must have held an

educator's license for at least seven (7) years. In all cases, the quality of teaching is a major criterion for the awarding of a continuing contract (tenure).

3. The Process

a. An eligible individual who desires to be issued a continuing contract must file with the Central Office an "Application for Continuing Contract" which appears in Appendix R of this Master Agreement prior to September 11 of the year prior to the year in which the individual wishes to have his/her continuing contract take effect.

b. If a teacher becomes eligible for a continuing contract he/she may initiate and complete the application process as contained herein.

Within ten (10) days of the filing of the application form with the Central Office but no later than September 11 (dependent upon whether all respective parties are available to meet), a meeting between the applicant, the administrator who will conduct the observation, and evaluation procedure, and the Superintendent shall occur. The purpose of such meeting will be to establish goals for the applicant to accomplish in accordance with the criteria listed in the observation/evaluation procedure. Such goals will be consistent with those established in the individual's prior observation/evaluation cycles. All resources necessary for assisting the applicant in successfully completing such goals will be provided by the Employer.

## ARTICLE XII - LEAVE PROVISIONS

### A. Absence

1. Leave of absence for personnel shall be considered on an individual basis by the Ridgedale Local Board of Education. The Board shall be guided and limited by the provision of Sections 3319.13, 3319.13.1, and 3319.14 of the Revised Code.

For other periods of leave of absence, the employee shall pay the entire premium of basic hospital and major medical.

2. Leave of Absence - Without Pay - Illness

The Board is required by law, upon written request of an employee, to grant a leave of absence for a period of not more than two consecutive school years where personal illness or other disability is the reason for the request.

3. Leave of Absence - Without Pay - Exchange

A teacher may be granted a leave of absence by the Board of Education for one year to participate in an exchange teaching program. Upon return from such leave,

the teacher will provide slide/tape programs to school and community groups when practical. The teacher shall be required to return to Ridgedale Schools for no less than one year at the conclusion of such leave.

4. Leave of Absence - Without Pay - Study

Approval for a leave of absence for one year may be granted to a teacher for professional study or advancement by the Board of Education. A teacher on leave of absence to study will be allowed credit for training only. The credit for experience will remain the same as before the teacher was granted the leave of absence.

5. Leave of Absence - Without Pay - Personal Reasons

The following are the conditions under which employees may request a leave of absence for personal reasons without pay:

a. Request must be submitted to the Superintendent, via their principal, with reason clearly explained.

b. Responsibility for approval or disapproval of the request shall rest exclusively with the Board.

c. During approved leave, the employee will not accumulate additional experience credit for salary increase purposes.

d. If an employee accepts other full-time employment during the period of approved leave, such action shall be considered a just cause for discharge. Provisions of this article are not to encompass grant-in-aids, fellowship, etc., or employment required for proper livelihood during such study periods.

e. At the discretion of the Board, an employee may be required to pass a physical examination prior to returning from approved leave of absence.

f. An approved leave does not guarantee an employee the same position when his leave expires, but the employee shall resume the contract status enjoyed at the start of leave.

g. It is mutually agreed that these allowances contained in this section will be extended only in those instances when there will be no interference with the educational processes of the Ridgedale School System.

**B. Jury Duty**

Permission to be absent to serve for jury duty will be granted to employees selected. The full rate of compensation shall be allowed for such service provided the full rate of compensation received for the jury service is paid to the Treasurer of the Board.

## C. Pregnancy Leave

Accumulated sick leave may be used as pregnancy leave. Pregnancy leave shall be defined as the birthing process and the recovery process of the mother.

## D. Maternity Leave

Maternity leave shall be defined as the bonding process, child care, between the parent and the child. Maternity leave shall be unpaid and must be approved by the Board prior to leave. This leave shall follow the same policy regarding Leave of Absence - without pay - personal reasons under Absence.

## E. Leave for Death in Family

1. Each employee in the Ridgedale School District shall be eligible for sick leave on the following basis:

    a. If the funeral involves members of the immediate family (specifically limited to spouse, sons, daughters, grandchildren, grandparents, parent, brother, sister, in-laws, or step-family of the same title, or other persons living in the same household), the employee may use sick leave during the period beginning the day of death and ending with the day after funeral; maximum five school/workdays; or

    b. If the funeral involves other blood relatives (aunt, uncle, first cousin), one sick leave day may be used to attend the funeral. Up to three days will be considered if transportation to the funeral includes lengthy travel.

    c. Other funeral release needs can be served through the use of personal days, deduct days, or, in the case of twelve (12) month employees, vacation days.

2. The policy also notes that these are guidelines only. Individual concerns can be discussed with the Superintendent. The policy also notes that approval for sick leave for a funeral is to be secured from the Superintendent or designee if the Superintendent is not available, prior to the absence. If the Superintendent is not available, the designee is the building principal.

## F. Accumulative Sick Leave

1. Each regular full-time employee may accumulate sick leave at the rate of 1-1/4 days per month of completed employment up to a maximum of 235 days.

2. Sick leave shall be accumulated on the basis of 12 calendar months of employment per year for full-time employees even though active duty shall be continued to a 9 month school term.

3. Sick leave accumulated in other school districts shall be transferred as prescribed and limited by R.C. Section 3319.141 up to 235 days. A certificate of accumulated sick

leave must be presented to the Treasurer of the Board prior to the commencing of employment.

4. Sick leave days may be used in one-half day and full day increments for absence caused by personal illness or illness or death in the immediate family. In cases other than the above, the Superintendent shall use his/her discretion in granting sick leave.

5. A doctor's excuse is required after missing three (3) consecutive days of absence. If you do not supply a doctor's excuse when returning, then you will be docked pay for the days absent. A doctor's excuse will be required if there is a pattern of abuse (i.e. Friday, Monday, day before or after holiday or a personal day). Pattern is defined as three (3) incidents in one school year. On the fourth occurrence, you will need a doctor's excuse or you will be docked pay for the days absent. If the teacher continues to violate policy, he/she is subject to additional discipline (letter of incident, evaluation, plan for improvement, cause for termination). (Single discipline track)

6. During each designated nine-week period of the school year, any full-time bargaining unit member who does not use any sick leave during that time period will receive one hundred dollars ($100) for such non-use of sick leave. In administering this program, the administration will keep track of the work time of members in accordance with the workday requirements in Article V (Teaching Conditions) of this contract. In order to receive the non-use of sick leave incentive amount, a member must not leave his/her designated school building(s) during designated workday hours for any reason other than duty free lunch or the use of personal or professional leave in accordance with this contract.

7. Sick Leave Donations

   A bargaining unit member who experiences a catastrophic illness or injury may accept donations of sick leave from other bargaining unit members under the following conditions:

   a. Donations will be triggered by a need and a written request from a bargaining unit member. When any bargaining unit member has exhausted all of his/her accrued sick leave and personal leave has been exhausted, and the employee has been advanced five (5) days additional sick leave as prescribed by law, the bargaining unit member shall provide a written statement to the sick care bank committee as to the reason additional sick leave is needed. (see sick leave donation form Appendix S) upon the bargaining unit member's request, the sick care bank committee shall then issue a "Call for Donors" statement to all members of the bargaining unit, which includes the employee's statement as to his/her need. If a reason is not disclosed by the employee, the need will be listed on the "Call for Donors" form as "undisclosed."

   b. A request can be made for a catastrophic illness or injury of the participating bargaining unit member, the member's parents, spouse, or children. If the bargaining unit member is unable to make a written request to the sick care bank committee, the committee can make the request on behalf of the bargaining unit member with appropriate documentation.

c. The catastrophic illness or injury must be verified by a doctor.

d. The catastrophic illness or injury must be expected to last at least longer than the time period covered by all forms of paid leave.

e. Sick leave transfer may be permitted for a bargaining unit member to care for a bargaining unit member, parent, spouse or dependent child if the condition is deemed catastrophic by the joint sick care bank committee.

f. The sick care bank committee shall consist of three (3) members of the bargaining unit appointed by the Association and two (2) administrators appointed by and including the Superintendent. The sick care bank committee will be appointed annually to review requests under this provision.

g. The sick care bank committee will meet within 24 hours of the request or the next working day to make a determination regarding the request. The bargaining unit member will be informed of the committee's decision in writing within 48 hours of the meeting. The decision of the committee shall be final.

h. Participating bargaining unit members may donate 1-10 days per incident per school year.

i. All donations made to the sick care bank will remain in the bank once donated. Days remaining in the sick care bank shall be utilized prior to a call for new donations.

j. Any bargaining unit member who utilizes sick care bank hours will be held harmless for repayment.

**G. Personal Leave**

1. Each employee shall be eligible for a total of three days per year of personal leave.

2. Except in cases of emergency, the employee must submit a written request to cover such absence and such request must be approved in advance by the Superintendent or his/her designated alternate. Whenever possible, such written requests shall be submitted at least two days prior to the school day on which the teacher requests to be absent for personal leave.

3. Personal leave shall not be granted for any school day immediately preceding or following a vacation or holiday. Exceptions based on special circumstances, may be approved by the Superintendent. Personal leave shall not accumulate from year to year.

4. All three personal days will be "unrestricted" subject to the following:

   a. Unrestricted personal leave is limited to use from the beginning of the school year to April 30. Exceptions based upon special circumstances may be approved by the Superintendent.

b. Availability of substitutes, requests for professional days, and/or staff illnesses which affect the continuity of the educational program may warrant a limitation. Should an employee be denied personal leave, a reason/ reasons will be given by the administrator.

5. A full-time bargaining unit member who does not use any of the three (3) personal days and does not have any dock days charged will be paid by the Board of Education. A full time bargaining unit member may elect to attach the remaining days to his/her sick leave accumulation.

Election for pay or conversion to sick leave shall be made on the end of the year checklist.

If the bargaining unit member elects to be paid for all unused personal days, such payment shall be received by the end of June.

| | | |
|---|---|---|
| 1 Unused Day | = | $100.00 |
| 2 Unused Days | = | $200.00 |
| 3 Unused Days | = | $300.00 |

## H. Assault Leave

The Board shall grant up to twenty (20) days to employees who suffer physical injury as a result of physical assault by any person while in performance of his duties or in connection with his duties. The teacher will be maintained on full pay status with fringe benefits during this absence. The injured employee must be under a physician's care and have a physician's statement describing the nature of the disability and the duration of leave. Should the disability need more than twenty days leave, these additional days will all be assault leave. If the injury persists past the normal duration, twenty (20) days, verification may be sought by the Board's selected physician. (Maximum amount of assault leave-50 days per occurrence)

## I. Adoption Leave

Accumulated sick leave may be used by a member of the bargaining unit who adopts an infant. The member of the bargaining unit may use up to thirty (30) school days of paid sick leave. The member must be the primary care provider.

## J. Professional Meetings

1. All employees of the Board are encouraged to participate in professional activities of education organizations which operate for the benefit of the school. This includes membership and holding offices in professional organizations, participation in curricula studies and educational leadership in experimental programs.

2. Teachers may be granted leave to attend educational conferences, meetings, inter-district teacher collaboration, and workshops wherein attendance is felt to be beneficial to the teacher and school. Permission to attend these meetings must be secured from the Superintendent in advance of the meetings.

3. The Superintendent may excuse teachers for the purpose of visiting other schools without loss of pay. The Board shall pay the substitute for the day the teacher is absent; however, he/she must provide their own transportation. No day shall be allowed during the three days immediately preceding or following a vacation or holiday, except under specific assignment, nor in any case or at any time when the work of the school will be unduly interrupted or hampered thereby.

## K. Association Leave

The Association will be granted four (4) days of leave per school year. All leave requests will be submitted three (3) days prior to the event to the Superintendent for approval. A copy will be submitted to the building Principal so that arrangements can be made for coverage. All requests will be made by the Local President.

# ARTICLE XIII - SALARY AND FRINGE BENEFITS RELATED TO SALARY

## A. Salary Provisions

1. Salary payments will be made by direct deposit two times per month, on the 10th and 25th, in 24 equal installments to the account designated by the employee. Direct deposit installments will be paid on Friday.

2. The salary schedule over the life of this contract will be based on the base salaries which shall become effective on July 1 of each below-listed school year:

   2025-2026: 4.0% on the base (See Appendix K-2) Teachers who are eligible for advancement one year on the salary schedule will advance (Step increase).

   2026-2027: 4.0% on the base (See Appendix K-2) Teachers who are eligible for advancement one year on the salary schedule will advance (Step increase).

   2027-2028: 4.0% on the base (See Appendix K-2) Teachers who are eligible for advancement one year on the salary schedule will advance (Step increase).

3. Supplemental Pay

   a. For the school year, the supplemental positions in the district will be paid according to the supplemental salary schedule. (See Appendix L).

   b. All work on a supplemental contract (See Appendix I) shall be performed during non-regular work hours. Exceptions will be approved by the building principal.

   c. All new supplemental contracts will automatically non-renew each year without any action by the Board or additional notice to the contract holder.

4. Health Insurance & District Health Insurance Committee

   a. The Board shall fully meet its obligation to provide health care benefits and services under the Master Contract by participating in the health benefits program of the Stark County School Council (hereinafter "COG") (See Appendix J). The Board shall provide Health, Dental, Vision and Life Insurance through the COG. The coverage shall be the standardized COG specifications.

   b. The Board shall pay 85% of the premium amount for the standard COG plan for health insurance for full-time employees, with the employee paying 15% of the premium amount for this coverage.

   c. The District health insurance committee, at the request of any committee member, shall meet at least once each school year or as otherwise mutually agreed. The committee shall consist of one (1) RTA appointed member (selected through RTA's internal processes), the Treasurer, the Superintendent, and the Board President or his/her designee. The purpose of the committee will be to study alternatives for, or changes in health insurance coverage. Any proposed alternatives or changes by the committee must be approved by consensus of the committee and ratified by the Association membership prior to implementation.

