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NEGOTIATED AGREEMENT

BETWEEN THE

NORTH FORK EDUCATION ASSOCIATION

AND THE

NORTH FORK LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

JULY 1, 2026 – JUNE 30, 2029

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ARTICLE 1: NEGOTIATIONS

RECOGNITION

The Board of Education of the North Fork Local School District ("board" or “district”) hereby recognizes the North Fork Education Association/Ohio Education Association/National Education Association (NFEA/OEA/NEA) ("Association" or "NFEA") as the exclusive bargaining agent for all credentialed employees under regular contract employed by the board, except administrative personnel, teachers paid on an hourly basis who teach fewer than twenty (20) hours per week, substitutes who work fewer than sixty (60) school days in the same assignment, and all confidential, supervisory, and management level employees as defined in the Ohio Revised Code.

MANAGEMENT RIGHTS

The Board of Education is vested exclusively with rights of management as defined in Ohio Revised Code and shall otherwise retain all the rights, powers, duties, and authority granted by law and the Constitution of the United States and the State of Ohio. Neither the Association nor the Board of Education waives any rights to bargain or refuse to bargain during the term of any agreement as prescribed in Ohio Revised Code with respect to wages, hours, terms and other conditions of employment except as may be expressly limited by the Ohio Revised Code.

Nothing herein shall diminish the power of the board to act as the legally constituted body responsible for the determination of policies governing all aspects of the North Fork Local School District. The board shall operate in accordance with all statutory provisions of the state, and such other rules and regulations as are promulgated by the Department of Education in accordance with such statutes. The board cannot reduce, negotiate, or delegate its legal responsibilities.

INFORMATION

The board will provide, as available, the following to the NFEA president:

A. Monthly financial report

B. Adopted appropriations measure

C. Amended certificate

D. Training and Education Grid

E. Board approved budget

PROCEDURES FOR BARGAINING

A. Bargaining Teams - The board, or designated representatives of the board, will meet with representatives designated by the Association for the purpose of bargaining. All bargaining shall be conducted exclusively between said teams and shall be conducted using Win/Win **or** Interest Based Bargaining as a bargaining strategy. The number of team members shall be determined by mutual agreement.

B. Submission of Issues - Upon request of either party to open bargaining, a mutually accepted meeting date shall be set following such request. Such request shall not be made more than one hundred twenty (120) days prior to the expiration of the master contract. Each party must submit all issues at the first session. Except by agreement of the parties, no additional issues may be raised after the initial exchange.

C. Bargaining Procedures - The board and the Association agree to use Win/Win **or** Interest Based Bargaining, in an attempt to reach agreement on matters related to wages, hours, and terms and conditions of employment for members of the bargaining unit. The bargaining in teams shall meet at mutually agreed upon places and times for the purpose of conducting good faith bargaining. "Good faith bargaining" requires that the Association and the board react to each other's proposals. If a proposal is unacceptable to one of the parties, that party is obligated to give its reasons, provided however, nothing herein requires either party to agree or to make a concession. Such meetings shall not be open to the public and shall not be held during the regular school day.
Both parties agree to supersede the statutory dispute resolution procedures set forth in Ohio Revised Code. If agreement is not reached within sixty (60) days following the request for opening negotiations, either party may request the services of a mutually agreeable mediator. Mediating services can be agreed upon during anytime during the process. The cost, if any, of such mediating services shall be shared equally by the board and the Association. The mediation process shall extend no more than thirty (30) days from the date the mediator first meets together with the Board and the Association, unless both parties agree to continue the process. Upon the expiration of this contract, the Association shall have the right to proceed under the Ohio Revised Code.

D. Caucus - Upon request of either party, the discussion shall be recessed to permit the requesting party a period of time to caucus.

E. Exchange of Information - Prior to and during the period of discussions, the Board and the Association agree to provide to each other, upon written request, all regularly and routinely prepared information concerning the issues under consideration, except confidential reports compiled by either party for the exclusive information of its bargaining team.

F. Reaching Understanding - As tentative understanding is reached on each issue,

it shall be so noted and initialed by each party. When consensus is reached covering all areas under discussion, the proposed understanding shall be reduced to writing as a tentative agreement and first submitted to the Association for ratification and then to the board for approval. Both parties shall act upon the tentative agreement within thirty (30) days. If approved by the Association and by the board, the master contract shall be executed by the presidents of the Board and the Association and shall be binding upon the parties to the extent permitted by law.

G. Progress Reports - The parties agree that during the period of negotiations and, so long as the parties have not declared an impasse, the proceedings for the discussion shall not be released to the media unless such an issuance has the prior approval of both parties. Such releases may be made without prior approval at any time after an impasse has been declared.

H. As used in this Agreement, days are to be school days, unless otherwise stated.

I. The contract will be available and distributed electronically.

J. The cost of the Win/Win facilitator shall be shared in a manner to be negotiated between the board and the Association prior to negotiations.

105 ALTERNATIVE BARGAINING PROCEDURES

Memoranda of Understanding may be written to include any other method of negotiations.

ARTICLE 2: GRIEVANCE PROCEDURE

201 DEFINITION

A grievance is a complaint involving an alleged violation, interpretation, or application of conditions of the agreement and administrative procedures implementing provisions of said agreement.

202 INFORMAL

An aggrieved party shall try to resolve a grievance by discussing the grievance with the appropriate administrator.

203 FORMAL

If a grievance is not resolved informally, said grievance may be processed in keeping with the following:

LEVEL I

The grievance is to be reduced to writing including the alleged violation and relief sought. The grievance shall cite the provision of the Negotiated Agreement upon which the grievance is based and shall be submitted to the building administrator within fifteen (15) days of the act or the aggrieved becoming aware of the violation, misinterpretation, or misapplication or should have become aware upon the exercise of reasonable diligence. Failure to comply with this time factor is cause to waive the right to use this procedure.

Within five (5) days of receipt by the building administrator, the building administrator shall arrange a meeting to discuss the grievance.

Within seven (7) days of submission, the building administrator is to provide a written response to the grievance. If the aggrieved is not satisfied with the written response, or if the building administrator does not keep the time provisions of this level, the aggrieved may submit the grievance to the superintendent within fifteen (15) days of the initiation of the grievance in Level I.

LEVEL II

Within five (5) days of receipt by the superintendent, the superintendent shall arrange a meeting to discuss the grievance. Within seven (7) days of said meeting the superintendent shall make written response to the aggrieved.

If the aggrieved is not satisfied with the written response, or the superintendent does not keep within the time provisions in Level II, the aggrieved may submit the grievance to Level III, within fifteen (15) days of initiating Level II. A copy of such submission shall be filed with the treasurer of the board.

LEVEL III

Within fifteen (15) days of receipt of notice of request for a Level III grievance meeting by the treasurer of the board, a meeting will be conducted with a majority of the board members present in executive session, to discuss the grievance with the aggrieved.

Within seven (7) days of said meeting, the board shall provide a written response to the grievance.

LEVEL IV

Binding arbitration.

204 GENERAL PROVISIONS

A. An aggrieved party may be an individual or the NFEA if the alleged grievance is one affecting Association's rights or is a class grievance affecting two (2) or

more credentialed staff on the same or similar issue.

B. At any formal level of this procedure, any party of interest may have counsel of choice. However, if the aggrieved uses organizational counsel said counsel must be the NFEA's OEA representative.

C. At any formal level the NFEA shall be entitled to representation.

D. Suspension of processing a grievance at any level by the aggrieved party shall indicate the grievance has been resolved at the last level.

E. There shall not be reprimand or reprisal made against any party involved in processing a grievance with this procedure as a result of such party's participation in the grievance process.

F. No copy of grievances and administrative/board responses, shall be filed in the personnel file of a credentialed staff member, but may be maintained in a separate grievance file.

G. A copy of all grievances and responses shall be transmitted to the NFEA president, superintendent, and aggrieved party.

H. A day shall be a school day (i.e., a regularly scheduled workday on the school calendar) during the school year. During the months of June, July, and August, a day shall be a day the district administrative office is open for business.

I. Time limits are to be adhered to, unless otherwise mutually agreed to in writing.

J. No one shall be denied the right to process a grievance through Level IV because of his/her not being a member of the NFEA.

K. The aggrieved shall have the right to withdraw a grievance at any level, without prejudice.

L. All meetings shall be held at a time and place to enable all participants the opportunity to be present.

M. All written communications shall be hand-delivered or mailed certified mail, return receipt requested.

ARTICLE 3: NFEA RIGHTS & RESPONSIBILITIES

301 MEMBERSHIP

A. The board's treasurer shall issue electronic payment to the Association's treasurer

each month, with a list of those people for whom the deductions were made, and the amount deducted for each staff member.

B. The payroll deductions shall be in twenty-four (24) equal installments. If there are not twenty-four (24) payroll deductions remaining in the year, the unpaid balance shall be deducted in equal installments.

C. If a union member's employment ends, or if he/she goes on an unpaid status before all twenty-four (24) payrolls remaining in that school year, the unpaid balance will be deducted from his/her final payroll check for that school year. If the amount of the last payroll check is insufficient to cover the balance of the fee due, collection of any remaining amount shall be the Association's sole responsibility.

D. No member of the bargaining unit is required by this Article to become a member of the Association.

E. The Association agrees to defend and indemnify the board for any cost, demands, claims, suits, or liability incurred, as a result of the implementation and enforcement of the provision, provided that:

1. The board shall give written notice within ten (10) workdays of any claim made of action filed against the employer by a non-member for which defense and indemnification may be claimed;

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

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

ARTICLE 4: TEACHER RIGHTS & RESPONSIBILITIES

401 WORK YEAR

The regular credentialed staff's year shall consist of one hundred eighty-three (183) days. In the event a change in the board adopted school calendar becomes necessary, it shall be altered only after consultation with the Association. If a spring break is scheduled, make-up days shall not be scheduled during the spring break.

Prior to Board adoption, a preliminary calendar draft will be created by the Superintendent, or designee, and up to two (2) Association members designated by the Association President. This draft shall be circulated to both Administration and the Association for feedback before the calendar is finalized for Board adoption.

A. The regular school year shall consist of one hundred eighty-three (183) days **which includes** two (2) days **in exchange** for parent-teacher conferences, **unless approved by both the Association and Board,** and three (3) or more days for orientation, in-service, or completion of records.

B. Parent-teacher conferences should be arranged at times mutually agreed to between the parent and teacher, at such frequency as necessary to benefit the child involved.

Scheduled parent-teacher conference days shall be arranged by the administration, after consultation with the building faculty, and may commence at a time other than the regular starting time of the credentialed staff member; however, such scheduled time shall not exceed a continuous seven and one-half (7½) hours.

C. CALAMITY DAYS

1. Credentialed staff will not be required to report to their assigned building when the building is closed by the superintendent or his/her designee.

E-Calamity

Credentialed staff members are required to utilize e-calamity day lessons **or blizzard bags** for each of his/her classes when the district requires make up days. Credentialed staff members must allow students two weeks to complete the assigned lessons.

Credentialed staff members will not be charged for a scheduled leave day, but are still required to be available, during contract hours, by email should a parent and/or student have a question about the lesson, provided internet availability. For questions outside of the contract hours, staff must respond no later than the end of the next contract day.

402 WORKDAY

A. The regular credentialed staff's day shall be no more than seven and one-half (7 ½) continuous hours, including a duty-free lunch period that is equal to the time provided students and is not less than thirty (30) consecutive minutes of non-pupil contact not to include travel time.

B. With building administrative approval, staff who are required to be in attendance at job-related meetings and lose their planning period will be entitled to the $20 per period pay. For those staff who elect to use their planning period, with no compensation, the building administrator may allow the meeting during the day. Otherwise, meetings will be scheduled during the work day prior to or immediately after the student's day.

C. Each year a building team, which includes a grade level credentialed staff

member, a special education credentialed staff member, a Win/Win representative, and a NFEA representative, will meet with the building administrator at least one (1) week prior to the first day for students to review a building duty schedule.

D. All credentialed staff at the 6 -12 grade levels shall be provided one (1) regular class period during the students' day for non-pupil contact, planning time**.**

Elementary credentialed staff shall be provided 200 minutes per week of planning time, with a daily schedule that will include a minimum of 30 continuous minutes of non-pupil contact during the students' day.

Every attempt will be made so that elementary credentialed staff shall not be assigned more than a regular class period of duty each day, such as bus, recess, lunchroom, or detention.

403 RESPONSIBILITIES

A. **REPORTING**
Credentialed staff will report to the assigned building administrator

B. **GENERAL RULES**
1. The primary duty is to teach students.
2. It is the credentialed staff's duty to abide by the policies of the North Fork Schools.

C. **SPECIFIC DUTIES**
Credentialed staff shall abide by the following:

1. Keep informed of new developments in their field(s) of instruction and use the methods and techniques that best meet the needs of the students, within the limits of authority, facilities, and materials available.

2. Supervise students in the classroom and/or learning centers during instructional time. Assignment to routine supervision of students, i.e., arrival, dismissal, playground, and other non-instructional time shall be made in an equitable manner for all faculty members.

3. Conduct classes of instruction with board approved curriculum, according to the assigned time schedule and be responsible for the conduct of students assigned. Credentialed staff are responsible, within reasonable limits, for students dismissed during an assigned class or activity.

4. Assist in supervision of students in the halls and classrooms during arrival, dismissal, and change of classes.

5. Maintain good discipline and control. Student discipline by the credentialed staff member shall relate to the situation and individual student. Credentialed

staff are authorized to remove disruptive students from class. Any credentialed staff member, uncertain to degree or appropriateness of punishment, should consult with the building administrator.

Student Removal - Credentialed staff member may remove a disruptive student from class for one (1) day. A "day" means one student attendance day for the elementary level. For secondary level, a "day" shall mean one class period.

The removed student shall be sent or taken to the building's administrative office. Credentialed staff removing a student from class shall give the building administrator a written report concerning the action as soon as possible after the removal.

6. Remain with students during class, or other supervisory duty, unless the credentialed staff member has an emergency or his/her assistance is needed in an emergency situation.

7. Maintain accurate and timely records of student progress for all grade levels. This includes updating electronic grade books on a weekly basis. Final decision on any grade shall be the responsibility of the subject credentialed staff member. Each credentialed staff member shall be able to justify a given grade.

8. Complete standards-based lesson plans that include objectives that are grade level appropriate, a list of activities, and assessments. If available, the use of curriculum maps will be referenced for each subject area being taught.

9. Assess the needs of students and use assessment results to make informed decisions about curriculum, instruction, assessment, and goals that address those needs, when appropriate.

10. Notify the building principal or the designated representative when leaving the building during the regular school day. Prior approval should be obtained when leaving at times other than during regular credentialed staff lunch period.

11. Keep lesson plans, sub folders, seating charts, and related materials available and updated.

12. Administer medicines only as authorized by the building administrator.

13. Be reasonably responsible for school property and assigned equipment.

14. Give each assigned student all reasonable assistance. It is the child's responsibility to seek, and the credentialed staff member's responsibility to make available, if needed, additional help due to an extended absence from school.

15. Observe physical conditions affecting the health, safety, and comfort of

students. Report to the building office any conditions adversely affecting the students.

16. Make student referrals to appropriate support personnel, i.e., school nurse, school counselor, etc., according to established procedure.

17. Promote, advertise, or sell tickets for any organization during the regular school day only with approval of the building administrator.

18. Staff dress will be professional "business casual" attire. "Business casual" attire will be reviewed with the Win/Win committee annually.

D. **TOBACCO USE**

In compliance with board policy, members shall not use tobacco products in school buildings, in school-owned vehicles, or on school property.

Members who violate this regulation shall be subject to discipline.

E. **CELL PHONE USE**

Staff cell phone use, including texting and internet, will not be permitted for personal use during any instructional time the teacher is scheduled with students, unless for emergency purposes.

404 LICENSURE CODE OF PROFESSIONAL CONDUCT FOR OHIO EDUCATORS

The purpose of the Principles of Professional Conduct for Ohio Educators is to ensure that all employees adhere to the highest standards of honesty, dignity and integrity, and to monitor those standards as an educational system at the building, district and state levels.

A. Employees shall not engage in criminal activity as evidenced by a criminal conviction, guilty plea, finding of guilt, no contest pleas, or participation in a court-ordered diversion or treatment in lieu of conviction program.

B. Employees shall maintain a professional relationship with all students and fellow employees at all times, both in and out of the classroom.

C. Employees shall not use, possess, or unlawfully distribute illegal or unauthorized drugs. Employees shall not use alcohol and/or tobacco during any school-related activity. Employees shall not furnish, provide, or encourage students or under-aged persons to use, possess, or unlawfully distribute alcohol, tobacco, illegal or unauthorized drugs.

D. Employees shall comply with state and federal laws relating to maintaining confidential information.

E. Employees shall ensure that school property, public funds, or fees paid by students

or the community are not used for personal gain. Employees do not make decisions based upon gifts, gratuities, favors, or the socioeconomic status of parents, family members, community member, or businesses.

F. Employees shall accurately report information required by the local Board of Education or governing board, state education agency, federal agency or state or federal law.

G. Employees shall fulfill all of the terms and obligations detailed in their employment contract with the local Board of Education or educational agency for the duration of the contract.

H. Employees shall demonstrate behavior that reflects integrity, dignity and honesty in fulfilling their professional responsibilities. Employees do not engage in conduct unbecoming to the profession, pursuant to Ohio Revised Code.

I. Violating any of the ethical statements above may result in disciplinary action from the local Board of Education and/or the state Board of Education.

ARTICLE 5: WORKING CONDITIONS

501 WORK ENVIRONMENT

The North Fork Local Board of Education and the North Fork Education Association believe that employees' work environment should be free from harassment of any form. Any employee who feels that he/she is being subjected to any kind of harassment should report such to his/her building administrator or superintendent. Procedures for reporting harassment are available in Board Policy and Administrative Guidelines.

502 TRAVELING TEACHERS

Only one principal will be responsible for the evaluation of each traveling teacher as determined by the superintendent.

The traveling credentialed staff member will be expected to attend one faculty meeting each month. Exceptions could be made for emergency meetings, but sufficient advance notice must be given to the assigned administrator.

The traveling credentialed staff member will have no more duty minutes per week than any regular classroom credentialed staff member. Travel time between schools shall not be considered lunch or conference time.

503 SUBSTITUTES AND COVERAGE

In the absence of regular and special education credentialed staff, every reasonable

effort will be made to obtain a substitute. On the sixtieth (60) school day of service in the same assignment, a substitute teacher shall be placed on the credentialed staff's salary schedule at the appropriate level of training and experience, not to exceed five (5) years of service credit, for the remainder of service in the school year. The sixty (60) days of service will not be considered interrupted if, during that time, the superintendent approves an emergency leave or the building administrator excuses him/her from attending parent teacher conferences. All such substitute teachers will remain in the bargaining unit until the return to duty of the credentialed staff member whom they were employed to replace or until the end of the school year, whichever comes first, at which time all further employment rights will come to an end.