5. Dental Insurance

   The Board shall pay 100% of the premium amount for the standard COG plan for Dental insurance for full-time employees.

6. Vision Insurance

   Employees shall pay 100% of the premium amount for the standard COG plan for Vision insurance.

7. Term Life and Accidental Death and Dismemberment

   The Board shall pay 100% of the premium amount for term life and accidental death and dismemberment insurance in the amount of $20,000 for each full-time teacher. Bargaining unit members may purchase additional term life insurance at the group rate, in $5,000 increments, up to a maximum of $50,000 coverage in addition to the Board-paid coverage. Modifications to this provision may be necessary to comply with the requirements of the insurance carrier. The value of the life insurance reduces by 50% at age 65. The specific terms of the policy are contained in the life insurance contract.

8. A full-time employee shall be defined as an employee who works 30 hours/week or more. An employee who works at least 15 hours/week but less than 30 hours/week is entitled to 50% of the Board-paid contribution rate for full-time employees listed herein. An employee who works less than 15 hours/week is not entitled to any Board-paid insurance benefits. All employees who were employed

by the Board as of May 1, 2007 shall be entitled to the same benefit coverage as a full-time employee regardless of the number of hours worked per week.

9. IRS Section 125

Tax sheltering of the individual's contribution for health costs, unreimbursed medical expenses and dependent coverage will be provided under IRS Section 125.

## B. Index Schedule

The salary schedule will be based on the index in Appendix K-1. Effective July 1, 1999, a twenty-fourth ($24^{th}$) year step will be added to the salary index schedule.

## C. Severance Pay

1. The Ridgedale Board of Education shall grant severance pay to all employees with ten (10) or more years of service with the Board in an amount to be determined by multiplying the daily rate of the employee's pay at retirement, times one-fourth (1/4) the total of accumulated unused sick leave days, not to exceed a maximum of thirty-five (35) days severance pay. This amount shall be paid in a lump sum to the retiree within thirty (30) days from receipt of verification of retirement from the applicable retirement system of Ohio. (Effective 7/1/2005)

2. Persons resigning from the Ridgedale School District must retire as defined by the applicable retirement system of Ohio within 120 calendar days of resignation to receive severance pay. (Effective 3/11/85)

3. Longevity Bonus – Employees shall be granted the following bonus for service to the Ridgedale District.

   15 years' service - fifteen (15) additional days (up to 50 total)
   20 years' service - twenty (20) additional days (up to 55 total)
   25 years' service - twenty-five (25) additional days (up to 60 total)
   30 years' service - thirty (30) additional days (up to 65 total)
   35 years' service - thirty-five (35) additional days (up to 70 total)

## D. STRS Pickup

The Board shall contribute to STRS, in addition to the Board's required contribution, an amount equal to each certificated employee's contribution to STRS in lieu of payment to such employee, and that such amount contributed by the Board on behalf of the certificated employee shall be treated as a mandatory salary reduction from the contract salary otherwise payable to such certificated employee.

The treasurer shall prepare and distribute an addendum to each certificated employee's contract which will state (1) that the employee's contract salary is being restated as consisting of (a) a cash salary component and (b) a pickup component, which is equal to the amount of the employee contribution being picked up by the Board on behalf of the

employee; (2) that the Board will contribute to STRS an amount equal to the employee's required contribution to STRS for the account of each certificated employee; and (3) that sick leave, severance, vacation, supplemental, and extended service pay and insurance benefits which are indexed to or otherwise determinable by reference to the employee's rate of pay, shall be calculated upon both the cash salary component and pickup component of the employee's restated salary.

Subsequent contracts and salary notices of certificated employees will conform to this provision.

**E. Tutors/Home Instruction Teachers**

Tutors and home instruction teachers employed on an as needed basis will be compensated at the following hourly rate for the duration of the contract for the hours assigned and worked: $25.00. No tutor or home instruction teacher employed on an as needed basis will be eligible for sick leave or insurance benefits.

All tutor employment contracts will be a contractual services agreement noting services rendered for the hourly pay and hours to be worked.

Experience as a tutor or home instruction teacher will not count for years of teacher service for placement on the salary schedule if hired full-time to a regular teaching position or tenure eligibility.

**F. Levy Campaigns**

The parties agree that:

1. In the best interest of the district, staff, students, and community, levy campaign ballot issues should be supported and;

2. A joint representative panel composed of bargaining unit members (selected through RTA's internal processes), Board of Education representatives, members of the community, school administrators, and members of the non-teaching staff be formed to generate ideas and strategies for the purpose of ensuring a successful levy campaign; and

3. All parties should be encouraged to voluntarily support such efforts.

## ARTICLE XIV - EMPLOYMENT OF RETIRED CERTIFICATED STAFF

**A.** This Article refers to all previously retired teachers who will be considered as newly hired teachers whether the retired teacher attained experience through the Ridgedale Local School District or any other public school District.

**B.** The Board may hire retired teachers who will be considered as newly hired teachers subject to conditions provided below.

**C.** Those employed under this Article generally will be placed on Step 0 upon employment. However, the Superintendent shall have the flexibility to place an employee on a higher Step if needed.

**D.** Those employed under this Article will follow the contract progression as noted in Article XI of the negotiated agreement up to a two-year contract. After the first two-year contract the teacher may receive one or two-year contracts at the discretion of the Board.

**E.** Those employed under this Article shall not become eligible for a continuing contract.

**F.** Evaluations may be performed by administrators.

**G.** Those employed under this Article shall not accrue seniority for purposes of Article IV, Section J, and Reduction in Force.

**H.** Those employed under this Article shall not be eligible to participate in a contractual retirement incentive program, if any, or for severance pay upon separation from employment.

**I.** Those employed under this Article shall not be eligible to participate in the District's college tuition reimbursement program, hospitalization, dental, vision or other health insurance programs offered to employees, unless such employee is ineligible for health insurance through STRS.

**J.** Prior employment in the District is no guarantee of post-retirement employment or a particular assignment, if hired. A current employee who retires and intends to return under provisions of this Article must completely fulfill the provisions of his/her last pre-retirement individual contract of employment in order to be considered for additional employment. This person will be considered as a newly hired teacher.

**K.** Those employed under this Article will be assigned in a manner such as other members of the bargaining unit and has no guarantee of a particular assignment.

**L.** Those employed under this Article shall be entitled to all other contract benefits available to bargaining unit members unless otherwise limited by specific provisions of this Article.

**M.** The provisions of this Article are not grievable under Article III of this Contract nor are they subject to challenge through any action or claim filed with SERB or a court of law.

**N.** The parties intend for the provisions of this Article to supersede, to the maximum extent permitted by law, all sections of the ORC that may be in conflict with this Article. This includes, but is not limited to, ORC 3319.11, 3319.13/14, 3319.111, 3319.17, and 124.39(B).

## ARTICLE XV – RESIDENT EDUCATOR PROGRAM

### A. Purpose

The Resident Educator Program for beginning teachers will provide coaching, mentoring and guidance that are critical to improving their skills and knowledge and student achievement. The Resident Educator Program will be administered and funded by the Ridgedale Local School District.

### B. Definitions

1. Resident Educator Program

   A two-year program created and required by state law that is designed to provide newly licensed educators quality mentoring and guidance. Successful completion is required to advance to a five-year professional educator license.

2. Resident Educator Mentor

   A Mentor is a teacher trained through the State Board of Education Resident Educator Mentoring Program to provide professional support to a Resident Educator.

3. Resident Educator

   A Resident Educator is a teacher employed under a Resident Educator license.

4. Resident Educator Coordinator

   A member or Administrator, who is employed by the District and does not perform evaluations of any current Resident Educators or any qualified Resident Educator Mentors, designated by the Superintendent with input from the Association Executive committee to manage the Resident Educator Program. The final authority in appointing the Resident Educator Coordinator rests with the Superintendent.

5. Formative Assessment

   Formative assessment is diagnostic and designed to yield information that will help teachers identify specific areas for skill enhancement. Formative assessment consists of collaboration among professionals to provide adequate feedback and assistance to support the growth of individual professional achievement.

### C. Resident Educator Mentor

1. Qualifications

   a. The Resident Educator Mentor must have at least five (5) years teaching

experience in the District**,** with the exception of those already serving in the role of Resident Educator Mentor at the time of this agreement.

b. A Resident Educator Mentor must be trained to act as a Mentor through the State Board of Education Mentoring program.

c. A Resident Educator Mentor must hold a valid teaching certificate/license and meet all other qualifications established by the State Board of Education.

d. A Resident Educator Mentor must have demonstrated the ability to work cooperatively and effectively with the bargaining unit members and have extensive knowledge of a variety of classroom management and instructional techniques.

2. Selection

a. A bargaining unit member interested in the leadership role of Resident Educator Mentor to a Resident Educator shall notify the Superintendent and Association President in writing no later than April 1 of the school year prior to the year in which they wish to serve as a Resident Educator Mentor.

b. Should no bargaining unit member submit interest for the position of Resident Educator Mentor, the Superintendent shall direct a qualified bargaining unit member to the position for no more than one (1) year as Resident Educator Mentor. Each involuntary assignment by the Superintendent shall occur not more than once every three (3) years for a specific bargaining unit member.

3. Responsibilities

a. The Resident Educator Mentor shall carry out the Resident Educator Program in conjunction with the Resident Educator rules, regulations, and guidelines developed by SBOE.

b. Consult with and otherwise assist his/her Resident Educator within the workday as defined in the Resident Educator guidelines published by the State Board of Education. Release time, during the workday, shall be provided to the Resident Educator Mentor and the Resident Educator. The Resident Educator Mentor and/or Resident Educator shall each be given four (4) hours every nine weeks, during the workday, to meet and consult with one another. The Resident Educator Mentor will notify the building Principal(s) of the date and time they plan to meet with the Resident Educator as approved by the building principal no less than three (3) workdays prior to the date.

c. The Resident Educator Mentor will use the Resident Educator Program formative assessment tools (i.e. collaborative log, Ohio Standards for the

Teaching Profession reflection tool, goal-setting agreement), and protocols to support the Resident Educator.

d. The Resident Educator Mentor does not have a formal evaluative role. Any assessments that are evaluative in nature shall not be performed by the Resident Educator Mentor.

e. During the first two (2) years of the Resident Educator mentoring process the maximum number of Resident Educators a Resident Educator Mentor can have is two (2) per year provided that only one (1) Resident Educator is in year one (1) of the Resident Educator Program.

## D. Resident Educator

1. Assignment of Resident Educator Mentor

a. The Resident Educator Mentor and his/her assigned Resident Educator shall be provided no less than an hour to meet during the new teacher orientation which will be held prior to the beginning of the school year.

b. Bargaining unit members holding a Resident Educator license who are employed after the new teacher orientation, will be assigned to a Resident Educator Mentor no later than ten (10) calendar days after their first work day.

c. The Resident Educator will be matched with a Resident Educator Mentor in the same subject area(s) of licensure and in the same grade level when available. If such as an assignment is not possible, a Resident Educator Mentor who is closest to the Resident Educator's grade and/or subject area in which he/she is licensed and is assigned to the same building as the Resident Educator will be assigned.

## E. Resident Educator Coordinator

1. Responsibilities and qualifications for the Resident Educator Coordinator are based on rules, regulations and guidelines established by the State Board of Education and the Ohio Revised Code.

2. Should no bargaining unit member submit a letter of interest for the position of Resident Educator Coordinator, the Superintendent will direct a bargaining unit member or administrator, who meets the definition in (B)(4) to the position for no more than one (1) year as Resident Educator Coordinator. Each involuntary assignment by the Superintendent shall occur not more than once every three (3) years for a specific bargaining unit member.

3. The Resident Educator Coordinator will meet no less than once per grading period with each Resident Educator and Resident Educator Mentor.

## F. Confidentiality of the Mentoring Process

1. All interaction, written or oral, between the Resident Educator Mentor, Resident Educator, and the Resident Educator Coordinator shall be regarded as confidential. Any violation of this tenet by the Resident Educator Mentor shall constitute grounds for immediate removal from the role as Resident Educator Mentor and result in a newly assigned Resident Educator Mentor.

2. The Resident Educator Mentor-Resident Educator relationship shall be solely for the purpose of formative assistance. No information obtained in this relationship shall serve as a basis for any summative evaluation of the Resident Educator's performance.

3. No information, written or oral, gained through the Mentoring process, shall be used in any employment or re-employment decision by the Board and shall be confidential between the Resident Educator Mentor, Resident Educator and Resident Educator Coordinator.

## G. Compensation

1. Each Resident Educator Mentor, whose Resident Educator is in the first two years of the Resident Educator program, shall be compensated at the rate of $760.00 per year for each Resident Educator in years 1 and 2, of the Resident Educator program. The supplemental contract is to be paid the second pay day in January and the last pay in May.

2. The Resident Educator Coordinator shall be compensated at the rate of $760.00 per year for each Resident Educator in years 1 and 2 of the Resident Educator Program. The supplemental contract is to paid the second pay day in January and the last pay in May.

3. Resident Educator Mentor(s) and the Resident Educator Coordinator shall be provided Board-paid ongoing professional development related to the mentoring process per Board policy.

4. All work on a supplemental contract shall be performed during non-regular work hours. Exceptions will be approved by the building principal.

5. Any Resident Educator Mentor or Coordinator who serves in the position for less than the full school year will receive a pro-rated portion of the supplemental contract based on the proportion of the school year worked in the position.