A. If the administration is unable to obtain a substitute, or if a substitute is needed for a limited period of time, i.e., a period or an hour, regular members of the faculty may be used. The administrators will attempt to find classified staff to fill in for classified staff who instruct/supervise students. If the administrator is unable to find classified staff to fill in, a credentialed staff may be assigned as a period substitute, and will be compensated if they miss a daily planning/conference period. Reasonable effort will be made to rotate these credentialed staff members. Period substitutes shall be reimbursed at twenty dollars ($20) per class time.

B. Credentialed staff members who fill in on a short-term basis (more than two weeks) will receive an additional 10% of the staff member's per diem, per day they are working on administrative duties.

504 LESSON PLANS

Each credentialed staff member shall submit weekly standards-based lesson plans to his/her building administrator electronically or a hard copy by 9:00 a.m. Monday morning for the current week. All other staff members must have standards-based lesson plans available upon building administrator's request.

505 CLASS SIZE

Class size and class load should be of such equitable distribution and limits to allow for the best educational opportunities of the children. Therefore, the board and Association agree that the following objectives should be pursued:

A. Adequate instructional materials shall be provided for all students, including textbooks, consumable supplies, etc.

B. The Board shall establish, and make known to the credentialed staff at Win-Win, a normal sequence for reviewing and updating curriculum materials for the district. Professional development for new instructional programs should be given prior to implementation.

C. Content area teams, with representation from all grade levels, will review and update curriculum, mapping, and planning, annually.

D. No class size shall exceed the number of desks or teaching stations available for the number of students assigned at any one time.

E. Each classroom will be supplied with at least one (1) teacher's desk and two (2) adult-size chairs.

F. Each credentialed staff member will be provided a desk and lockable storage facility for use of maintaining records and other materials necessary in the performance of his/her respective assignment

G. Secondary (6-12) academic classes should not exceed twenty-five (25) pupils per period, nor should regular classroom credentialed staff members be assigned more than one hundred seventy (170) pupils in one (1) day, for the purpose of instruction. Assignment of secondary credentialed staff members should be so arranged that no one credentialed staff member has more than three (3) lesson preparations during any one (1) semester or year. While all attempts will be made to ensure a

credentialed staff member will not have more than three preparations at the high school and middle school level, if it becomes necessary to assign a credentialed staff member more than three (3) class preparations, the following guidelines will be put into place:

1. A credentialed staff member with one hundred thirty-five (135) students or more may have no more than three (3) preparations.

2. A credentialed staff member with one hundred fifteen (115) to one hundred thirty-four (134) students may have no more than four (4) preparations.

3. A credentialed staff member with up to one hundred (100) students may have up to five (5) preparations.

If by the end of the fourth week of the semester a credentialed staff member's load exceeds these guidelines, he/she shall be paid a one-time payment of $200 (two hundred dollars) per semester.

Credentialed staff and building administrator will mutually determine optimum class size to meet the needs of the buildings specials/electives classes. In case of disagreement, the credentialed staff member, building representative, building administrator, and superintendent will meet to resolve the disagreement.

H. Self-contained elementary classrooms K-3 grades will be scheduled so that no such class will exceed twenty-eight (28) pupils in number (not including art, library, music, or physical education classes) Grades 4-5 will be scheduled so that no such class will exceed thirty (30) pupils in number. If classes at a grade level within an

elementary school are scheduled to contain twenty-eight (28) for grades K-3 and thirty (30) pupils for grades 4-5, additional pupils may be scheduled into classes at that grade level, provided that no class in grades K-3 will be scheduled to exceed thirty (30) pupils and grades 4-5 will be scheduled to exceed thirty-three (33) pupils. Prior to scheduling a class to contain more than twenty-eight (28) for grades K-3 and thirty (30) pupils for grades 4-5, the building administrator will schedule a meeting with all credentialed staff at that grade level and a designated Association representative to review alternative methods of scheduling.

I. Elementary Class Size Adjustment

Elementary classes subject to the scheduling limitations of Paragraph III, above, which exceed thirty (30) pupils for grades K-3 and thirty-three (33) pupils for grades 4-5 on October 15 will, within six (6) weeks thereafter, be reduced so that such classes do not exceed thirty-three (33) pupils in number, unless the classroom credentialed staff member and administrator agree to a greater number of pupils. Reflecting board policy, open enrollment will be limited in grades K-5 when any grade level class size reaches an average of twenty-five (25) students per class.

J. Instructional Aides

Any credentialed staff assigned to an elementary class, to which twenty-eight (28) or more pupils for grades K-3 and thirty (30) or more pupils for grades 4-5 have been assigned, will be scheduled to receive the assistance of a teacher's aide (or volunteer aide) for not less than three (3) hours per scheduled school day, so long as the scheduled class size doesn't exceed maximum classroom enrollment. Building representatives and the building principal will confer regarding scheduling of the aide within the first two (2) weeks of exceeding maximum classroom enrollment.

K. Special classes, governed by state or federal regulations, shall be in keeping with such provisions.

506 TEACHER DISCIPLINE

Members of the bargaining unit shall not be disciplined except pursuant to the following provisions:

A. No formal disciplinary action shall be taken until the member of the bargaining unit has the opportunity to arrange for a representative to be present.

B. All discipline shall be based on good and just cause, and will be placed in the certificated staff member's personnel file.

C. A progressive discipline policy shall be used provided, however, nothing herein shall require that a lesser sanction be imposed before more severe sanction can be applied.

D. The options shall be:

a. Verbal warning.
b. Verbal reprimand.
c. Written reprimand
d. Suspension without pay, not to exceed one (1) school day.
e. Suspension without pay, not to exceed five (5) school days.
f. Suspension without pay, not to exceed ten (10) school days.

E. All discipline appeals shall be initiated within fifteen (15) days of the notification of discipline and will follow the established grievance procedure. Discipline which results in suspension without pay shall be subject to arbitration. Discipline arbitration shall be binding. A day shall be defined as in Article 2; Section 204 (H).

F. The provisions of this article shall not apply to proceedings for the termination of credentialed staff members contract, pursuant to Ohio Revised Code.

G. It is the duty of the local Board of Education, superintendent, or other administrator, to report to the Ohio Department of Education about credentialed employee misconduct using the Educator Misconduct Reporting Form as per Ohio Revised Code.

507 PERSONNEL FILES

A. The official personnel files of all credentialed staff shall be kept in the district administrative office. Any credentialed staff member shall have the right, during regular office hours, to examine his/her file upon request to the superintendent.

B. Credentialed staff shall retain the right to add comments and rebuttals to documents and to secure one (1) copy of any item therein without charge. Every item in the file is to be dated at the time it is entered. Credentialed staff shall be notified in writing each time an additional item is placed in his/her personnel file, except items submitted by the credentialed staff member or items required by law to be placed in such file. All items being entered into the personnel file must be dated and signed by the person entering the material. Every credentialed staff member shall also have the right to indicate those documents in the file which he/she believes are obsolete or otherwise inappropriate to retain. After a joint review with the board's treasurer or his/her designee, materials deemed obsolete by mutual concurrence shall be destroyed.

C. When members of the public request inspection of public records contained in credentialed staff's personnel files, the board will monitor such inspection to ensure that the records retained in such files are neither removed, added to, or altered. Each credentialed staff member subject to such request will be notified of the request

within one (1) working day thereafter. This provision does not include reviews of records contained in credentialed staffs' personnel files by school personnel, members of the board, or its designee acting in an official capacity.

508 STUDENTS WITH SPECIAL NEEDS

The following shall be provided to all bargaining unit members who have special needs students integrated into their regular classrooms:

A. The regular classroom credentialed staff member shall participate in the development and implementation of the Individualized Education Plan (IEP) for students he/she serves and shall make necessary adaptations of curriculum and evaluation.

B. As approved by the superintendent, the district shall provide paid release time for members to attend in-service programs.

C. Up-front assistance with curriculum modifications, grade determination, and alternative assessments shall be provided to classroom credentialed staff members, in preparation for the placement of the special needs student(s).

D. As approved by the superintendent, staff assignments and class sizes shall be modified when appropriate, to meet the students' needs.

E. Materials, supplies, and specialists shall be provided to the classroom credentialed staff member, to ensure meaningful instruction for the special needs student(s).

F. Provision will be made for attention to physical care, medical or hygienic procedures of special needs student(s) that will not result in the regular classroom credentialed staff member leaving his/her classroom unattended.

G. An inclusion team may meet weekly, as deemed necessary by any member of the team, to address issues that may arise. The inclusion team meetings will be no more than one (1) hour in length and must occur outside of the contracted school day as approved by the building administrator. Said team may consist of inclusion teachers, classroom teachers, instructional aides, and the building administrator. Reimbursement will be at the home instruction tutor rate. Time sheets must be submitted at the end of each grading period and in accordance with the payroll calendar schedule.

509 PARENT COMPLAINT PROCEDURE

Upon written receipt of parental concerns, including those that are of email origin, relating to credentialed staff, or bargaining unit members holding supplemental contracts, the building administrator will begin the process of solving the concern. The parent will be provided with a parent complaint form (Appendix A), and all efforts will be made to encourage the completion of the form by the parent. The administration reserves the right to initiate or skip the written complaint procedures for those

complaints that might warrant criminal proceedings. Verbal complaints will be accepted in areas concerning safety issues only.