## H. Program review

All members serving as a Resident Educator Mentor and/or trained as a Resident Educator Mentor, Resident Educators, and the Resident Educator Coordinator will meet annually as a group to assess the program. Recommendations will be submitted in the

form of a written report to the Association President and the Superintendent not later than May 1st of each year.

## ARTICLE XVI - TEACHER DRESS CODE

All employees of the Ridgedale Local School District are to be groomed and dress in a manner befitting their position and activity. All employees should always act, groom, and dress in a neat and professional manner. Failure of employees to comply with the dress code will be considered a violation of reasonable rules and regulations adopted by the Ridgedale Local Board of Education.

**MALE - CERTIFIED**

Dress shirt (with tie and/or sport coat optional)
Dress slacks ("Dockers" type slacks permissible)
Dress shoes (may be casual in nature)
Turtlenecks, sweaters, golf shirts, decorative/seasonal sweatshirts

**FEMALE - CERTIFIED**

Dresses and skirts (suitable length for school)
Slacks and top combinations in good taste
Dress walking shorts or skorts
Turtlenecks, sweaters, golf shirts, decorative/seasonal sweatshirts
No T-shirts

Those who are involved in programs that require physical activity or working with substances that can cause damage need to adjust to the opening statement, "dress in a manner befitting their position and activity."

For those who, due to a medical need, must wear athletic shoes or a particular type of shoe, please ask your physician for medical confirmation of this need at your next visit. This will be kept in the principal's information file and your personnel file.

## ARTICLE XVII - SURVEY OF SUBSTITUTE TEACHERS

**A.** In the interest of maintaining a consistent and reliable pool of substitute teachers, the parties have jointly developed a survey document (See Appendix P and Appendix Q) for the purpose of improving the conditions for substitute teachers. The results of the completed survey forms will not be used in any evaluation process, nor in a punitive manner against bargaining unit members and will be shared with the member for whom the substitute teacher (who completed the survey) worked.

**B.** It is expected that current practices be continued regarding the availability of lesson plans for substitutes. The parties recognize that lesson plans should be made available to substitutes by bargaining unit members in advance of taking anticipated leaves of absence.

## ARTICLE XVIII – LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

The parties agree to continue to adhere to the procedures established by the Ridgedale Local Professional Development Committee effective commencing with the 1998/99 school year and attached herewith.

### A. LPDC Criteria for Granting Units

Units may be granted if they support an individual's Professional Development Plan (IPDP), (See Appendix M) which will be based on the State Board of Education's Teacher Education and Licensure Standards (Administrative Code Chapter 3302-24). Units may not be granted for what is part of your job expectation. Balanced professional growth is dependent upon a variety of experiences. The activities chosen must relate to and support your IPDP.

Under the standards for license renewal, eighteen (18) professional development units (or 6 semester hours) are required.

1 semester hour = 3 PDUs (30 hours)
1 quarter hour = 2 PDUs (20 hours)
10 contact hours = 1 PDU

To stimulate professional development, the LPDC encourages diversity in each teacher's plan. Units will be granted according to how they support the IPDP in one or more areas. You may update, revise, or change your Individual Professional Development Plan as needed. Your job situation may change; therefore, your IPDP would change.

### B. License Renewal Process

To renew a license every five (5) years, 180 hours are needed. This can be accomplished by:

1. College course work – must be related to classroom teaching and/or the area of licensure.

   6 semester hours (1 hour = 30 hours)
   9 quarter hours (1 hour = 20 hours)
   or

2. 18 Professional Development units (180 contact hours)
   1 PDU equals 10 hours – must be actual time on task (excluding lunch break, travel time, preparation time, etc.)
   or

3. 180 hours of equivalent activities
   or

4. Course work or PDUs or other equivalent activities may be combined.

## C. Criteria for Individual Professional Development Plan or IPDP

1. Must be verifiable.

2. College credit course work must be related to classroom teaching and/or the area of licensure.

3. Other than college course work, hours should reflect participation in the following areas:

   a. Workshops, institutes, courses, conferences
   b. On-job-activities
   c. Self-instruction
   d. Staff problem solving/learning groups
   e. Supervisory/evaluation processes

4. Must relate to increased student learning.

5. Must relate to district school improvement plan.

6. Must be actual time on task at chosen activity.

   Some General Points of Interest:

   a. In the fall of each year, the LPDC will review and revise the criteria for PDUs as needed. Please see anyone on the committee with your ideas or suggestions.

   b. We strongly urge you to submit a copy of your log (See Appendix O) for review and signed approval. (You would not want to find out at the end of a five-year period that you did not have enough hours for renewal.) This will probably be done some time in the spring.

   c. Please make copies of everything you turn in – IPDP, pre-approval forms (See Appendix N), applications for certificate renewal, etc.

   d. When you fill out pre-approval forms, do not forget to come back to the committee when you have completed the activity for your credit of PDUs.

   e. In keeping a log, make sure it is current - up-to-date.

## D. LPDC Documentation and Records Guideline

It is recommended that all activities be pre-approved. Those activities not pre-approved may not be approved by the LPDC.

Documentation must be provided. Limits noted per five-year license period.

1. Workshops
2. Classroom observation
3. Mentoring - mentor and mentees; Maximum 5 PDUs
4. Assessment (i.e., CIP committees)
5. Teaching projects
6. Creation and presentation of a professional workshop
7. Departmental/Grade level meetings
8. Committee meetings and work; Maximum 5 PDUs
9. Professional study groups
10. Critique or implementation of professional literature; Maximum 2 PDUs
11. Videotaping for professional self-evaluation
12. Educational travel; Maximum 5 PDUs
13. College course work
14. Curriculum/Program/Technology Development
15. Professional Association activities; Maximum 5 PDUs
16. Grant writing and submission
17. Student case studies and analysis (i.e.. IEPs, IATs)
18. Community service; Maximum 5 PDUs
19. National Board Certification
20. Self-study/Reflection activities; Maximum 2 PDUs
21. Other items relevant to goals of IPDP

****Diversity is encouraged!!!*

See Appendix M, N, and O for forms which you will need in this process.

1. Individual Professional Development Plan
2. Pre-approval form for activities
3. Log for keeping track of your hours

Please make several copies of each of these forms so that you will have them available when you need them. A suggestion - keep them in a folder marked LPDC or in a section of your plan book.

## ARTICLE XIX – DRUG TESTING

### A. Drug Policy

In accordance with Federal law, the Ridgedale Local Board of Education prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute or substance that could be considered as a "look-alike" controlled substance. Compliance with this policy is mandatory for all staff members. Any part-time or full-time employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the District will also notify law enforcement officials.

The District is concerned about any staff member who is a victim of alcohol or drug abuse, and will facilitate the process by which he/she receives help through programs and services available in the community. A staff member should contact his/her supervisor or the Superintendent's Office whenever such help is needed. All contact will be treated confidentially. Any staff member who is in need of help, and makes the request in writing, shall be permitted to use accumulated sick leave and enter a program as an "out" or "in" patient. The program shall be approved by the Board.

### B. Random Drug Testing

The Board of Education together with the Association will establish a random drug testing program which shall apply to all bargaining unit members.

1. Cost of the drug testing program shall be borne by the Board of Education.

2. The Board of Education will contract with a state approved certified and licensed Drug Testing Company to conduct and monitor the District's random drug testing program.

3. Selection shall be made utilizing an established number system to identify each bargaining unit member. An employee who tests positive during the first test shall be retested within twenty-four (24) hours. Should the re-test result in continuation of a positive result the bargaining unit member shall be directed to the employee assistance program contained in this Agreement. A bargaining unit member shall have the opportunity to complete the employee assistance program prior to any Board action to remove, discipline, or terminate employment.

4. Those randomly selected to be tested shall report to the testing site within one (1) hour of notification. All efforts will be taken to protect the privacy and confidentiality of teachers being tested.

## ARTICLE XX - SEVERABILITY CLAUSE

**Conflict of Law**

If any provisions of this agreement or any application of this agreement to any certificated person or persons will be found contrary to law, then this provision or application will be deemed invalid except to the extent permitted by law. All other provisions hereof will continue in full force and effect. Any such provisions found to be contrary to law may be renegotiated to conform to the change in law.

## ARTICLE XXI - DURATION OF AGREEMENT

The provisions of this agreement are binding on both parties. Any amendment hereto shall not be binding upon either party unless executed in writing by the parties hereto.

The terms and conditions of the Agreement shall be effective from July 1, 2025 and shall expire on June 30, 2028.

IN WITNESS WHEREOF, the particies executed this Agreement on this 4th day of June, 2025.

Ridgedale School District

By: Erika L. Bo

Date: 6/5/25

Ridgedale Teachers' Association

By: Karen Turner

Date: 6/4/25

**Appendix A**

**RIDGEDALE LOCAL SCHOOLS**
**CERTIFIED STAFF**

To be filled out in Quadruplicate

## GRIEVANCE REPORT FORM

Name of Aggrieved _____ Assignment _____

Building _____ Date Filed _____

**1.** **Step One**: Informal Hearing
A. Date cause of grievance occurred _____
B. Date of conference with Supervisor _____

**II.** **Step Two**: Formal Hearing - Supervisor
A. Statement of Grievance _____

B. Relief Sought _____

Signature of Aggrieved _____ Date _____

C. Disposition of Supervisor _____

Signature of Supervisor _____ Date _____

**III.** **Step Three**: Formal Hearing - Superintendent
A. Position of Aggrieved/Association _____

Signature of Aggrieved _____ Date _____

B. Disposition of Superintendent or designee _____

Signature of Superintendent _____ Date _____

**IV.** **Step Four**: Formal Hearing - Board of Education

A. Position of Aggrieved/Association _____

_____

_____

_____ _____

Signature of Aggrieved Date

B. Disposition of Board _____

_____

_____

_____ _____ _____

Signature of Treasurer Board President Date

**V.** **Step Five**: Submit to FMCS

A. Position of Aggrieved/Association _____

_____

_____

_____ _____

Signature of Aggrieved Date of Mailing

Note: This document must be sent to the FMCS within ten (10) days of receipt of Board Disposition. The aggrieved/Association shall be responsible for submitting the request to the FMCS.

**VI.** **Step Six**: Binding Arbitration

A. Position of Aggrieved/Association _____

_____

_____

_____ _____

Signature of Aggrieved Date Submitted to Board/Designee

_____ _____

Signature of Treasurer Date

# Ridgedale Local Schools
## 2025-26

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| Legend | |
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| | First/Last Day |
| | Staff PD-No School |
| | No School |
| | Interims/End of Quarter |
| | Conferences-No School |
| | Evening Conferences |

**August 2025**

| | |
|---|---|
| 15/18 | Teacher Work Day |
| 18 | Open House 4-6pm* |
| 19 | Students' First Day of School |
| 22 | First Day Kindergarten A-M |
| 25 | First Day Kindergarten N-Z |
| | First Day Preschool |

**September 2025**

| | |
|---|---|
| 1 | Labor Day-No School |
| 18 | Q1 Interims |
| 19 | Staff PD - No School |

**October 2025**

| | |
|---|---|
| 15 | End of Q1 |
| 16 | Conferences 11am-7pm |
| | No School for Students |
| 17 | COTA Day-No School |
| 22 | Conferences 4-6:30pm |

**November 2025**

| | |
|---|---|
| 20 | Q2 Interims |
| 26 | Conference Exchange Day- |
| | No School |
| 27-28 | Thanksgiving Break- |
| | No School |

**December 2025**

| | |
|---|---|
| 19 | End of Q2 |
| 22-31 | Winter Break-No School |

**January 2026**

| | |
|---|---|
| 1-2 | Winter Break - No School |
| 5 | Staff PD - No School |
| 6 | School Resumes |
| 19 | MLK Day-No School |

**February 2026**

| | |
|---|---|
| 12 | Q3 Interims |
| 13 | Staff PD - No School |
| 16 | Presidents' Day-No School |

**March 2026**

| | |
|---|---|
| 11 | End of Q3 |
| 12 | Conferences 11am-7pm |
| | No School for Students |
| 13 | Staff PD - No School |
| 18 | Conferences 4-6:30pm |

**April 2026**

| | |
|---|---|
| 2-6 | Spring Break-No School |
| 7 | Staff PD-No School |
| 16 | Q4 Interims |

**May 2026**

| | |
|---|---|
| 17 | Graduation |
| 22 | Students' Last Day of School |
| | End of Q4 |
| 25 | Memorial Day-No School |
| 26 | Teacher Work Day |

| January | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | ~~1~~ | ~~2~~ | 3 |
| 4 | ~~5~~ | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | ~~19~~ | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| February | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | ~~13~~ | 14 |
| 15 | ~~16~~ | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

| March | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | ~~12~~ | ~~13~~ | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| April | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 1 | ~~2~~ | ~~3~~ | 4 |
| 5 | ~~6~~ | ~~7~~ | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| May | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | ~~25~~ | ~~26~~ | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| June | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | ~~19~~ | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| | Student Days | Staff Days |
|---|---|---|
| Q1 | 40 | 44 |
| Q2 | 42 | 43 |
| Q3 | 44 | 48 |
| Q4 | 47 | 48 |
| Total | 173 | 183 |

**Student Make Up Days (if needed)**

5/26, 5/27, 5/28, 5/29, 6/1

**Staff Make Up Days (if needed)**

5/27, 5/28, 5/29, 6/1, 6/2

# Ridgedale Local Schools
## 2026-27

| July | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | ~~4~~ |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| August | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | ~~14~~ | 15 |
| 16 | ~~17~~ | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| September | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | ~~7~~ | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | ~~18~~ | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| October | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | ~~15~~ | ~~16~~ | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| November | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | ~~25~~ | ~~26~~ | ~~27~~ | 28 |
| 29 | 30 | | | | | |

| December | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | ~~21~~ | ~~22~~ | ~~23~~ | ~~24~~ | ~~25~~ | 26 |
| 27 | ~~28~~ | ~~29~~ | ~~30~~ | ~~31~~ | | |

| Legend |
|---|
| First/Last Day |
| Staff PD-No School |
| No School |
| Interims/End of Quarter |
| Conferences-No School |
| Evening Conferences |