A. Upon receipt of the parent complaint, the building administrator will give the parent complaint form to the credentialed staff member to make contact with the parent within two workdays of receipt of the complaint. If the concern or problem is resolved by this contact, no written documentation of the complaint shall be included in the credentialed staff member's personnel file. The credentialed staff member will provide the building administrator with a written summary of the outcome of the issue.

B. In the event the complaint could not be resolved a conference must be scheduled by the staff member with the parent(s) and administrator within five (5) days from the outcome of the previous step, and should occur within ten (10) school days thereafter. A written summary of the meeting must be prepared by the administrator and kept by the building administrator. If the building administrator determines that the complaint is unwarranted, no written documentation will be included in the credentialed staff member's personnel file. If the complaint is warranted, then clear expectations for correcting the problem must be developed at the meeting and written documentation will be entered into the personnel file.

C. If the parent is still not satisfied, the parent may arrange a conference with the superintendent. The superintendent shall make a report of said conference and provide a copy to the credentialed staff member, parent and building administrator involved.

D. If the parent is still not satisfied, the parent may request a meeting with a majority of the board in executive session. A copy of the board's recommendation shall be given to the superintendent, parent, building administrator and credentialed staff member.

E. If the superintendent, board, or any board member(s) receive an initial complaint from a parent about credentialed staff, he or she shall request that the parent follow the procedure as established. He or she shall also refer the matter to the appropriate administrator.

510 BUILDING AND DEPARTMENTAL BUDGETS

A. ELEMENTARY

Each elementary building shall be allocated general operating funds proportionate to the student enrollment in the building for the purpose of purchasing needed educational supplies or materials for classroom or building use (excluding such items as basic texts and furniture provided that a uniform minimum allocation shall be provided for each building). Distribution of said funds in a building budget shall be made bythe building administrator after consultation with the credentialed staff members in the building.

B. MIDDLE SCHOOL AND SENIOR HIGH

Each department/credentialed staff will submit a budget to the building administrator, who will then allocate available funds among the various departments/credentialed staff in accordance with their needs.

511 HANDLING CASH

A procedure shall be developed in each school to ensure credentialed staff will not need to hold money overnight.

512 STAFF MEETING

Staff meetings shall be considered a part of the teacher's regular day. In the event that staff meetings exceed the teacher's regular duty day, the maximum amount of time allowed beyond the teacher's regular duty day is a total of one (1) hour per month. Administrative called staff meetings extended beyond the teacher's regular duty day shall be limited to two (2) per month, with at least five (5) days advance notice being given to the faculty, except in the case of urgent necessity as determined by the building administrator.

513 PRIVATE FACILITIES

Separate work areas and toilet facilities should be provided for credentialed staff, away from student use or instructional activities to the degree possible. Any future major building remodeling shall include such separate facilities for credentialed staff.

514 RELEASE TIME

Release time shall be granted for curriculum planning and/or assessment testing and scoring. If the Association determines that substantial time is being spent by credentialed staff beyond the regular duty day, at the option of the Association, the board agrees to reopen negotiations on this subsection exclusively.

515 SCHOOL ACTIVITIES

All credentialed personnel shall be admitted, free of charge, to any school sponsored activity.

516 FLU SHOTS

The district will provide to the bargaining unit members the opportunity to receive flu shots at the district’s expense, unless in financial caution, watch, or emergency

ARTICLE 6: LEAVE PROVISIONS

601 APPLICATION FOR LEAVE

Application for all paid and unpaid leave must be submitted to the building administrator and/or designee at least seventy-two (72) hours prior to the date such leave is to be taken. When emergency situations arise, making this compliance impossible, besides notifying the building administrator or designee on the day of the absence, completion of the ESS/AESOP must be submitted to the building administrator and/or designee on the day the employee returns to work. Failure to complete the necessary form may result in dock of pay.

602 SICK LEAVE

A. Members of the credentialed staff shall be authorized sick leave in keeping with the provisions of the Ohio Revised Code and the board's policy herein stated.

B. Credentialed staff shall accrue sick leave at a rate of one and one-fourth (1 ¼) days per month while under contract with the board, for a maximum of fifteen (15) days per year. The maximum accumulation of unused sick leave shall be one hundred fifty (150) days. Credentialed staff who would end the school year with the accumulated sick leave days in excess of one hundred fifty (150) days will be credited with said excess balance into personal leave days.

C. Credentialed staff with no previous experience, upon beginning the duties of employment shall, at the beginning of the school year, be advanced up to ten (10) days of sick leave. Those days advanced will be paid back throughout the year or on the final pay.

D. Credentialed staff new to the district may transfer sick leave previously accumulated elsewhere in Ohio in public service, upon verification of such accumulation from the proper public agency up to the maximum accumulation provided in Paragraph B above. If no transfer is available, credentialed staff members may be advanced ten (10) days as indicated in Paragraph C above.

E. Sick leave shall be granted to maximum accumulation for the following reasons:

1. Personal illness
2. Personal injury
3. Pregnancy
4. Exposure to contagious disease which could be communicated to others
5. Illness or injury of a member of the immediate family
6. Death in the immediate family

F. Immediate family shall mean any of the following persons: spouse, children, father, mother, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchildren, grandfather, grandmother, or any person living in the unit member's

household.

G. The board may authorize the granting of additional days of sick leave beyond the number accumulated, upon recommendation of the superintendent, in keeping with the Ohio Revised Code.

H. The use of five (5) or more consecutive sick days, will require a physician statement, stating that the employee is capable of returning to duty; if the purpose of the sick leave usage was due to being the primary caregiver of a family member, the staff member must submit the family member's physician statement stating the necessity of the care.

I. If the Superintendent or designee suspects a pattern of sick leave abuse the employee will have the opportunity to provide a reason for the leave. If the employee can not provide a legitimate reason, the employee may be required to provide a valid doctors excuse for future absences, or disciplinary measures may occur.

603 SICK LEAVE BANK

When a North Fork Local School District employee with at least two (2) years' experience in the North Fork Local School District will exhaust all of his/her accumulated sick leave before the end of the school year, due to a catastrophic illness or injury of the bargaining unit member (which does not include pregnancy or child birth, unless there are catastrophic consequences to the mother and/or the unborn child), then he/she may submit an application to be considered for up to thirty (30) additional donated days of sick leave for that school year. Donated sick leave shall be subject to the following conditions:

1. Employee Requesting Sick Leave Donations:

   a. All sick leave donation requests must be approved by the Sick Leave Donation Committee (superintendent, Association president, and a building administrator

      chosen by the superintendent and two bargaining unit members chosen by the Association president).

   b. A catastrophic illness or injury is one which is life threatening to the individual or has resulted in the individual being incapacitated for an extended period of time. Determination will be the decision of the Sick Leave Donation Committee.

   c. The employee, his/her spouse, parent(s), or children to whom or for whom the days are given, must personally have the catastrophic illness or injury resulting in the need for additional sick leave.

   d. Employees may apply for up to a maximum of thirty (30) days donated sick

leave in the school year. Donated sick leave will be added to the employee's accumulated sick leave balance. The employee must have exhausted his/her accumulated sick leave before being eligible for donations of sick leave.

e. Employees wishing to apply for sick leave donations shall submit a Sick Leave Donation Request Form to the Sick Leave Donation Committee. If the employee is currently under a physician's care, a physician's statement describing the condition should be attached to the request form.

2. Employees Donating Sick Leave

a. Any employee donating sick leave who has reached the maximum amount of one hundred fifty (150) days will have their total accumulation reduced by the number of donated days during the year, but will be restored to one hundred fifty (150) if their combined use of sick leave and their donation does not exceed fifteen (15) days.

b. An employee's donation of sick leave will reduce the number of days eligible to be converted to personal leave.

c. A commitment to donate sick leave to the sick leave bank by an employee cannot be reversed after the treasurer has received the donation form.

d. The treasurer will notify employees of the sick leave need after the requesting member's application for sick leave has been approved by the approval committee. The notice shall contain a form which will allow the staff member to give up sick leave to be donated to the sick leave bank, not to exceed a total of five (5) days accumulated sick leave. Any employee may donate from his/her accumulated days by returning the form to the treasurer within the specified time. The sick leave donation form should be signed and dated by the donating teacher and shall specify the number of days donated.

3. Notwithstanding any provision in this agreement to the contrary, on and after August 5, 1993, each of the parties reserves all rights and responsibilities provided employers and employees under the Family and Medical Leave Act of 1993 (the Act). It is the intent of the parties that all rights regarding leaves provided by the Act shall be solely determined by the provisions of the Act and regulations adopted there under. Employees shall maintain the right to all paid leave provisions delineated in this agreement.

604 PERSONAL LEAVE

A. Credentialed staff shall accrue personal leave at a rate of three (3) days per year. Personal leave shall accumulate without limit.

B. No more than five (5) credentialed staff members in the district shall be granted

personal leave on any one (1) day, and credentialed staff may not use more than four (4) personal days in any given school year. In cases of an emergency over which the employee has no control, the superintendent may approve said leave.

C. A personal leave day shall not be granted to any credentialed staff on the regularly scheduled workday immediately before or immediately after a scheduled break in the official adopted board calendar, except for an emergency as approved by the superintendent.