**August 2026**

| | |
|---|---|
| 14/17 | Teacher Work Day |
| 17 | Open House 4-6pm* |
| 18 | Students' First Day of School |
| 21 | First Day Kindergarten A-M |
| 24 | First Day Kindergarten N-Z |
| | First Day Preschool |

**September 2026**

| | |
|---|---|
| 7 | Labor Day-No School |
| 17 | Q1 Interim |
| 18 | Staff PD - No School |

**October 2026**

| | |
|---|---|
| 14 | Q1 Ends |
| 15 | Conferences 11am-7pm |
| | No School for Students |
| 16 | COTA Day-No School |
| 21 | Conferences 4-6:30pm |

**November 2026**

| | |
|---|---|
| 19 | Q2 Interims |
| 25 | Conference Exchange Day- |
| | No School |
| 26 | Thanksgiving Break- |
| | No School |

**December 2026**

| | |
|---|---|
| 18 | Q2 Ends |
| 21-31 | Winter Break-No School |

**January 2027**

| | |
|---|---|
| 1 | New Years Day - No School |
| 4 | Staff PD - No School |
| 5 | School Resumes |
| 18 | MLK Day-No School |

**February 2027**

| | |
|---|---|
| 11 | Q3 Interims |
| 12 | Staff PD - No School |
| 15 | Presidents' Day-No School |

**March 2027**

| | |
|---|---|
| 8 | Conferences 11am-7pm |
| | -No School for Students |
| 10 | Conferences 4-6:30pm |
| 12 | End of Q3 |
| 26-29 | Spring Break-No School |
| 30 | Staff PD - No School |

**April 2027**

| | |
|---|---|
| 15 | Q4 Interims |
| 16 | Staff PD - No School |

**May 2027**

| | |
|---|---|
| 16 | Graduation |
| 20 | Students' Last Day of School |
| | End of Q4 |
| 21 | Teacher Work Day |
| 31 | Memorial Day-No School |

| January | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | ~~1~~ | 2 |
| 3 | ~~4~~ | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | ~~18~~ | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| February | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | ~~12~~ | 13 |
| 14 | ~~15~~ | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

| March | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | ~~8~~ | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | ~~26~~ | 27 |
| 28 | ~~29~~ | ~~30~~ | 31 | | | |

| April | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | ~~16~~ | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| May | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | ~~21~~ | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | ~~31~~ | | | | | |

| June | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | ~~18~~ | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| | Student Days | Staff Days |
|---|---|---|
| Q1 | 40 | 44 |
| Q2 | 42 | 43 |
| Q3 | 45 | 48 |
| Q4 | 45 | 48 |
| Total | 172 | 183 |

**Student Make Up Days (if needed)**

5/21, 5/24, 5/25, 5/26, 2/27

**Staff Make Up Days (if needed)**

5/24, 5/25, 5/26, 5/27, 2/28

**Appendix C**

**TEACHER EVALUATION INSTRUMENT**
**RIDGEDALE LOCAL SCHOOLS**
**MORRAL, OHIO**

Teachers on one-year contracts and all teachers whose contracts are up for renewal at the end of the school year will be evaluated at least twice during the school year.

Teachers on a two-year contract will be evaluated once during the first year of the contract and twice during the second year.

An evaluation includes a pre-conference with the administrator doing the evaluation. One observation will be scheduled at a time chosen by the teacher and the second, unannounced observation, will be scheduled by the administrator. An observation must be at least 30 minutes in length. A post-conference will follow the second observation. The post-conference must occur within 10 school days of the second observation.

Teachers on a three-year contract will follow the non-intensive procedure unless the teacher or administrator requests a formal evaluation procedure.

Year 1 Teacher and Administrator will establish at least two instructional or professional goals which the teacher will work to achieve during the school year. These goals may include such things as implementing an instructional strategy into their classroom, establishing a new classroom management program, piloting a textbook or program. The teacher will keep a log of the steps used in bringing about the accomplishment of these goals and will share this log with the administrator at least twice during the school year. The teacher will write a short summary of the outcome of this process.

The administrator will informally observe the teacher as the teacher moves to the success of these goals and will write a short summary of the accomplishment.

The log and summaries will be kept in the teacher's files.

Year 2 Teacher will be evaluated at least once during the school year.

Year 3 Teacher will be evaluated at least twice during the school year.

Teachers on a five-year contract will follow the non-intensive procedure unless the teacher or administrator requests a formal evaluation procedure.

Year 1 Teacher and Administrator will establish at least two instructional or professional goals which the teacher will work to achieve during the school year. These goals may include such things as implementing an instructional strategy into their classroom, establishing a new classroom management program, piloting a textbook or program. The teacher will keep a log of the steps used in bringing about the accomplishment of these goals and will share this log with the administrator at least twice during the school year. The teacher will write a short summary of the outcome of this process.

The administrator will informally observe the teacher as the teacher moves to the success of these goals and will write a short summary of the accomplishment.

The log and summaries will be kept in the teacher's files.

Year 2 Teacher will be evaluated at least once during the school year.

Year 3 The teacher will be paired with at least one other teacher in the building. These teachers will work together to develop concerns they have about a certain class or student(s). They will share in developing alternative methods to address each concern and will observe each other at least once during the year while practicing these alternatives.

Each teacher will write a summary of this collaboration (Appendix D) which they will share with the administrator who will also summarize this procedure. All summaries will be kept in the teacher's folder.

Year 4 Teacher will be evaluated at least once during the school year.

Year 5 Teacher will be evaluated at least twice during the school year.

Teachers on a continuing contract will follow the non-intensive procedure unless the teacher or administrator requests a formal evaluation procedure.

Year 1 Teacher and Administrator will establish at least two instructional or professional goals which the teacher will work to achieve during the school year. These goals may include such things as implementing an instructional strategy into their classroom, establishing a new classroom management program, piloting a textbook or program. The teacher will keep a log of the steps used in bringing about the accomplishment of these goals and will share this log with the administrator at least twice during the school year. The teacher will write a short summary of the outcome of this process.

The administrator will informally observe the teacher as the teacher moves to the success of these goals and will write a short summary of the accomplishment.

The log and summaries will be kept in the teacher's files.

Year 2 Teacher will be evaluated at least once during the school year.

Year 3 The teacher will be paired with at least one other teacher in the building. These teachers will work together to develop concerns they have about a certain class or student(s). They will share in developing alternative methods to address each concern and will observe each other at least once during the year while practicing these alternatives.

Each teacher will write a summary of this collaboration which they will share with the administrator who will also summarize this procedure. All summaries will be kept in the teacher's folder.

Year 4 Teacher will be evaluated at least once during the school year.

Year 5 Repeat of procedures in rotating basis.

**Appendix D**

GOAL SETTING

TEACHER NAME _____

The teacher and administrator must agree upon at least two goals the teacher will attempt to accomplish during the _____ school year. These goals may include professional growth of the teacher but at least one goal must be directly related to student improvement.

GOAL ONE:_____
_____
_____
_____
_____

METHODS OF INCORPORATING THIS GOAL INTO CLASSROOM USE:_____
_____
_____
_____
_____

The teacher is required to keep a log of activities which involve accomplishing this goal. The teacher will share this log with the administrator at least twice during the school year. Documentation of this will be verified by the administrator signing for each date.

Administrator's Signature _____
Date log shared _____

Administrator's Signature _____
Date log shared _____

The teacher and administrator are to write a short summary of the teacher's efforts and movement toward this goal. These summaries should be completed and prepared to file by April 1 of the school year.

TEACHER'S SUMMARY: _____
_____
_____
_____
_____

GOAL TWO: _____
_____
_____
_____

METHODS OF INCORPORATING THIS GOAL INTO CLASSROOM USE:_____
_____
_____
_____

The teacher is required to keep a log of activities which involve accomplishing this goal. The teacher will share this log with the administrator at least twice during the school year. Documentation of this will be verified by the administrator signing for each date.

Administrator's Signature _____Date log shared _____

Administrator's Signature _____Date log shared _____

The teacher and administrator are to write a short summary of the teacher's efforts and movement toward this goal. These summaries should be completed and prepared to file by April 1 of the school year.

TEACHER'S SUMMARY: _____
_____
_____
_____

TEACHER SIGNATURE _____DATE: _____

ADMINISTRATOR'S SUMMARY: _____
_____
_____
_____

ADMINISTRATOR'S SIGNATURE _____DATE _____

TEACHER SIGNATURE _____DATE _____

ADMINISTRATOR'S SUMMARY: _____
_____
_____
_____

ADMINISTRATOR'S SIGNATURE _____DATE _____

**Appendix E**

## TEACHER-TO-TEACHER COLLABORATION

As a part of professional growth, learning to work with and share with another professional is a vital part of continuous improvement. During this school year, you will be sharing with _____ as you both work together on at least one classroom concern or student concern which you will address or resolve. This concern may involve brain storming a particular lesson and how better to approach it, alternative methods of classroom management, or how to approach a particular student or situation.

Collaboration time to complete this project may require your leaving a classroom to observe one another (maximum of twice per year) or time to meet during school time (maximum of twice per year). Please notify your building administrator if you will need release time so that adequate coverage can be made for your classroom.

This process requires identification of the concern, methods of resolving the concern, and the outcome. This form must be completed and returned to the administrator by April 15 of this school year.

Teacher Name _____

Partner Name _____

**CONCERN OR PROBLEM TO BE RESOLVED**: _____
_____
_____

**METHOD OF RESOLUTION**: _____
_____
_____

**OUTCOME:** _____
_____
_____

**IF NEEDED, ALTERNATIVE METHOD OF RESOLUTION**: _____
_____
_____

**OUTCOME:** _____
_____
_____

**DATE(S) OF OBSERVATION** _____

**NOTES FROM OBSERVATION**: _____

_____

_____

_____

**TEACHER SUMMARY OF THIS COLLABORATION**: _____

_____

_____

_____

**PARTNER SUMMARY OF THIS COLLABORATION**: _____

_____

_____

_____

**ADMINISTRATIVE SUMMARY OF THIS COLLABORATION**: _____

_____

_____

_____

TEACHER SIGNATURE _____ DATE _____

PARTNER SIGNATURE _____ DATE _____

ADMINISTRATOR SIGNATURE _____ DATE _____

**Appendix F**

## EVALUATION INSTRUMENT

### I. PLANNING

**Check list**

| Satisfactory | Needs Improvement | | |
|---|---|---|---|
| [ ] | [ ] | A. | Student's Background<br>*understands importance<br>*knows how to gain familiarity<br>*demonstrates clear understanding |
| [ ] | [ ] | B. | Learning Goals<br>*states clear objectives that are appropriate for all students |
| [ ] | [ ] | C. | Connections<br>*links past and future lessons that fit within overall discipline |
| [ ] | [ ] | D. | Methods, Materials, Resources<br>*aligns methods, materials, and resources with goals that are appropriate for students |
| [ ] | [ ] | E. | Evaluation<br>*plans evaluation that is appropriate for goals and students<br>*uses results for planning |

**Summary:** _____
_____
_____
_____
_____
_____

**Suggestions:** _____
_____
_____
_____
_____
_____

## II. Learning Environment and Classroom Management

**Check list**

| Satisfactory | Needs Improvement | | |
|---|---|---|---|
| [ ] | [ ] | A. | Fairness<br>*demonstrates fairness to students<br>*promotes fairness among students |
| [ ] | [ ] | B. | Rapport<br>*establishes and maintains communication<br>*respects student diversity |
| [ ] | [ ] | C. | Learning Expectations<br>*encourages all students to meet challenging learning expectations |
| [ ] | [ ] | D. | Behavior<br>*responds to misbehavior<br>*respects students |
| [ ] | [ ] | E. | Physical Environment<br>*maintains safe environment that is conducive to learning |

**Summary:** _____
_____
_____
_____
_____
_____

**Suggestions:** _____
_____
_____
_____
_____
_____

## III. Classroom Instruction

### Check list

| Satisfactory | Needs Improvement | | |
|---|---|---|---|
| [ ] | [ ] | A. | Goals and Procedures<br>*makes goals and instructional procedures clear |
| [ ] | [ ] | B. | Comprehensible Content<br>*makes content clear to students<br>*makes lesson logical and sequential |
| [ ] | [ ] | C. | Extend Thinking<br>*encourages independent, creative, and critical thinking |
| [ ] | [ ] | D. | Comprehension<br>*monitors understanding<br>*provides feedback<br>*makes necessary adjustments |
| [ ] | [ ] | E. | Use of Time<br>*uses time effectively and efficiently |

**Summary:** _____
_____
_____
_____
_____
_____

**Suggestions:** _____
_____
_____
_____
_____
_____

## IV. Professionalism

### Check list

| Satisfactory | Needs Improvement | | |
|---|---|---|---|
| [ ] | [ ] | A. | Reflects on Goals<br>*contemplates lesson strengths and weaknesses<br>*adjusts for future instruction |
| [ ] | [ ] | B. | Demonstrates Effectiveness<br>*suggests specific, practical ways to help student succeed |
| [ ] | [ ] | C. | Professional Relationships<br>*demonstrates knowledge of resources<br>*collaborates with colleagues to address concerns related to teaching |
| [ ] | [ ] | D. | Communication with Parents<br>*knows methods of communication<br>*attempts to communicate |
| [ ] | [ ] | E. | Content Knowledge<br>*demonstrates understanding and knowledge of subject matter. |
| [ ] | [ ] | F. | Record Keeping<br>*maintains lesson plans, attendance forms, grade books, and other required documents on time |

**Summary:** _____
_____
_____
_____
_____
_____

**Suggestions**: _____
_____
_____
_____
_____
_____

**ADMINISTRATIVE COMMENTS**: _____

_____

_____

_____

_____

_____

Administrative Signature _____ Date _____

**TEACHER COMMENTS**: _____

_____

_____

_____

_____

_____

Teacher Signature _____ Date _____

("A teacher's signature on the evaluation indicates the teacher has received the form. The signature does not necessarily indicate that the teacher agrees with the evaluation. Teachers have the option of attaching their comments regarding the appraisal to the signed observation/evaluation." From Negotiated Contract)

**Appendix G**

**TEACHER'S CONTRACT - LIMITED**
**Rev. Code Sec. 3313.33; 3319.08, .09**

**AN AGREEMENT** entered into between _____ of _____ County, Ohio, and the BOARD OF EDUCATION OF _____ School District in _____ County, Ohio; the said _____ hereby agrees to teach in the Public Schools of said District for a period of _____.