605 PROFESSIONAL LEAVE

A. Upon approval of the superintendent, professional leave, up to a maximum of three (3) days per school year, unless administratively directed otherwise, may be granted for the purpose of attending professional meetings. Professional leave may also be used for visitations to observe curriculum or teaching. Faculty members desiring to use said leave shall submit a written request to the appropriate building administrator no later than five (5) days prior to the date(s) of the leave. In case of urgency, the Superintendent may waive this notification. Credentialed staff may be required to attend professional meetings upon reasonable advance notice and payment of expenses paid by the Board in accordance with this Article. Upon return from the professional leave, credentialed staff may be asked to discuss the substance of the professional meeting with other staff members.

B. The board will annually budget and appropriate $18,000 for professional leave.

C. Exhaustion of available professional leave funds shall not prevent credentialed staff from applying for said leave and, upon approval of the superintendent, being granted professional leave without expense reimbursement.

D. Credentialed staff granted such leave shall receive reimbursement for necessary and actual expenses incurred for such leave, in accordance with the following schedule:

1. Travel maximum up to one hundred dollars ($100) per trip. Mileage reimbursement will be at the maximum amount, which meets the substantiation and adequate accounting requirements of the Internal Revenue Service.

2. Registration fee, up to four hundred dollars ($400) per day.

3. Lodging expenses, up to one hundred dollars ($100) per night for maximum of four (4) nights.

4. Meals will only be reimbursed for approved leave that requires overnight lodging. Meals, including banquet dinners, up to forty dollars ($40) per day for maximum of five (5) days.

5. Itemized bills must be submitted for reimbursement on appropriate forms, (for hotel and meal expenses must be attached.) Credit card receipts will not be

accepted as valid documentation.

E. Professional leave may be used to attend required Ohio High School Athletic Association activities or events related to the performance of duties under supplemental contract.

F. No more than three (3) teachers in the district shall be granted professional leave on any one (1) day, unless the credentialed staff member(s) are serving on a

committee or approved by the superintendent. No more than two (2) teachers from the same building shall be granted leave to attend the same workshop, unless the building administrator determines otherwise.

G. All credentialed staff will complete the necessary leave requests when out of the district. Any credentialed staff wishing to accompany the field trip, but is not an official chaperone, is not eligible to use professional leave to cover his or her absence. Final determination of direct responsibility will be at the discretion of the administration.

606 PARENTAL LEAVE

Parental Leave: credentialed staff shall, upon request, be granted leave subject to the following conditions:

A. SICK LEAVE FOR MATERNITY/PATERNITY PURPOSES

1. Maternity leave will begin the date the child is born, for a maximum of sixty (60) workdays if accumulated sick leave is available.

2. Paternity leave will begin the date the child is born, for a maximum of five (5) workdays. The superintendent may approve the use of additional time for the father to assist in the care of the mother and/or child. This does not preclude further use of sick leave by the father if complications arise.

3. If, on the sixty-first (61) day, documentation that a catastrophic condition still exists, and the credentialed staff member has unused sick leave available, the superintendent may approve the use of additional sick leave for maternity leave.

4. Sick leave, as authorized under this section, shall not exceed that number of accumulated and unused sick leave days to the credit of the credentialed staff member and earned during that period of such leave.

5. Mother and father members of the bargaining unit shall not be granted leave under this article in the same school year as his or her spouse, unless approved by the superintendent.

B. MATERNITY LEAVE WITHOUT PAY

See unpaid leave.

C. INSURANCE

Teachers, whose unpaid maternity leave exceeds sixty (60) days, shall be carried on the board's employee roll and be eligible to obtain group insurance benefits at their own expense.

D. ADOPTION LEAVE/FOSTER CARE

1. Accumulated sick leave may be used for reason of adoption and may not exceed sixty (60) workdays of accumulated sick leave time in a school year.

2. Accumulated sick leave may be used for foster care for placed children from birth to school age and may not exceed sixty (60) workdays in a school year.

3. Any combination of number 1 or 2 above shall not exceed 60 workdays in a school year.

4. Mother and father members of the bargaining unit shall not be granted leave under this article in the same school year as his or her spouse, unless approved by the superintendent.

607 ASSAULT LEAVE

A. Any member of the bargaining unit employed by the board who is assaulted while in the course of such credentialed staff's employment, and who is temporarily disabled by any injury resulting from such assault, shall remain on the payroll as a regular employee and shall receive all benefits as if on sick leave, on such terms and conditions as hereinafter provided.

B. To be eligible for assault leave, the certificated employee shall apply for, and be granted Workers' Compensation payments, in lieu of wages, or wage continuation as determined by the treasurer, or third-party consultant. If such Workers' Compensation benefits are paid, the board shall pay to such employee the difference between the benefits received from Workers' Compensation and the employee's regular salary. For those days that compensation is made to the injured employee by the Bureau of Workers' Compensation, there shall be no deduction from the accumulated sick leave of the employee.

C. Any sick leave days deducted during the period the injured employee was awaiting eligibility for Workers' Compensation payments, in lieu of wages, shall be reinstated upon granting of the benefits.

D. An injured employee, who has insufficient sick leave accumulation to cover the period such employee is awaiting eligibility, shall be advanced a sufficient number of days, provided such advancement shall not exceed those number of sick leave

days that can be earned during the balance of the current school year.

E. Assault leave as provided herein shall not exceed more than thirty (30) days, and shall terminate at such time Workers' Compensation benefits are terminated, whichever first occurs. Assault leave will be terminated when the credentialed staff member has been released by the attending physician or psychologist.

608 MILITARY LEAVE

Members of the bargaining unit shall be granted military leave in accordance with the Ohio Revised Code.

A. Any member of the bargaining unit will be granted leave, with pay, for military reasons, up to a maximum of thirty-one (31) days per school year. Any additional time will be an unpaid leave of absence.

B. Any member who is required to go into active duty shall be paid the lesser of five hundred dollars ($500) or the difference between pay received for such leave and the unit member's regular salary for the number of days involved as per Ohio Revised Code.

C. The member is required to submit to the treasurer verification of performance of such duty and payment received; or, in lieu of payroll deduction, can endorse a check for military duties over to the board.

D. Credentialed staff who enter the Armed Forces or the auxiliaries thereof, and who returns from such service with other than a dishonorable discharge, shall be re-employed by the board under the same type of contract held at the time of entering the Armed Forces.

E. Applications for reinstatement must be made no later than thirty (30) days prior to the expected day of return and not more than ninety (90) days after the discharge or release from the Armed Forces.

F. Years of absence for military service shall be counted as though the teaching had been performed for the purpose of placement on the salary schedule. A maximum of five (5) years military service may be credited for salary placement.

G. For salary purposes, total months of duty shall be divided by twelve (12) and the salary credit for each year shall be given for each year of service. The employee will still receive and pay for insurance benefits in the same manner as if they were actively working.

H. A partial year of eight (8) months or more shall be counted as a year of service.

I. The board is authorized to suspend the contract of credentialed staff member whose services became unnecessary by reason of return of a teacher from the services in

the Armed Forces.

609 SABBATICAL LEAVE

A. Members who have completed five (5) years of service in the North Fork Local School District, upon written request to the superintendent and upon the superintendent's recommendation to the board, may be granted a leave of absence with part pay for one (1) or two (2) semesters for the purpose of professional improvement. Said leave shall be subject to the following restrictions:

   1. The member shall present to the superintendent for approval a detailed plan for professional growth.

   2. Upon the approval and completion of the requested leave, the member shall provide evidence to the superintendent that the plan was followed.

B. Members granted sabbatical leave must return to the North Fork Local School District for a period of one (1) year following said leave.

C. Members granted sabbatical leave shall be eligible to receive part salary equal to the difference between the member's regular contract salary and the cost of the substitute employed for the member while on leave.

D. A satisfactory substitute, as determined by the superintendent, must be available before such leave may be granted.

E. No more than five percent (5%) of the total membership of the bargaining unit may be granted such leave in any one (1) year.

F. Members may not be granted sabbatical leave more often than once every five (5) years, nor be granted sabbatical leave a second time if other members of the bargaining unit have filed requests for such leave.

G. Members, who have been granted sabbatical leave, shall be carried on the personnel roster for insurance purposes and shall have the right to pay the total premium for the group insurance program made available to the members by the board, provided said payment is made on a timely basis.

H. Members granted sabbatical leave shall hold the board harmless for all contributions to STRS during the period of said leave, except those mandated by STRS on payment of part salary.

I. Sabbatical leave shall not be used for gainful employment or to seek another job.

610 UNPAID LEAVE OF ABSENCE

Upon written request and approval by the board, an unpaid leave of absence may be

granted to members of the bargaining unit, except as required by the Family and Medical Leave Act, in keeping with the following:

A. Said leave shall be for illness or disability, professional travel, study, growth, exchange teaching, childbirth and child rearing, or such other reasons as approved by the board.

B. Said leave shall be granted for a specific period of time, but not for more than the remainder of the school year in which it was requested. Upon a recommendation of the superintendent and board approval, the leave may be extended for one (1) additional school year. A request for an extension must be filed by April 1.

C. A member of the bargaining unit on unpaid leave shall be eligible to obtain group insurance benefits at his/her own expense, beginning on the sixty-first (61) unpaid workday.

D. A member on unpaid leave of absence who plans to return and resume his/her duties for the next school year shall notify the superintendent by April 1, prior to the beginning of the school year.

E. A member on an unpaid leave of absence will not advance on the steps of the salary schedule and the time will not count towards accumulated seniority, unless they have been compensated for at least one hundred twenty (120) days during the contract year.

F. A member taking an unpaid leave of absence will not be guaranteed to return to the same position held prior to the leave of absence.

G. Upon the return of a credentialed staff member from a leave of absence, the board may non-renew the contract of a person hired exclusively for the purpose of replacing the member who was on leave.