Said _____ further agrees to abide by and maintain the rules and regulations adopted by said Board of Education for the government of the Schools of said District.

**IN CONSIDERATION** of and for such services, the said Board of Education agrees to pay, at the office of its Treasurer, to said _____ the sum of _____ Dollars, annually. Said sum to be payable in a specified number of monthly installments as shall be indicated in notices to be sent annually as provided by law.

Entered into at _____, Ohio, this _____ day of _____, _____
Year

_____
Teacher

THE BOARD OF EDUCATION

_____
President

By: _____
Treasurer

Sec. 3319.12. Each Board of Education shall cause notice to be given annually not later than July 1 to each teacher who holds a contract valid for the succeeding year, as to the salary to be paid such teacher during such year. Provisions of Sec. 3319.11, as to expiration, apply to all Limited Contracts.

**Appendix H**

**TEACHER'S CONTRACT - CONTINUING**
**Rev. Code Sec. 3313.33; 3319.09, .11. .12**

**AN AGREEMENT** entered into between _____ of _____ County, Ohio, and the BOARD OF EDUCATION OF _____ _____ School District in _____ _____ County, Ohio; the said _____ hereby agrees to teach in the Public Schools of said District from the date of this Contract until he resigns, elects to retire, is retired pursuant to law, or until said Contract is terminated or suspended as provided by law.

Said _____ further agrees to abide by and maintain the rules and regulations adopted by said Board of Education for the government of the Schools of said District.

**IN CONSIDERATION** of and for such services, the said Board of Education agrees to pay, at the office of its Treasurer, to said _____ the sum of _____ _____ Dollars annually. Said sum to be payable in a specified number of monthly installments as shall be indicated in notices to be sent annually as provided by law.

Entered into at _____, Ohio, this ____ day of _____, ____
Year

_____
Teacher

THE BOARD OF EDUCATION

_____
President

By: _____
Treasurer

Sec. 3319.12. Each Board of Education shall cause notice to be given annually not later than July 1 to each teacher who holds a contract valid for the succeeding year, as to the salary to be paid such teacher during such year.

**Appendix I**

**RIDGEDALE LOCAL SCHOOL DISTRICT**
3105 Hillman-Ford Road
Morral, Ohio 43337
Telephone 740/382-6065

## SUPPLEMENTAL CONTRACT

This limited contract entered into by and between _____ of _____herein after referred to as "Teacher," and the Ridgedale Local Board of Education of Marion County, Ohio, hereinafter referred to as "Board," WITNESSETH: In addition to Teacher's regular teaching duties, said Teacher does hereby promise and agree to perform the following duties for and in behalf of said Board: _____, and further agrees to abide by and maintain the rules and regulations adopted by such Board. Such additional duties shall be performed by Teacher during the _____ school year. In consideration of the duties to be performed by said Teacher, the Board promises and agrees to pay Teacher the sum of $_____. This limited contract entered into at Morral, Ohio, 43337, this _____ day of _____, _____. This contract will automatically non-renew at the end of the year without any additional action by the Board or additional notice to the contract holder.

_____
Teacher

RIDGEDALE LOCAL BOARD OF EDUCATION

_____
President

_____
Treasurer

Please sign original and return to the office of the Superintendent as soon as possible.

# STARK COUNTY SCHOOLS COUNCIL OF GOVERNMENTS

SuperMed

## HEALTH CARE CONSORTIUM

## SCHEDULE OF BENEFITS

MEDICAL MUTUAL®

| MEDICAL BENEFITS | NETWORK PROVIDER | NON-NETWORK PROVIDER |
|---|---|---|
| **PLAN PROVISIONS** | | |
| Lifetime Maximum | Unlimited | Unlimited |
| Annual Deductible | $250/person* $500/family | $500/person** $1,000/family |
| Coinsurance Out-of-Pocket Limit (Excluding Deductible) | $750/person $1,500/family | $1,500/person $3,000/family |
| Maximum Out-of-Pocket Limit (Sum of Deductible and Coinsurance) | $1,000/person $2,000/family | $2,000/person $4,000/family |
| **CARE-IN-HOSPITAL** | | |
| Semi-Private Room | 90%* | 80%** |
| Surgery | 90%* | 80%** |
| Anesthesia | 90%* | 80%** |
| In-hospital (medical) | 90%* | 80%** |
| X-Ray and Radioactive Therapy | 90%* | 80%** |
| Respiratory Therapy | 90%* | 80%** |
| Acute Kidney Dialysis | 90%* | 80%** |
| Diagnostic Lab/X-Ray | 90%* | 80%** |
| Emergency Care of accident/acute life threatening illness (Emergency Room Facility) | 90%* | 90%** |
| Non -Emergency Care (Emergency Room Facility) | 90%* | 80%** |
| Surgical Assistance | 90%* | 80%** |
| Pre-Admission Testing | 90%* | 80%** |
| **AS AN OUTPATIENT** | | |
| Lab/X-Ray/Diagnostic Services | 90%* | 80%** |
| Same Day Surgery | 90%* | 80%** |
| Speech/Occupational Therapy (illness/injury related) | 90%* | 80%** |
| Physical/Rehabilitative Therapy (illness/injury related) | 90%* | 80%** |
| Respiratory Therapy | 90%* | 80%** |
| **MATERNITY CARE** | 90%* | 80%** |
| **MENTAL HEALTH/ALCOHOL/SUBSTANCE ABUSE** | | |
| Inpatient Care Based on corresponding medical benefits | 90%* | 80%** |
| Outpatient Care Based on corresponding medical benefits | 90%* | 80%** |
| **OTHER SERVICES** | | |
| Home Health Care (Plan Approval Required) | 90%* | 80%** |
| Hospice Care (Plan Approval Required) | 90%* | 80%** |
| Skilled Nursing (Plan Approval Required) | 90%* | 80%** |
| Durable Medical | 90%* | 80%** |
| Ambulance | 80%* (after network deductible) | |
| Allergy Extracts | 80%* (after network deductible) | |

| MEDICAL BENEFITS | NETWORK PROVIDER | NON-NETWORK PROVIDER |
|---|---|---|
| **PRESCRIPTION DRUG PROGRAM** (see benefit booklet) | Patient pays 20% Mandatory maintenance mail order Mandatory generic | |
| **PREVENTIVE CARE** | | |
| Eligible preventive services have been determined by recommendations and comprehensive guidelines of governmental scientific committees and organizations. For further details, refer to your benefit book or Summary Benefit Plan (SPD), or call your plan at the phone number shown on your ID card. | | |
| Routine Physical Exam (one per calendar year) | 100% | 80%** |
| Prostate Screening (one per calendar year) | 100% | 80%** |
| Adult Immunization | 100% | 80%** |
| Routine GYN Exam (two per calendar year) | 100% | 80%** |
| Routine Mammography (one per calendar year) | 100% | 80%** |
| Pap Test (one per calendar year) | 100% | 80%** |
| Well Child Care (including immunizations- up to 21 years of age) | 100% | 80%** |
| Colon Cancer Screening (beginning at 45 years of age) | 100% | 80%** |
| **PHYSICIAN'S OFFICE** | | |
| Allergy Testing/Injections | 90%* | 80%** |
| Visits for Illness | 90%* | 80%** |
| Emergency Care | 90%* | 80%** |
| Minor Surgery | 90%* | 80%** |
| Diagnostic Testing | 90%* | 80%** |
| Speech/Occupational Therapy (illness/injury related) | 90%* | 80%** |
| Physical/Rehabilitative Therapy (illness/injury related) | 90%* | 80%** |
| Respiratory Therapy | 90%* | 80%** |
| **AFFILIATES** | | |
| Chiropractors | 90%* | 80%** |
| Podiatrists | 90%* | 80%** |

**PRE-CERTIFICATION IS REQUIRED FOR ALL INPATIENT ADMISSIONS.**

* An annual deductible of $250 per person/$500 per family is applied first before any benefits are paid to Network Providers. Coinsurance is subject to an annual maximum of $750 per person/$1,500 per family. Once you have satisfied the deductible and coinsurance out-of-pocket limit, the Plan begins to pay covered medical services at 100% except for penalties, which are not included in the 100% reimbursement provision.

** An annual deductible of $500 per person/$1,000 per family is applied first before any benefits are paid to Non-Network Providers. Benefit payments for Non-Network Provider services are based on an Allowed Amount. Coinsurance is subject to an annual maximum of $1,500 per person/$3,000 per family. Once you have satisfied the deductible and coinsurance out-of-pocket limit, the Plan begins to pay covered medical services at 100% of the Allowed Amount, except for penalties, which are not included in the 100% reimbursement provision.

**The age limit for an eligible dependent child is the end of month which the child attains age 26. See Dental and Vision plan summaries for details.**

X3893 R12/21

# Preventive Care Services

**Preventive care is one of the most important steps you can take to manage your health. Routine preventive care can identify and address risk factors before they lead to illness. When you prevent illness, it helps reduce your healthcare costs. You should work with your doctors to help you follow these guidelines and address your specific health concerns.**

## Child Preventive Care (Birth to Age 21)

- Preventive Physical Exams
- Behavioral counseling to prevent skin cancer
- Behavioral counseling to promote a healthy diet
- Blood pressure screening
- Cholesterol and lipid level screening
- Dental cavities prevention (including application of fluoride varnish to all primary teeth)
- Depression screening
- Development and psycho-social behavioral assessments
- Hearing screening for newborns
- Lead exposure screening
- Newborn gonorrhea prophylaxis
- Newborn screenings, including sickle cell anemia
- Screening and behavioral counseling related to tobacco and drug use
- Screening and counseling for obesity
- Screening and counseling for sexually transmitted infections
- Screenings for heritable diseases in newborns
- Tuberculosis screening
- Vision screening

## Child Immunizations

- Diphtheria, Tetanus, Pertussis
- Haemophilus influenza type B
- Hepatitis A and Hepatitis B
- Human Papillomavirus
- Influenza (flu shot)
- Measles, Mumps, Rubella
- Meningococcal
- Pneumococcal (pneumonia)
- Polio
- Rotavirus
- Varicella (chicken pox)

## Adult Preventive Care (Age 21 and older)

- Preventive Physical Exams
- Abdominal aortic aneurysm screening
- Blood pressure screening
- Cholesterol and lipid level screening
- Colorectal cancer screening including fecal occult blood test, flexible sigmoidoscopy or colonoscopy
- Depression screening
- Diabetes screening
- Hepatitis B screening if at high risk for infections
- Hepatitis C screening if at high risk (or one-time screening for adults born 1945 to 1965)
- HIV screening
- Screening and counseling for sexually transmitted infections
- Screening for lung cancer
- Tuberculosis Screening

## Counseling and Education Interventions

- Behavioral counseling to prevent skin cancer
- Behavioral counseling to promote a healthy diet
- Counseling related to aspirin use for prevention of cardiovascular disease
- Prevention of falls in older adults
- Screening and behavioral counseling to reduce alcohol abuse
- Screening and behavioral counseling related to tobacco use
- Screening and nutritional counseling for obesity

## Adult Immunizations

- Hepatitis A and Hepatitis B
- Herpes Zoster (shingles)
- Human Papillomavirus
- Influenza (flu shot)
- Measles, Mumps, Rubella
- Meningococcal
- Pneumococcal (pneumonia)
- Tetanus, Diphtheria, Pertussis

## Women's Services

- Breast and ovarian cancer susceptibility screening counseling and testing (including BRCA testing)
- Breast cancer screening (mammogram)
- Breast feeding counseling and rental of breast pumps and supplies up to the purchase price
- Bone density test to screen for osteoporosis
- Cervical cancer screening (Pap test)
- Chlamydia screening
- Discussion of chemoprevention with women at high risk for breast cancer
- FDA-approved contraception methods and counseling for women, including sterilization
- HPV DNA testing
- Lactation classes
- Pregnancy screenings (including hepatitis, asymptomatic bacteriuria, Rh incompatibility, syphilis, gonorrhea, Chlamydia, iron deficiency anemia, alcohol misuse, tobacco use, HIV, gestational diabetes)
- Prenatal services
- Primary care intervention to promote breastfeeding
- Screening and counseling for interpersonal and domestic violence
- Well woman visits

## Prescription Drugs

- Aspirin
- Colonoscopy preparations
- Contraceptives
- Fluoride (to age 6)
- Folic acid
- HIV pre-exposure PrEP
- Medication to reduce the risk of primary breast cancer in women
- Tobacco cessation aids

The screenings and immunizations listed in this summary include services required by healthcare reform (the Patient Protection and Affordable Care Act). For plan years beginning on or after September 23, 2010, non-grandfathered health plans must cover these routine immunizations and other services that are recommended by the United States Preventive Services Task Force A or B, and by other organizations such as Bright Futures, endorsed by the American Academy of Pediatrics. Please note: Some services and products may be subject to age, gender or other restrictions and are subject to change. Refer to USPreventiveServicesTaskForce.org or Healthcare.org for details. In addition, some prescription drugs or services may be subject to medical management techniques, such as prior authorization, quantity limits, etc.

If these services are performed by a network provider, members cannot be charged a coinsurance or deductible. Out-of-network charges may apply if the services are performed by a non-network provider.

MEDICAL MUTUAL®

# Stark County Schools Council of Governments

## Traditional Dental Benefit Summary

With Orthodontia

| **General Information** | | |
|---|---|---|
| Dependent Age | 26 | |
| Dependent Removal | End of Month | |
| Claims Filing Limit | 12 months | |
| **How Claims are Paid** | | |
| Benefit Period | January 1st through December 31st | |
| Benefit Period Deductible - Single | $25 | |
| Benefit Period Deductible - Family | $75 | |
| Preventive and Diagnostic Services Coinsurance | 100% | |
| Basic Services Coinsurance | 80% | |
| Major Services Coinsurance | 80% | |
| Overall Benefit Period Maximum | $3,000 | |
| Orthodontic Services Coinsurance | 60% | |
| Orthodontic Lifetime Maximum | $2,000 per eligible member | |
| **Preventive/Diagnostic Services** | **Frequency/Limits** | **Benefit** |
| BiteWing X-rays | 2 sets per benefit period | 100% |
| Emergency Palliative Treatment Services | Includes emergency exams and pain treatment, incision and drainage of abscess and excision of pericoronal gingiva | 100% (Emergency Exam and Palliative Treatment; 80% after deductible for all other services.) |
| Exams/Evaluations | 2 per benefit period | 100% |
| Fluoride Treatments | 2 per benefit period | 100% |
| Prophylaxis (cleaning) | 2 per benefit period | 100% |
| Non-Preventive Exams/Evaluations | | 100% |
| Diagnostic X-rays | Full Mouth/Panorex are limited to 1 every rolling 36 months | 100% |
| Space Maintainers | | 100% |
| **Basic Services** | **Frequency/Limits** | **Benefit** |
| Consultation/Professional Visits | | 80% after deductible |
| Minor Restorations | | 80% after deductible |
| Endodontics | | 80% after deductible |
| Periodontal Services | | 80% after deductible |
| Relines/Rebase of Dentures - Complete Dentures; Partial Dentures | 1 every rolling 36 months; but not within 6 months of placement of a denture | 80% after deductible |
| Repairs – Crowns; Fixed Partial Dentures; Partial and Complete Dentures | | 80% after deductible |
| Extractions | | 80% after deductible |
| Impactions | | 80% after deductible |
| Oral Surgery | | 80% after deductible |
| Anesthesia | | 80% after deductible |
| **Major Services** | **Frequency/Limits** | **Benefit** |
| Gold Foil Restorations | 1 per tooth every 5 years | 80% after deductible |
| Inlay/Onlays | 1 per tooth every 5 years | 80% after deductible |
| Crowns | 1 per tooth every 5 years | 80% after deductible |
| Major Restorative | | 80% after deductible |

| | | |
|---|---|---|
| Fixed Partial Dentures | 1 per tooth every 5 years | 80% after deductible |
| Dentures | 1 every 5 years | 80% after deductible |
| **Orthodontic Services** | **Frequency/Limits** | **Benefit** |
| Orthodontic Services | Available for all members | 60% up to $2,000 maximum |

**SuperDental Network Option**
As a Stark County Schools Council of Governments member you have the freedom to choose any dentist and receive these benefits. You have the *option* to receive covered dental services from a dentist who participates in the SuperDental Network. Choosing to receive covered dental services from **a SuperDental network provider protects you from balance bills** (the difference between the amount paid by Medical Mutual and providers billed amount). SuperDental providers agree to accept Medical Mutual's payment and not bill Stark County School's members for the balance.

**About SuperDental**

- All dentists go through an advanced credentialing process and are re-credentialed every three years.
- No referral is needed. You won't be limited on referral and your dentist will work directly with you on your treatment plans.
- SuperDental is hassle free. Change dentists at any time without paperwork or waiting period, and each family member can choose their own dentist.

**Find a SuperDental Provider**

- Visit MedMutual.com
- Click "Find a Doctor or Hospital"
- Click "Dental"
- Select "SuperDental" Network
- Enter search requirements
- Or call: 1-866-336-8251



# Stark County Schools Council of Governments
## Traditional Vision Benefit Summary

| | |
|---|---|
| **General Information** | |
| Dependent Age | 26 |
| Dependent Removal | End of Month |
| Claims Filing Limit | 12 months |
| **How Claims are Paid** | |
| Vision Examinations Frequency Limit | 1 every rolling 12 months |
| Vision Examinations | Covered at 100% for either spectacle or contact lens examination |
| **Lenses-Prescription** | |
| Lenses Frequency Limit | 1 pair every rolling 12 months |
| Single Vision | $75 allowance per pair |
| Bifocal | $100 allowance per pair |
| Trifocal | $125 allowance per pair |
| Lenticular | $200 allowance per pair |
| **Lenses-Contacts** | |
| Contacts are provided in lieu of | Lenses and Frames |
| Cosmetic Lenses | $150 allowance every rolling 12 months |
| Medically Necessary Lenses | $400 allowance every rolling 12 months |
| **Frames** | |
| Frames Frequency Limit | 1 every rolling 24 months |
| Frames | $170 allowance |

**Notes**

| |
|---|
| Progressive Lenses - In order to receive reimbursement for Progressive lenses the provider must bill for a Bifocal or Trifocal lens. |
| Medically Necessary Contact Lenses - The allowance for medically necessary contact lenses will be paid only if:<br>(a) the lenses are necessary following cataract surgery;<br>(b) visual acuity cannot be correct to 20/70 in either eye with other lenses, but can be correct to at least 20/70 in either eye with contact lenses; or<br>(c) the lenses are necessary for the treatment of anisometropia for keratoconus. |

**Appendix K-1**

## Ridgedale Salary Index
## 2025-2028

| STEP | BA | 150 HRS | MA | MA+15 | MA+30 |
|---|---|---|---|---|---|
| 0 | 1.000 | 1.038 | 1.095 | 1.145 | 1.203 |
| 1 | 1.038 | 1.081 | 1.143 | 1.198 | 1.256 |
| 2 | 1.076 | 1.124 | 1.191 | 1.251 | 1.309 |
| 3 | 1.114 | 1.167 | 1.239 | 1.304 | 1.362 |
| 4 | 1.152 | 1.210 | 1.287 | 1.357 | 1.415 |
| 5 | 1.190 | 1.253 | 1.335 | 1.410 | 1.468 |
| 6 | 1.228 | 1.296 | 1.383 | 1.463 | 1.521 |
| 7 | 1.266 | 1.339 | 1.431 | 1.516 | 1.574 |
| 8 | 1.304 | 1.382 | 1.479 | 1.569 | 1.627 |
| 9 | 1.342 | 1.425 | 1.527 | 1.622 | 1.680 |
| 10 | 1.380 | 1.468 | 1.575 | 1.675 | 1.733 |
| 11 | 1.418 | 1.511 | 1.623 | 1.728 | 1.786 |
| 12 | 1.456 | 1.554 | 1.671 | 1.781 | 1.839 |
| 13 | 1.494 | 1.597 | 1.719 | 1.834 | 1.892 |
| 14 | 1.532 | 1.640 | 1.767 | 1.887 | 1.945 |
| 15 | 1.570 | 1.683 | 1.815 | 1.940 | 1.998 |
| 19 | 1.608 | 1.726 | 1.863 | 1.993 | 2.051 |
| 23 | 1.646 | 1.769 | 1.911 | 2.046 | 2.104 |
| 27 | 1.684 | 1.812 | 1.959 | 2.099 | 2.157 |
| 31 | 1.722 | 1.855 | 2.007 | 2.152 | 2.210 |

**Appendix K-2**

TEACHER SALARY SCHEDULE

2025-2026

BASE INCREASE: 4.00%

| YEARS | | BA | | BA+150 | | MA | | MA+15 | | MA+30 |
|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 1.000 | $38,670 | 1.038 | $40,139 | 1.095 | $42,344 | 1.145 | $44,277 | 1.203 | $46,520 |
| 1 | 1.038 | $40,139 | 1.081 | $41,802 | 1.143 | $44,200 | 1.198 | $46,327 | 1.256 | $48,570 |
| 2 | 1.076 | $41,609 | 1.124 | $43,465 | 1.191 | $46,056 | 1.251 | $48,376 | 1.309 | $50,619 |
| 3 | 1.114 | $43,078 | 1.167 | $45,128 | 1.239 | $47,912 | 1.304 | $50,426 | 1.362 | $52,669 |
| 4 | 1.152 | $44,548 | 1.210 | $46,791 | 1.287 | $49,768 | 1.357 | $52,475 | 1.415 | $54,718 |
| 5 | 1.190 | $46,017 | 1.253 | $48,454 | 1.335 | $51,624 | 1.410 | $54,525 | 1.468 | $56,768 |
| 6 | 1.228 | $47,487 | 1.296 | $50,116 | 1.383 | $53,481 | 1.463 | $56,574 | 1.521 | $58,817 |
| 7 | 1.266 | $48,956 | 1.339 | $51,779 | 1.431 | $55,337 | 1.516 | $58,624 | 1.574 | $60,867 |
| 8 | 1.304 | $50,426 | 1.382 | $53,442 | 1.479 | $57,193 | 1.569 | $60,673 | 1.627 | $62,916 |
| 9 | 1.342 | $51,895 | 1.425 | $55,105 | 1.527 | $59,049 | 1.622 | $62,723 | 1.680 | $64,966 |
| 10 | 1.380 | $53,365 | 1.468 | $56,768 | 1.575 | $60,905 | 1.675 | $64,772 | 1.733 | $67,015 |
| 11 | 1.418 | $54,834 | 1.511 | $58,430 | 1.623 | $62,761 | 1.728 | $66,822 | 1.786 | $69,065 |
| 12 | 1.456 | $56,304 | 1.554 | $60,093 | 1.671 | $64,618 | 1.781 | $68,871 | 1.839 | $71,114 |
| 13 | 1.494 | $57,773 | 1.597 | $61,756 | 1.719 | $66,474 | 1.834 | $70,921 | 1.892 | $73,164 |
| 14 | 1.532 | $59,242 | 1.640 | $63,419 | 1.767 | $68,330 | 1.887 | $72,970 | 1.945 | $75,213 |
| 15 | 1.570 | $60,712 | 1.683 | $65,082 | 1.815 | $70,186 | 1.940 | $75,020 | 1.998 | $77,263 |
| 16 | 1.570 | $60,712 | 1.683 | $65,082 | 1.815 | $70,186 | 1.940 | $75,020 | 1.998 | $77,263 |
| 17 | 1.570 | $60,712 | 1.683 | $65,082 | 1.815 | $70,186 | 1.940 | $75,020 | 1.998 | $77,263 |
| 18 | 1.570 | $60,712 | 1.683 | $65,082 | 1.815 | $70,186 | 1.940 | $75,020 | 1.998 | $77,263 |
| 19 | 1.608 | $62,181 | 1.726 | $66,744 | 1.863 | $72,042 | 1.993 | $77,069 | 2.051 | $79,312 |
| 20 | 1.608 | $62,181 | 1.726 | $66,744 | 1.863 | $72,042 | 1.993 | $77,069 | 2.051 | $79,312 |
| 21 | 1.608 | $62,181 | 1.726 | $66,744 | 1.863 | $72,042 | 1.993 | $77,069 | 2.051 | $79,312 |
| 22 | 1.608 | $62,181 | 1.726 | $66,744 | 1.863 | $72,042 | 1.993 | $77,069 | 2.051 | $79,312 |
| 23 | 1.646 | $63,651 | 1.769 | $68,407 | 1.911 | $73,898 | 2.046 | $79,119 | 2.104 | $81,362 |
| 24 | 1.646 | $63,651 | 1.769 | $68,407 | 1.911 | $73,898 | 2.046 | $79,119 | 2.104 | $81,362 |
| 25 | 1.646 | $63,651 | 1.769 | $68,407 | 1.911 | $73,898 | 2.046 | $79,119 | 2.104 | $81,362 |
| 26 | 1.646 | $63,651 | 1.769 | $68,407 | 1.911 | $73,898 | 2.046 | $79,119 | 2.104 | $81,362 |
| 27 | 1.684 | $65,120 | 1.812 | $70,070 | 1.959 | $75,755 | 2.099 | $81,168 | 2.157 | $83,411 |
| 28 | 1.684 | $65,120 | 1.812 | $70,070 | 1.959 | $75,755 | 2.099 | $81,168 | 2.157 | $83,411 |
| 29 | 1.684 | $65,120 | 1.812 | $70,070 | 1.959 | $75,755 | 2.099 | $81,168 | 2.157 | $83,411 |
| 30 | 1.684 | $65,120 | 1.812 | $70,070 | 1.959 | $75,755 | 2.099 | $81,168 | 2.157 | $83,411 |
| 31 | 1.722 | $66,590 | 1.855 | $71,733 | 2.007 | $77,611 | 2.152 | $83,218 | 2.210 | $85,461 |