611 JURY DUTY

Members receiving notices to serve on jury duty shall promptly notify their building principal and submit a copy of the notice to the board's treasurer. Members required to report and/or serve on jury duty shall receive their regular compensation. All remuneration received for reporting and/or serving on jury duty shall be assigned to the board's treasurer.

612 WITNESS LEAVE

A. Members subpoenaed to appear as a witness in a job-related legal matter and/or grievance arbitration shall promptly notify their building administrator and submit a copy of the subpoena to the board's treasurer. A professional leave form must be filled out prior to the absence. Members shall receive their regular compensation.

Final determination will be at the discretion of the administration. All remuneration shall be submitted to the board's treasurer.

B. Members subpoenaed to appear as a witness in a non-job-related legal matter and/or grievance arbitration shall promptly notify their building administrator and submit a copy of the subpoena to the board's treasurer. Members will take personal leave for non-job-related matters.

613 ASSOCIATION LEAVE

Association leave shall be granted for attendance of a representative or elected official of the Association at professional Association meetings. Such leave shall not exceed a total of eight (8) teacher days. The president of the Association shall notify the Superintendent five (5) days in advance of said meeting and the person(s) attending.

614 WORKERS' COMPENSATION

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

B. All injury incurred while performing assigned responsibilities shall be reported to the injured employee's supervisor or other designated representative, and an application shall be filed with the Bureau of Workers' Compensation.

C. Forms to file a claim under Workers' Compensation will be available from the board upon request.

D. When employees are on Workers' Compensation Leave, the employee will still receive and pay for insurance benefits as if he or she were actively working.

ARTICLE 7: CONTRACTS, LICENSURE AND ASSIGNMENTS

701 INDIVIDUAL CONTRACTS

A. All credentialed staff employed by the board to perform regular duties shall be issued written contracts in accordance with provisions of the Ohio Revised Code. All contracts shall include the following information:

1. Name of credentialed staff member.

2. Name of school district.

3. Type of contract, limited or continuing.

4. If limited, the number of years the contract is to be in force.

5. The annual compensation to be paid and the basis for determining this compensation, provided that such information shall be given only on the initial year of a multi-year limited contract or a continuing contract, and thereafter shall be given with the annual salary notice during the term of the contract.

6. A statement that the credentialed staff agrees to abide by the master contract in effect between the board and NFEA and other related board policies and administrative procedures.

7. The contract shall contain the signatures of the board president, board treasurer, and the credentialed staff member along with the date of issuance.

B. The issuance or renewal of a limited or continuing contract should occur no later than June 1.

Contract documents must be returned to the treasurer of the board with the signature of the bargaining unit member within ten (10) days after delivery to the bargaining unit member. Failure to return the signed contract to the board treasurer within twenty (20) calendar days after delivery to the bargaining unit member will be deemed a rejection of the offer of employment and any claim to the position or assignment offered in the contract document.

702 SEQUENCE OF CONTRACT ISSUANCE

A. Normal sequence of limited contracts shall be as follows:

1. One (1) year contract, upon initial employment;

2. One (1) year, upon reemployment, for a second contract;

3. Two (2) years, upon reemployment, for third contract;

4. Three (3) years, upon reemployment for succeeding contract(s).

B. Any credentialed staff member on or eligible to receive a multi-year contract, shall only be offered a contract of less duration based on reason(s) that have been identified in the evaluation process between the employee and his/her evaluator(s).

C. Upon the recommendation of the superintendent, the board may grant a one (1) year probationary contract on the following conditions:

1. The superintendent shall notify the unit member, in writing, on or before June 1, of his/her intent to recommend a probationary contract. Reasons directed at the professional improvement of the unit member shall be included with the notification. The board will also notify the unit member, on or before June 1, of

its action upon the superintendent's recommendation.

2. Upon the conclusion of the probationary contract, the unit member must be returned to the normal contract sequence, or offered one (1) additional probationary contract, or notified of the board's intent not to renew such contract pursuant to law.

D. The sequence of limited contract provisions of this agreement will not apply to a bargaining unit member eligible for a multi-year limited contract who has been absent from duty for one hundred twenty (120) or more school days during the final year of a limited contract, by reason of approved leave of any kind. Such bargaining unit member may either be awarded a one (1) year limited contract or a multi-year limited contract. Upon subsequent re-employment, the member will be subject to the sequence of contract provisions above.

E. Credentialed staff who intend to become eligible for the awarding of a continuing contract will:

1. Notify the building administrator and board's treasurer, in writing, not later than October 1 of the school year in which eligibility is expected to occur.

2. Provide professional credentials that must be on file with the board's treasurer by April 1.

3. Notify the board's treasurer, in writing, that all requirements to obtain a continuing contract have been met by April 1 of that school year (Appendix B).

4. Credentialed staff employed under a limited contract that does not expire in the current year shall be considered for the award of a continuing contract, only after the teacher waives the remaining term of the limited contract.

5. A continuing contract request must have a district administrator's positive reference letter sent by the administrator, to the superintendent, prior to the award of a continuing contract.

6. Evaluations must be completed, with satisfactory assessment, prior to the award of a continuing contract. If the evaluation and/or the administrator's letter is not satisfactory, the individual will remain at his or her regular sequence of the contract.

F. No credentialed staff member will be eligible for any contract, status, or teaching position unless the appropriate credentials for such status or position are on file with the treasurer of the board.

G. Credentialed staff involved in the Resident Educators program, or other mentorship program, when provided, must successfully complete all performance goals and objectives and any other requirements set forth by the program's administrators in

order to maintain a contract.

H. All credentialed staff must maintain an up-to-date certificate/license and to apply and qualify for the renewal and classifications for the position employed of any certificate/license prior to expiration. The board is under no legal obligation to continue the employment of any bargaining unit member who fails to maintain appropriate licensure/certification.

703 LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

A. The Local Professional Development Committee shall consist of one (1) credentialed staff representative from each building (total of four), all selected by the Association, and three (3) administrators, two (2) selected by the superintendent and one (1) voted on by the administration.

1. When a credentialed staff member is being considered for IPDP approval, the Local Professional Development Committee shall consist of three (3) credentialed staff and two (2) administrators. The administration shall determine which two (2) members will participate.

2. When an administrator is being considered for IPDP approval, the Local Professional Development Committee shall consist of three (3) administrators and two (2) credentialed staff members. Credentialed staff will determine which two (2) members will participate.

B. Terms of membership shall be for three (3) years for credentialed staff members. The committee shall be a district-level committee and shall meet monthly as needed, except for July and December, to review and approve credentialed staff and administrative licensure programs and application for re-licensing.

1. The meetings will not be held during school time.

2. Credentialed staff members will be compensated at the rate of seven hundred fifty dollars ($750) per school year.

3. LPDC Chairperson will be compensated at the rate of one thousand five hundred dollars ($1,500) per school year.

C. In the event it becomes necessary to fill a vacancy of a credentialed staff member before the end of his/her term, the Association will select a replacement.

D. In the event a credentialed staff committee member is being considered for licensure renewal, the Association will select an alternate credentialed staff member to serve on the committee to review that credentialed staff's licensure renewal process only.

E. If an administrator member must be replaced or is being reviewed for licensure

renewal, the superintendent shall appoint a replacement member or serve on the committee.

F. The Local Professional Development Committee shall establish rules consistent with the rules set forth by the Ohio State Department of Education for operation. Credentialed staff must use the IPDP module in the district employee ESS/AESOP for all IPDP requirements. The committee shall also develop an appeal process that is in compliance with guidelines set forth by the Ohio State Department of Education.

704 ASSIGNMENTS, TRANSFERS AND VACANCIES

A. The assignment of staff members and their transfer to positions in the various schools and departments of the district shall be made by the superintendent on the basis of the following criteria, which are listed in order of priority:

1. Qualifications of staff members compared to those of outside candidates, both for the position to be vacated and for the position to be filled.

2. Contributions which the staff member could make to the students in the new position.

3. Desire of staff member regarding assignment or transfer.

4. Opportunity for professional growth.

5. Length of service in the North Fork Local School District.

The superintendent reserves the right to make reassignments which, in his/her sole and exclusive opinion, are in the best interest of the district.

B. VOLUNTARY TRANSFERS

A credentialed staff, to be considered for a voluntary transfer to a new or existing position, shall indicate such interest to the superintendent on an annual form prepared by the superintendent's office which requests information on the credentialed staff members intentions for the succeeding school year. This form will be submitted in March and shall be returned by April 1. This request shall remain in effect until the start of the succeeding school year. A copy of said request shall be given to the credentialed staff's building administrator or immediate administrator. If the request is granted, the credentialed staff member shall be notified as soon as possible. If the request is denied, the superintendent shall notify the credentialed staff member in writing with reasons for said denial within fifteen (15) working days (Monday through Friday) of filling the vacancy.

C. INVOLUNTARY TRANSFERS

Involuntary transfers may be initiated at the discretion of the administration pursuant to the following procedures:

1. A conference between the superintendent and the credentialed staff member shall take place before official written notice is made. Such conference shall be scheduled at least fourteen (14) days prior to the effective date of the transfer. The required fourteen (14) day period shall be waived, due to circumstances that occur after August 1 which require immediate action on the part of the administration (e.g., late resignations, retirements, death or disability of a credentialed staff member).

2. Credentialed staff shall not be transferred to a position for which they do not hold credentials, unless the credentialed staff member voluntarily consents to a supplemental license.

3. Credentialed staff required to move classrooms in an involuntary transfer will be compensated upon administrator approval fifty dollars ($50) a day up to two (2) days.

D. NOTICE OF VACANCIES

1. Notice of vacancies and new positions within the credentialed staff shall be sent electronically to all staff personnel by the administrative office and included in faculty memoranda as they occur.

2. Vacancies that occur after the first student day of school will be filled with a temporary replacement for the remainder of the year. The vacancy will be posted within fifteen (15) days of the opening, and the successful staff member will not be placed in the vacancy until the beginning of the next school year, unless the superintendent deems that immediate placement will be in the best interests of the district.

705 ASSIGNMENT

A. Upon initial employment, a credentialed staff member shall be notified, no later than August 1, of his/her regular teaching assignment including (a) the building where services are to be performed, (b) the subject/grade to be taught, (c) the time schedule of the regular credentialed staff member's day, (d) number of hours/periods in the students' day.

B. Any credentialed staff member currently employed by the board, whose assignment is changed in any of the above conditions, will be notified in writing by August 1, and in keeping with Article 7; Section 704 of this Agreement – Assignment, Transfer and Vacancies.

C. The superintendent shall have the authority to assign or reassign any credentialed staff after August 1, upon notice and consultation with such credentialed staff member.

706 REDUCTION IN FORCE

A. The following provisions shall apply when the board determines it necessary to reduce the number of bargaining unit members under the Ohio Revised Code. The board shall not be required to fill vacancies created by members who resign, retire, or who are laid off.

B. No educational programs shall be reduced below the requirements that are set forth in the State Minimum Standards.

1. Before implementation, the Association's president shall be notified of the board's intent to consider a Reduction in Force Program.

2. A meeting shall be held between representatives of the Association and the board to review the reduction in force.

3. Procedures for Determining Reduction in Force List

a. During the term of this contract Reduction in Force shall be applied to individual credentialed staff members on the basis of performance evaluation ratings (not value added or student growth).

i. SUSPENSION OF CONTRACTS, NON-TENURED TEACHERS:

Suspension of contract shall occur to non-tenured first and shall be based upon the recommendation of the superintendent who shall recommend the suspension of contracts by area of certification/licensure beginning with the teacher who has lowest rating solely on the teacher performance part of his/her evaluation (not the value-added or student growth portion). If two (2) or more teachers have comparable evaluations, the teacher with the least seniority shall have his/her contract suspended first.

ii. SUSPENSION OF CONTRACTS, TENURED TEACHERS:

If the suspension of contract is necessary for any tenured teacher, this shall be based upon the recommendation of the superintendent who shall recommend the suspension of contracts by area of certification/licensure beginning with the teacher who has the lowest rating solely on the teacher performance part of his/her evaluation (not the value-added or student growth portion). If two (2) or more teachers have comparable evaluations, the teacher with the least seniority shall have his/her contract suspended first.

iii. For the purpose of determining which evaluations are "comparable", all members rated "accomplished" shall be deemed comparable to one another; all members rated "skilled" shall be comparable to one another;

all members rated "developing" shall be comparable to one another; and all members rated "ineffective" shall be deemed comparable to one another.

b. Members may displace a less senior member in another teaching area provided they hold a valid provisional teaching certificate/license or higher and have had comparable evaluations as defined in 1(c) above.

c. A teacher whose contract is suspended as a result of a RIF Program shall be given written notification, by registered mail, or in person that his or her employment will be suspended and the reason for such suspension. This notification shall be in accordance with the Ohio Revised Code.

4. Seniority List

a. Seniority shall be broken when a member resigns, retires, or is non-renewed. If a member's contract is non-renewed and the member is subsequently rehired prior to the first workday of the succeeding school year, there shall not be a break in seniority.

b. Time spent in a non-bargaining unit position, within the district, shall not constitute a break in seniority.

c. Seniority will be defined as:

i. Continuing contract status in the district.

ii. Years of continuous service to the district from the date of board action of employment.

iii. If a tie remains at this point, it shall be upon the recommendation of the superintendent.

5. Notice of Lay-Off

A credentialed staff member laid off as a result of a Reduction in Force Program shall be given written notification stating the reason of such lay-off. Except in cases of urgent necessity, notification shall occur prior to the school year that the Reduction in Force Program is to be implemented.

6. Displacement

a. Within ten (10) days of the written notification of lay-off, a member who is removed under these provisions shall have the right to transfer to another area of credentials if a vacancy exists and they have comparable evaluations as defined in 1(c) above. The member must place a request to the superintendent's office, in writing, the desire to transfer or displace within

these ten (10) days.

b. No member shall have the right to displace (i.e., "bump") another member under this provision unless the member is already credentialed for the position into which the member is transferring and have comparable evaluations. The member's credentials must be in place prior to the notification of lay-off.

   In the event a person exercising displacement has not taught in their area of certification within the past five (5) years, the superintendent may require that person to take coursework, in his/her area of certification, not to exceed the equivalent of three (3) semester hours credit, unless the district pays for additional hours. The member has the option to conference with the superintendent, concerning the necessity of additional coursework. Additional coursework must be completed within the first year of recall.

c. The superintendent reserves the right to make re-assignments which, in his/her sole and exclusive opinion, are in the best interest of the district.

7. Recall of Teachers from the Reduction in Force List

   a. Credentialed staff on the Reduction in Force list shall be recalled for positions for which he/she is certified and/or licensed to teach on the basis of performance with the highest performing recalled first as set forth on said Reduction in Force list, as positions become available. Seniority will not be the basis for this decision except where teachers have comparable evaluations.

   b. When an opening(s) occurs, the board shall send a certified letter to all bargaining unit members certified for the position, who are on the recall list, to their last known address to advise them of such positions. It is the bargaining unit member's responsibility to keep the treasurer informed of his/her whereabouts. Recall rights may be terminated if the member fails to keep a correct mailing address on file with the treasurer's office.

   c. The bargaining unit members shall, within fifteen (15) days from the postmark date of the letter, if the notice is postmarked by August 1, otherwise, within 10 days, indicate availability and desire for such position. Of the teachers indicating availability and desire for such position, the one on the recall list with the highest performance rating shall be reinstated by the board.

   d. If the bargaining unit member fails to notify the board within the specified period of time, or if the bargaining unit member rejects the offered full-time position, said bargaining unit member shall be considered to have rejected the position and to have forfeited his or her right to recall on the reduction

in force list. The position will then be made available to the next eligible bargaining unit member on the reduction in force list.

e. No credentialed staff new to the district will be employed until all credentialed staff on the Reduction in Force list have been offered a contract for a position in the credentialed staff's field of licensure in accordance with the provisions of this policy.

f. Upon recall, members shall be placed in the appropriate place on the regular salary schedule, and all rights and benefits earned prior to the reduction in force shall be reinstated.

g. Refusal of part-time employment on the part of a regular full-time employee would not jeopardize his/her standing on the Reduction in Force list.

8. Credentialed staff members laid off as the result of the Reduction in Force Program will be given preferential consideration for appointment as substitute teachers.

9. The recall list shall be maintained for a period of two (2) years. Thereafter, an employee on layoff shall lose his/her right to recall.

10. Laid-off teachers shall have the right to pay the total premium for group life, hospitalization, and other group insurance benefits for a period not to exceed three (3) years.

11. Nothing herein shall preclude this board, acting upon the recommendation of the superintendent, from non-renewing the limited contract of any credentialed staff member in accordance with law and provisions of this agreement.

12. Those credentialed staff members who elect to utilize voluntary layoff will be placed at the bottom of the recall list.

707 EMPLOYMENT OF RETIREES

A. Credentialed staff who are collecting an Ohio State Teachers Retirement System pension may apply, but are not guaranteed to be hired by the board in a position for which they hold credentials at their educational level.

1. All contracts issued by the board shall be for one (1) year.

2. Credentialed staff will be assigned at Step 10 at the level of education he/she possesses. If a credentialed staff member has fewer than ten (10) years of service, he/she will be placed at the appropriate experience step and level of education and may proceed to Step 10. The credentialed staff member will stay at Step 10 for the duration of employment.

3. In the event of a reduction of staff or layoffs, retired employees will be the first on the list for reduction.

B. Credentialed staff who are collecting retirement benefits from out of the state of Ohio may be hired for a position for which they hold certification at their level of education.

1. All contracts issued by the board shall be for one (1) year.

2. Credentialed staff will be assigned at Step 5 at the level of education he/she possesses. If a credentialed staff member has fewer than five (5) years of service, he/she will be placed at the appropriate experience step and level of education and may proceed to Step 5. Credentialed staff will stay at Step 5 for the duration of employment.

3. In the event of reduction of staff or layoffs, retired employees will be the first on the list for reduction.

C. These rehired employees shall receive no benefits listed in this contract except for:

1. Ten thousand dollars ($10,000) life insurance

2. Sick leave to a maximum of 30 (thirty) days

3. Personal leave to a maximum of three (3) days per year, no accumulation

4. Jury duty will be the same as *Article 6; Section 611*

5. Professional leave will be the same as *Article 6; Section 605*

6. Medical, dental, and vision insurance will be offered at the single rate for the employee as equivalent to a full-time employee. Or refer to Article 9, section 908.

ARTICLE 8: EVALUATIONS

801 STANDARDS BASED EVALUTIONS

THIS WILL BE WORKED ON BETWEEN NFEA AND DISTRICT COMMITTEE FOR OPTIONS PRIOR TO THE START OF THE NEXT SCHOOL YEAR. CHANGES MUST BE RATIFIED IN A MOU BETWEEN THE ASSOCIATION AND THE BOARD.