**Appendix K-3**

TEACHER SALARY SCHEDULE

2026-2027

BASE INCREASE: 4.00%

| YEARS | | BA | | BA+150 | | MA | | MA+15 | | MA+30 |
|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 1.000 | $40,217 | 1.038 | $41,745 | 1.095 | $44,038 | 1.145 | $46,048 | 1.203 | $48,381 |
| 1 | 1.038 | $41,745 | 1.081 | $43,475 | 1.143 | $45,968 | 1.198 | $48,180 | 1.256 | $50,513 |
| 2 | 1.076 | $43,273 | 1.124 | $45,204 | 1.191 | $47,898 | 1.251 | $50,311 | 1.309 | $52,644 |
| 3 | 1.114 | $44,802 | 1.167 | $46,933 | 1.239 | $49,829 | 1.304 | $52,443 | 1.362 | $54,776 |
| 4 | 1.152 | $46,330 | 1.210 | $48,663 | 1.287 | $51,759 | 1.357 | $54,574 | 1.415 | $56,907 |
| 5 | 1.190 | $47,858 | 1.253 | $50,392 | 1.335 | $53,690 | 1.410 | $56,706 | 1.468 | $59,039 |
| 6 | 1.228 | $49,386 | 1.296 | $52,121 | 1.383 | $55,620 | 1.463 | $58,837 | 1.521 | $61,170 |
| 7 | 1.266 | $50,915 | 1.339 | $53,851 | 1.431 | $57,551 | 1.516 | $60,969 | 1.574 | $63,302 |
| 8 | 1.304 | $52,443 | 1.382 | $55,580 | 1.479 | $59,481 | 1.569 | $63,100 | 1.627 | $65,433 |
| 9 | 1.342 | $53,971 | 1.425 | $57,309 | 1.527 | $61,411 | 1.622 | $65,232 | 1.680 | $67,565 |
| 10 | 1.380 | $55,499 | 1.468 | $59,039 | 1.575 | $63,342 | 1.675 | $67,363 | 1.733 | $69,696 |
| 11 | 1.418 | $57,028 | 1.511 | $60,768 | 1.623 | $65,272 | 1.728 | $69,495 | 1.786 | $71,828 |
| 12 | 1.456 | $58,556 | 1.554 | $62,497 | 1.671 | $67,203 | 1.781 | $71,626 | 1.839 | $73,959 |
| 13 | 1.494 | $60,084 | 1.597 | $64,227 | 1.719 | $69,133 | 1.834 | $73,758 | 1.892 | $76,091 |
| 14 | 1.532 | $61,612 | 1.640 | $65,956 | 1.767 | $71,063 | 1.887 | $75,889 | 1.945 | $78,222 |
| 15 | 1.570 | $63,141 | 1.683 | $67,685 | 1.815 | $72,994 | 1.940 | $78,021 | 1.998 | $80,354 |
| 16 | 1.570 | $63,141 | 1.683 | $67,685 | 1.815 | $72,994 | 1.940 | $78,021 | 1.998 | $80,354 |
| 17 | 1.570 | $63,141 | 1.683 | $67,685 | 1.815 | $72,994 | 1.940 | $78,021 | 1.998 | $80,354 |
| 18 | 1.570 | $63,141 | 1.683 | $67,685 | 1.815 | $72,994 | 1.940 | $78,021 | 1.998 | $80,354 |
| 19 | 1.608 | $64,669 | 1.726 | $69,415 | 1.863 | $74,924 | 1.993 | $80,152 | 2.051 | $82,485 |
| 20 | 1.608 | $64,669 | 1.726 | $69,415 | 1.863 | $74,924 | 1.993 | $80,152 | 2.051 | $82,485 |
| 21 | 1.608 | $64,669 | 1.726 | $69,415 | 1.863 | $74,924 | 1.993 | $80,152 | 2.051 | $82,485 |
| 22 | 1.608 | $64,669 | 1.726 | $69,415 | 1.863 | $74,924 | 1.993 | $80,152 | 2.051 | $82,485 |
| 23 | 1.646 | $66,197 | 1.769 | $71,144 | 1.911 | $76,855 | 2.046 | $82,284 | 2.104 | $84,617 |
| 24 | 1.646 | $66,197 | 1.769 | $71,144 | 1.911 | $76,855 | 2.046 | $82,284 | 2.104 | $84,617 |
| 25 | 1.646 | $66,197 | 1.769 | $71,144 | 1.911 | $76,855 | 2.046 | $82,284 | 2.104 | $84,617 |
| 26 | 1.646 | $66,197 | 1.769 | $71,144 | 1.911 | $76,855 | 2.046 | $82,284 | 2.104 | $84,617 |
| 27 | 1.684 | $67,725 | 1.812 | $72,873 | 1.959 | $78,785 | 2.099 | $84,415 | 2.157 | $86,748 |
| 28 | 1.684 | $67,725 | 1.812 | $72,873 | 1.959 | $78,785 | 2.099 | $84,415 | 2.157 | $86,748 |
| 29 | 1.684 | $67,725 | 1.812 | $72,873 | 1.959 | $78,785 | 2.099 | $84,415 | 2.157 | $86,748 |
| 30 | 1.684 | $67,725 | 1.812 | $72,873 | 1.959 | $78,785 | 2.099 | $84,415 | 2.157 | $86,748 |
| 31 | 1.722 | $69,254 | 1.855 | $74,603 | 2.007 | $80,716 | 2.152 | $86,547 | 2.210 | $88,880 |

**Appendix K-4**

# TEACHER SALARY SCHEDULE

## 2027-2028

BASE INCREASE: 4.00%

| YEARS | | BA | | BA+150 | | MA | | MA+15 | | MA+30 |
|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 1.000 | $41,826 | 1.038 | $43,415 | 1.095 | $45,799 | 1.145 | $47,891 | 1.203 | $50,317 |
| 1 | 1.038 | $43,415 | 1.081 | $45,214 | 1.143 | $47,807 | 1.198 | $50,108 | 1.256 | $52,533 |
| 2 | 1.076 | $45,005 | 1.124 | $47,012 | 1.191 | $49,815 | 1.251 | $52,324 | 1.309 | $54,750 |
| 3 | 1.114 | $46,594 | 1.167 | $48,811 | 1.239 | $51,822 | 1.304 | $54,541 | 1.362 | $56,967 |
| 4 | 1.152 | $48,184 | 1.210 | $50,609 | 1.287 | $53,830 | 1.357 | $56,758 | 1.415 | $59,184 |
| 5 | 1.190 | $49,773 | 1.253 | $52,408 | 1.335 | $55,838 | 1.410 | $58,975 | 1.468 | $61,401 |
| 6 | 1.228 | $51,362 | 1.296 | $54,206 | 1.383 | $57,845 | 1.463 | $61,191 | 1.521 | $63,617 |
| 7 | 1.266 | $52,952 | 1.339 | $56,005 | 1.431 | $59,853 | 1.516 | $63,408 | 1.574 | $65,834 |
| 8 | 1.304 | $54,541 | 1.382 | $57,804 | 1.479 | $61,861 | 1.569 | $65,625 | 1.627 | $68,051 |
| 9 | 1.342 | $56,130 | 1.425 | $59,602 | 1.527 | $63,868 | 1.622 | $67,842 | 1.680 | $70,268 |
| 10 | 1.380 | $57,720 | 1.468 | $61,401 | 1.575 | $65,876 | 1.675 | $70,059 | 1.733 | $72,484 |
| 11 | 1.418 | $59,309 | 1.511 | $63,199 | 1.623 | $67,884 | 1.728 | $72,275 | 1.786 | $74,701 |
| 12 | 1.456 | $60,899 | 1.554 | $64,998 | 1.671 | $69,891 | 1.781 | $74,492 | 1.839 | $76,918 |
| 13 | 1.494 | $62,488 | 1.597 | $66,796 | 1.719 | $71,899 | 1.834 | $76,709 | 1.892 | $79,135 |
| 14 | 1.532 | $64,077 | 1.640 | $68,595 | 1.767 | $73,907 | 1.887 | $78,926 | 1.945 | $81,352 |
| 15 | 1.570 | $65,667 | 1.683 | $70,393 | 1.815 | $75,914 | 1.940 | $81,142 | 1.998 | $83,568 |
| 16 | 1.570 | $65,667 | 1.683 | $70,393 | 1.815 | $75,914 | 1.940 | $81,142 | 1.998 | $83,568 |
| 17 | 1.570 | $65,667 | 1.683 | $70,393 | 1.815 | $75,914 | 1.940 | $81,142 | 1.998 | $83,568 |
| 18 | 1.570 | $65,667 | 1.683 | $70,393 | 1.815 | $75,914 | 1.940 | $81,142 | 1.998 | $83,568 |
| 19 | 1.608 | $67,256 | 1.726 | $72,192 | 1.863 | $77,922 | 1.993 | $83,359 | 2.051 | $85,785 |
| 20 | 1.608 | $67,256 | 1.726 | $72,192 | 1.863 | $77,922 | 1.993 | $83,359 | 2.051 | $85,785 |
| 21 | 1.608 | $67,256 | 1.726 | $72,192 | 1.863 | $77,922 | 1.993 | $83,359 | 2.051 | $85,785 |
| 22 | 1.608 | $67,256 | 1.726 | $72,192 | 1.863 | $77,922 | 1.993 | $83,359 | 2.051 | $85,785 |
| 23 | 1.646 | $68,846 | 1.769 | $73,990 | 1.911 | $79,929 | 2.046 | $85,576 | 2.104 | $88,002 |
| 24 | 1.646 | $68,846 | 1.769 | $73,990 | 1.911 | $79,929 | 2.046 | $85,576 | 2.104 | $88,002 |
| 25 | 1.646 | $68,846 | 1.769 | $73,990 | 1.911 | $79,929 | 2.046 | $85,576 | 2.104 | $88,002 |
| 26 | 1.646 | $68,846 | 1.769 | $73,990 | 1.911 | $79,929 | 2.046 | $85,576 | 2.104 | $88,002 |
| 27 | 1.684 | $70,435 | 1.812 | $75,789 | 1.959 | $81,937 | 2.099 | $87,793 | 2.157 | $90,219 |
| 28 | 1.684 | $70,435 | 1.812 | $75,789 | 1.959 | $81,937 | 2.099 | $87,793 | 2.157 | $90,219 |
| 29 | 1.684 | $70,435 | 1.812 | $75,789 | 1.959 | $81,937 | 2.099 | $87,793 | 2.157 | $90,219 |
| 30 | 1.684 | $70,435 | 1.812 | $75,789 | 1.959 | $81,937 | 2.099 | $87,793 | 2.157 | $90,219 |
| 31 | 1.722 | $72,024 | 1.855 | $77,587 | 2.007 | $83,945 | 2.152 | $90,010 | 2.210 | $92,435 |

**Appendix L**

**RIDGEDALE LOCAL SCHOOL DISTRICT**
**SUPPLEMENTAL CONTRACT PAY SCHEDULE**
**2025-2028**

| **POSITIONS** | **0-4 YEARS EXP.** **Percentage of BA-0** | **5-7 YEARS EXP.** **Percentage of BA-0** | **8+ YEARS EXP.** **Percentage of BA-0** |
|---|---|---|---|
| Football Head Coach | 16% | 16.5% | 17% |
| Boys' Basketball Head Coach | 16% | 16.5% | 17% |
| Girls' Basketball Head Coach | 16% | 16.5% | 17% |
| Volleyball Head Coach | 16% | 16.5% | 17% |
| FFA Advisor | 16% | 16.5% | 17% |
| Wrestling Head Coach | 12% | 12.5% | 13% |
| Baseball Head Coach | 12% | 12.5% | 13% |
| Softball Head Coach | 12% | 12.5% | 13% |
| Boys Track Head Coach | 12% | 12.5% | 13% |
| Girls Track Head Coach | 12% | 12.5% | 13% |
| Marching Band Director | 12% | 12.5% | 13% |
| Boys/Girls Bowling Head Coach | 12% | 12.5% | 13% |
| Volleyball JV Coach | 10% | 10.5% | 11% |
| Girls Basketball JV Coach | 10% | 10.5% | 11% |
| Boys Basketball JV Coach | 10% | 10.5% | 11% |
| Baseball JV Coach | 10% | 10.5% | 11% |
| Softball JV Coach | 10% | 10.5% | 11% |
| Volleyball Freshman Coach | 10% | 10.5% | 11% |
| Boys Basketball Freshman Coach | 10% | 10.5% | 11% |
| Girls Basketball Freshman Coach | 10% | 10.5% | 11% |
| MTSS Elementary Coordinator | 9% | 9.5% | 10% |
| MTSS JH/HS Coordinator | 9% | 9.5% | 10% |
| Cross Country Head Coach | 9% | 9.5% | 10% |
| Golf Head Coach | 8% | 8.5% | 9% |
| Fall Cheer Head Coach | 8% | 8.5% | 9% |
| Winter Cheer Head Coach | 8% | 8.5% | 9% |
| Robotics Advisor HS | 8% | 8.5% | 9% |
| Football Assistants (x3) *not to be less than previous salary IF the coach was prior employee of Ridgedale Schools | 8% | 8.5% | 9% |
| Volleyball Varsity Assistant | 8% | 8.5% | 9% |
| Boys Basketball Varsity Assistant | 8% | 8.5% | 9% |
| Girls Basketball Varsity Assistant | 8% | 8.5% | 9% |
| Baseball Varsity Assistant | 8% | 8.5% | 9% |
| Softball Varsity Assistant | 8% | 8.5% | 9% |
| Girls Track Varsity Assistant | 8% | 8.5% | 9% |
| Boys Track Varsity Assistant | 8% | 8.5% | 9% |
| Girls' Basketball 7th Grade Head Coach | 8% | 8.5% | 9% |

| | | | |
|---|---|---|---|
| Girls' Basketball 8th Grade Head Coach | 8% | 8.5% | 9% |
| Boys' Basketball 7th Grade Head Coach | 8% | 8.5% | 9% |
| Boys' Basketball 8th Grade Head Coach | 8% | 8.5% | 9% |
| Volleyball 7th Grade Head Coach | 8% | 8.5% | 9% |
| Volleyball 8th Grade Head Coach | 8% | 8.5% | 9% |
| Football 7th Grade Head Coach | 8% | 8.5% | 9% |
| Football 8th Grade Head Coach | 8% | 8.5% | 9% |
| Girls' Track 7th/8th Grade Head Coach | 8% | 8.5% | 9% |
| Boys' Track 7th/8th Grade Head Coach | 8% | 8.5% | 9% |
| 7th/8th Wrestling Head Coach | 8% | 8.5% | 9% |
| Bowling Varsity Assistant | 6% | 6.5% | 7% |
| Wrestling Varsity Assistant | 6% | 6.5% | 7% |
| Yearbook Advisor | 8% | 8.5% | 9% |
| Cheerleading Varsity Assistant (with salary to be split between fall and winter seasons) | 6% | 6.5% | 7% |
| Cheerleading 7th/8th Grade Head Coach* (with salary to be split between fall and winter seasons) | 6% | 6.5% | 7% |
| Baseball 7th/8th Grade Head Coach | 6% | 6.5% | 7% |
| Softball 7th/8th Grade Head Coach | 6% | 6.5% | 7% |
| Weight Room Coordinator | 5% | 5.5% | 6% |
| Show Choir Director | 5% | 5.5% | 6% |
| Musical Director | 5% | 5.5% | 6% |
| Robotics Advisor 7th/8th Grade (x2 positions) | 4% | 4.5% | 6% |
| Freshman Class Advisor | 3% | 3.5% | 4% |
| Sophomore Class Advisor | 3% | 3.5% | 4% |
| Junior Class Advisor | 4% | 4.5% | 5% |
| Senior Class Advisor | 4% | 4.5% | 5% |
| High School Student Council Advisor | 4% | 4.5% | 5% |
| Fall Jr. High Event Manager | 4% | 4.5% | 5% |
| Winter Jr. High Event Manager | 4% | 4.5% | 5% |
| Musical Producer | 3% | 3.5% | 4% |
| Marching Band Assistant Director | 3% | 3.5% | 4% |
| Pep Band Director | 3% | 3.5% | 4% |
| Flag Corp/Majorette Advisor | 3% | 3.5% | 4% |
| Junior High Student Council Advisor | 3% | 3.5% | 4% |
| NHS | 3% | 3.5% | 4% |

*Each year of the contract, there is the availability of two (2) squads (minimum of 6 participants per squad) out of the following three depending on the interest of the students at each level and available funds: Freshmen, 8th grade, and 7th grade. Each squad's advisor/coach would be paid 3% as the supplemental (total of two (2) 3% supplementals).

The Board retains the right to not fill any supplemental position in any given year. All holders of a supplemental contract must be properly licensed.

Payment for a supplemental contract shall be made after the completion of the coach/advisor's duties, according to the job description, as verified by the principal or supervisor. If a coach/advisor is unable to complete his/her duties, then the amount paid on the supplemental contract will be 0% if this occurs prior to the start of the season; 25% if the pre-season is begun and/or completed; 50% if the season ends any time after the completion of the pre-season up until the midpoint of the regular season (by date); and, 75% after the midpoint of the regular season until the completion of the regular season, at which point 100% would be

paid. The season shall be determined by the official OHSAA approved start and end dates for the regular season for each sport. Year-long supplemental contract "season" will be based on the District's academic calendar quarters.

All supplemental contracts would be paid over two pays, the first halfway through the season and the final at the end of the regular season.

a. Fall 1st half to be paid the 2nd pay of September; 2nd half to be paid 1st pay of November.
b. Winter 1st half to be paid the 2nd pay of December; 2nd half to be paid the 2nd pay of February.
c. Spring 1st half to be paid the 2nd pay of April; 2nd half to be paid the 1st pay of June.

FAILURE TO COMPLETE WRITTEN DOCUMENTATION FOR FINAL PAYMENT WILL RESULT IN DELAY OF PAYMENT UNTIL THE NEXT ELIGIBLE SUPPLEMENTAL PAY DATE.

Coaches' Tool Chest shall be provided to all staff members assigned to a sports supplemental at a rate of $50 to cover supplemental requirements for CPR, First Aid, Sudden Cardiac Arrest, Concussion, Fraud, and Mental Health training.

## INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN - RIDGEDALE

Name _____ Date _____

Building _____ Assignment _____

Present License or Certificate _____ Expires _____

Pursuing License _____

A tentative five-year plan should include areas of emphasis for professional improvement. This will include professional experiences of your choice. (See list for ideas.) This plan should represent progress toward building and district goals as stated in our mission statements.

Professional Development Plan:

_____
_____
_____
_____
_____
_____
_____
_____
_____

Tentative Time Line: _____

How are you increasing student achievement through this plan? _____
_____

Educator's Signature _____

Approved ____ Not Approved ____ Date _____ LPDC _____

Suggestions _____
_____

Date _____ Plan Revision _____
_____

Reason: _____

Approved ____ Not Approved ____ Date _____ LPDC _____

**Appendix N**

## PRE-APPROVAL FORM - PROFESSIONAL DEVELOPMENT ACTIVITY - RIDGEDALE

Name _____ Date _____

Building _____

Activity _____

State how this activity relates to your individual professional development plan: _____

_____

_____

State how this will increase student achievement: _____

_____

Pre-approved _____ Date _____ LPDC _____

Documentation/Verification

Have you included necessary signatures, documentation, transcripts, or grade verification?

_____

_____

Please keep in mind that in order to receive a pay increase, you must have transcripts turned in to the Superintendent's office.

**Appendix O**

**RIDGEDALE LPDC**
**PROJECT, CLASS AND/OR PDU LOG**

I will provide documentation for all completed activities.

| Date | Start Time | End Time | PDU Hours | Semester Hours | Project, Class, PDU Activity |
|---|---|---|---|---|---|
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| Totals | | | | | |

**RIDGEDALE LOCAL SCHOOLS**
**SUBSTITUTE TEACHER REPORT**
**HIGH SCHOOL BUILDING**

DATE _____
A.M. _____
P.M. _____

Name _____ Phone _____

Substituting for _____

**1**. Were lesson plans available?

a. Were implementation tools/resources readily available?

**2.** Were the teacher and building schedules available?

**3.** Were rosters, seating charts, other materials available?

**4.** Did you have any discipline problems?

a. What action did you take?

b. Did you refer these situations to the administration?

**5**. Did an administrator and/or neighboring teacher check with you during the day to see how things were going?

**6.** Remarks:

_____
_____
_____
_____
_____
_____
_____
_____
_____

| CLASS PERIOD | PROCEDURES AND ACCOMPLISHMENT |
|---|---|
| First | |
| Second | |
| Third | |
| Fourth | |
| Fifth | |
| Sixth | |
| Seventh | |
| Eighth | |
| Ninth | |
| Tenth | |

Substitute Teacher Signature

Please complete form and turn in to the principal at the close of the school day.

**RIDGEDALE LOCAL SCHOOLS**
**SUBSTITUTE TEACHER REPORT**
**RES BUILDING**

DATE _____
A.M. _____
P.M. _____

Name _____ Phone _____

Substituting for _____

**1.** Were lesson plans available?

a. Were implementation tools/resources readily available?

**2.** Were the teacher and building schedules available?

**3.** Were rosters, seating charts, other materials available?

**4.** Did you have any discipline problems?

a. What action did you take?

b. Did you refer these situations to the administration?

**5.** Did an administrator and/or neighboring teacher check with you during the day to see how things were going?

**6.** Remarks

_____
_____
_____
_____
_____
_____
_____
_____

| SUBJECT | PROCEDURES AND ACCOMPLISHMENT |
| --- | --- |
| Reading | |
| Spelling | |
| Mathematics | |
| Social Studies | |
| Language | |
| Science | |
| Health | |
| Art | |
| Music | |
| Physical Education | |

Substitute Teacher Signature

Please complete form and turn in to the principal at the close of the school day.

**Appendix R**

CONTINUING CONTRACT APPLICATION

(Due to Superintendent by September 11)

Name _____

Building Assignment _____

Years in the District _____ Total Years of Experience _____

Type of Certificate/License currently held _____

Please circle appropriate level of education:

BA Masters MA+15 MA+30

Did you have continuing contract status in your previous employment?

Yes ____ No ____

ELIGIBILITY REQUIREMENTS

A. Teacher has been employed by the Board for a period of two (2) years and the teacher has previously attained continuing contract status in another Ohio public school district; or

B. Teacher has worked in the school district for three (3) out of the last five (5) years and has a professional, permanent, or life teacher's certificate; or

C. Teacher has worked in the school district for three (3) out of the last five (5) years and has a professional educator's license or teacher's certificate, and

   1. If the teacher held his/her Master's Degree at the time of the issuance of the initial license/certificate, the teacher has started and completed six (6) semester hours of graduate coursework in the area of licensure/certification or in an area related to the teaching field since the initial issuance of the certificate or license, or

   2. If the teacher did not hold a Master's Degree at the time of the issuance of the initial license/certificate, the teacher has started and completed thirty (30) semester hours of graduate coursework in the area of licensure/certification or in an area related to the teaching field since the initial issuance of the certificate or license, and

   3. If the teacher was issued his/her first educator's license on or after January 1, 2011, the teacher has held an educator's license for at least seven (7) years.

The above information is true and accurate to the best of my knowledge.

Signature _____ Date _____

Ridgedale Local Schools

Sick Leave Donation Form

Teacher's Name _____
(Print) Last Name First Name

Number of Days to be Donated _____

Days Donated to Whom _____

Date Days Were Donated _____

Teacher's Signature _____

(Committee Copy) Total Days Used _____

---

Ridgedale Local Schools

Sick Leave Donation Form

Teacher's Name _____
(Print) Last Name First Name

Number of Days to be Donated _____

Days Donated to Whom _____

Date Days Were Donated _____

Teacher's Signature _____

(Teacher's Copy)

## Ridgedale Local Schools

## Class Coverage Payment Form

Teacher's Name _____
Print (Last Name) First Name

Class Covered _____

Time _____

Date _____

Teacher's Signature _____

(Treasurer's Copy)

---

## Ridgedale Local Schools

## Class Coverage Payment Form

Teacher's Name _____
Print (Last Name) First Name

Class Covered _____

Time _____

Date _____

Teacher's Signature _____

(Teacher's Copy)

# RIDGEDALE LOCAL SCHOOLS

## Vehicle Request and Scheduling

| | |
|---|---|
| Person Driving: | Phone: |
| Department: | Trip Name: |
| Driver's License No. | School Insurance Carrier & No. |

| | | | |
|---|---|---|---|
| Departure Date: | Time: | Return Date: | Time: |

| | | |
|---|---|---|
| Person in Charge: | Circle: In State | Out of State |
| Destination: | | |
| Describe Any Hazardous Material or Equipment Carried: | | |
| Any Other Special Requirements? | | |
| Briefly Describe the Work to be Conducted: | | |

Your Signature _____ Phone _____

District Treasurer _____ Date Signed _____

This form must be received by the District Treasurer one week prior to departure date. All equipment, personal effects, and garbage are to be removed upon completion of the trip. A mileage log must be filled out for each trip upon completion. Please note any problems/repairs needed on that form.

**Please return this form to the Ridgedale Administration Building.**

Administrative Use Only

Mileage Out: Mileage In:

Vehicle Condition:

The Ridgedale Local Schools is the owner of a large capacity van to be used by the faculty and staff for official business.

The Ridgedale Local Schools van is capable of carrying eight people (including the driver).

To tentatively look to see if the van is available on a particular date/time, please contact the District Treasurer.

The vehicle shall be received clean and with a full tank of gas.

The vehicle shall be returned in a cleaned state. The van is the property of the Ridgedale Local Schools which is self-insured. Any accidents or damage must be reported to the District Treasurer so the proper paperwork can be filled out. All paperwork must be submitted at the time of return.

All efforts should be made to pick up the vehicle during normal business hours at the Ridgedale Administration Building. The vehicle key shall be retrieved prior to the close of business on the day requested.

A tracking mileage form must be filled out on all trips.

Any questions should be directed to the District Treasurer at 740-383-2168, Ext. 104.

# REQUEST TO TRANSFER UNUSED PERSONAL LEAVE TO SICK LEAVE

To: Treasurer
From: _____
(Applying Staff Member)

Due: June 15th

I certify the following: (check one)

A. _____ I ask that my unused personal leave balance of _____ days for this past school year be converted to sick leave for the coming fiscal year.

OR

B. _____ I have used _____ personal days in this past school year and hereby apply for the attendance incentive bonus.

Certifying Signature: _____ Date: _____

# REQUEST FOR LATERAL SALARY SCHEDULE PLACEMENT

This form must be completed and sent to the Superintendent upon completion of additional classroom work. This form shall be attached to the University transcript or grade sheet to verify successful completion of course work.

This new pay rate shall begin at the start of the next semester, following submission of the form.

Request salary change from _____ to _____
Column Column

| | University | Hours (Qtr./Sem.) | Credit Earned |
|---|---|---|---|
| 1. | _____ | _____ | |
| 2. | _____ | _____ | |
| 3. | _____ | _____ | |
| 4. | _____ | _____ | |
| 5. | _____ | _____ | |
| 6. | _____ | _____ | |

_____ _____
Teacher Name Teacher Signature

_____ _____
Date Superintendent Signature

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