802 SCHOOL COUNSELOR

THIS WILL BE WORKED ON BETWEEN NFEA AND DISTRICT COMMITTEE FOR OPTIONS PRIOR TO THE START OF THE NEXT SCHOOL YEAR. CHANGES MUST BE RATIFIED IN A MOU BETWEEN THE ASSOCIATION AND THE BOARD.

803 NON-INSTRUCTIONAL CREDENTIALED STAFF EVALUATIONS

A. DESIGNATION OF EVALUATION PROCEDURE

The procedures and forms for the evaluation of the professional performance of members of the bargaining unit, jointly developed by the board and the Association as hereinafter set forth, will be used for the duration of the agreement for evaluation of bargaining unit members employed under permanent, as well as, limited teaching contracts, expiring during the term of this agreement. The procedural requirements of the evaluation procedures will be subject to the grievance procedure of Article 34 of this agreement provided; however, no grievance may be filed challenging the judgment of an evaluator, as set forth in an evaluation document, or any employment recommendation based on judgments set forth in an evaluation document.

NON-INSTRUCTIONAL CREDENTIALED STAFF EVALUATION PROCEDURE

1. Statement of Purpose

   The board, administration, and Association recognize the responsibility of building administrators and supervisors to continually evaluate the performance of teachers. The administration of the North Fork Schools is dedicated to the task of working cooperatively, with the professional staff.

2. Procedure – Limited Contract/ 1-year limited contracts

   All non-instructional credentialed staff who are eligible for the renewal of a one year limited contract will be observed no less than two (2) times prior to each evaluation and receive two (2) written formal evaluations during the current school year. In any school year, when an administrator has specific professional concerns with a credentialed staff member's professional performance, he/she may begin the evaluation process, increase the number of observations, and increase the number of evaluations. The added observations and evaluations, due to professional concerns, may begin at any time during the school year, and are not subject to the timeline deadlines identified in the following paragraphs. The building administrator shall meet with the credentialed staff member to be evaluated in order to establish professional and personal growth goal(s) on or before October 15. Timelines are as follows:

   <u>Step One</u>

   A pre-conference meeting shall be held on or before September 30 with all individuals to be evaluated. This can be done individually or as a

group to discuss growth goals, procedures, and guidelines.

The building administrator shall meet with the credentialed staff member to be evaluated to establish educational growth goal(s) and self-assessments on or before October 15. A building administrator may establish additional goal(s) for the credentialed staff member if it is felt that a particular area needs to be addressed. An asterisk on the growth goal form shall note any goal that is not mutually established. Educational growth goals will consist of what the credentialed staff

member would like to do to enhance the learning that takes place in the classroom, and those that deal with the individual credentialed staff member's attitude and perspective toward teaching.

Step Two

At least two observations of no less than thirty (30) minutes and the first evaluation shall be held on or before January 15. The credentialed staff member must complete one observed lesson self-assessment for one of the administrator's observed lessons. A copy of each write up will be given to the staff member for his/her review at least one day prior to the post-observation conference. A post-observation conference shall be held within ten (10) school days following the observation, to discuss the observation and/or evaluation.

Step Three

The final observations of no less than thirty (30) minutes to be followed by a formal written evaluation shall be held on or before March 31. A copy of each write up will be given to the staff member for his/her review at least one day prior to the post-observation conference. A post-observation conference shall be held within ten (10) school days following the observation to discuss the observation and final evaluation.

3. Procedure – Limited Contract- 2/3-year limited contracts

All non-instructional credentialed staff who are eligible for the renewal of either a two- or three-year limited contract will be observed no less than two (2) times and receive two (2) written formal evaluations during the current school year. In any school year, when an administrator has specific professional concerns with a credentialed staff member's professional performance, he/she may begin the evaluation process, increase the number of observations, and increase the number of evaluations. The added observations and evaluations due to professional concerns may begin at any time during the school year, and are not subject to the timeline deadlines identified in the following paragraphs. The building administrator shall meet with the credentialed staff member to be

evaluated in order to establish professional and personal growth goal(s) on or before October 15. Time lines are as follows:

Step One

A pre-conference meeting shall be held on or before September 30 with all individuals to be evaluated. This can be done individually or as a group to discuss growth goals, procedures and guidelines.

The building administrator shall meet with the credentialed staff member to be evaluated to establish educational growth goal(s) and self-assessments on or before October 15. A building administrator may establish additional goal(s) for the credentialed staff member if it is felt that a particular area needs to be addressed. An asterisk on the growth goal form shall note any goal that is not mutually established. Educational growth goals will consist of what the credentialed staff member would like to do to enhance the learning that takes place in the classroom, and those that deal with the individual credentialed staff member's attitude and perspective toward teaching.

Step Two

At least one observation of no less than thirty (30) minutes and the first evaluation shall be held on or before January 15. The credentialed staff member must complete one observed lesson self-assessment for one of the administrator's observed lessons. A copy of each write up will be given to the staff member for his/her review at least one day prior to the post-observation conference. A post-observation conference shall be held within ten (10) school days following the observation to discuss the observation and/or evaluation.

Step Three

The final observation of no less than thirty (30) minutes to be followed by a final formal written evaluation shall be held on or before March 31. A copy of each write up will be given to the staff member for their review at least one day prior to the post-observation conference. A post-observation conference shall be held within ten (10) school days following the observation to discuss the observation and final evaluation.

4. Procedure – Continuing Contract

A building administrator, at his/her professional discretion, may evaluate a credentialed staff member, on continuing contract, one time every five (5) years. In any school year during the five-year period, an administrator who has just and due cause, and who has specific concerns of that credentialed staff

member's professional performance, may begin the evaluation process, increase the number of observations, and increase the number of evaluations. The added observations and evaluations, due to professional concerns, may begin at any time during the school year and are not subject to the timeline deadlines identified in the following paragraphs. The building administrator shall meet with the credentialed staff member to be evaluated to establish professional and personal growth goal(s) on or before October 15. Timelines are as follows:

Step One

A pre-observation conference meeting shall be held on or before September 30 with all individuals to be evaluated. This can be done individually or as a group to discuss growth goals, procedures, and guidelines.

The building administrator shall meet with the credentialed staff member to be evaluated to establish educational growth goal(s) and self-assessments on or before October 15. A building administrator may establish additional goal(s) for the credentialed staff member if it is felt that a particular area needs to be addressed. Educational growth goals will consist of what the credentialed staff member would like to do to enhance the learning that takes place in the classroom, and those that deal with the individual credentialed staff member's attitude and perspective toward teaching.

Step Two

At least one observation of no less than thirty (30) minutes and the first evaluation shall be held on or before January 15. The credentialed staff member must complete one observed lesson self-assessment for one of the administrator's observed lessons. A copy of each write up will be

given to the staff member for their review at least one day prior to the post-observation conference. A post-observation conference shall be held within ten (10) school days following the observation.

Step Three

The final observation of no less than thirty (30) minutes to be followed by a final, formal, written evaluation shall be held on or before March 31. A copy of each write up will be given to the staff member for his/her review at least one day prior to the post-observation conference. A post-observation conference shall be held within ten (10) school days following the observation to discuss the observation and/or the final observation.

5. A credentialed staff member has the privilege to request one (1) additional observation with written documentation by a different building administrator, assigned by the superintendent or designee, which must be completed by March 31. The credentialed staff may include work samples, to be placed in the completed evaluation.

6. Those credentialed staff members who may be deficient in some areas may be evaluated by the building administrator, whether or not their contract expires that year. An appeal on the evaluation may be made to the superintendent or his/her designee. The evaluation must be completed by March 31.

7. The original copy of the evaluation will be in the possession of the building administrator during the current school year. When completed, the original will be placed in the credentialed staff members personnel file in the Board of Education office. A copy of the entire document will be provided to the staff member being evaluated.

8. If extenuating circumstances would keep the credentialed staff member or building administrator from meeting timelines, those dates could be changed by written mutual agreement of both parties. The building administrator shall give the Association's president seven (7) days' notice of the anticipated need to extend a timeline.

9. The evaluation procedure forms appear as Appendices D-H to this agreement, and are incorporated into this article by reference, as if fully rewritten herein.

   The notification of evaluation form located at Appendix I will be used for all evaluations.

10. The parties intend that the application of the evaluation policy as provided herein will fully satisfy the procedural evaluation requirements required by the Ohio Revised Code.

ARTICLE 9: SALARY AND BENEFITS

901 REGULAR SALARY SCHEDULE

A. The regular salary schedule index and steps shall remain the same.

B. The parties agree that the credentialed staff salary schedule at the bachelor's (BA) zero (0) step shall be increased as follows:

2026-2027	-	2%
2027-2028	-	3%
2028-2029	-	4%

C. Credentialed staff who complete coursework which entitles them to move to the next degree track upon transcript verification will begin earning that salary at the beginning of the district semester following payroll.

D. Credentialed staff shall be paid according to their training and experience on the attached salary schedule. By agreement between the board and an individual credentialed staff member, the member may be credited with a lesser number of years of experience than actually accrued. Said salary shall be for the benefit of regular teaching duties during the regular school year of one hundred eighty-three (183) days.

The daily rate for any extended days will be based on the credentialed staff member's placement on the regular salary schedule.

E. For the purpose of the salary schedule, it is agreed that 150 bachelor hours equals 150 semester hours. MA+15 equals an additional fifteen (15) degree-focused graduate semester hours earned after the date the Master's Degree was earned.

F. The salary shall be paid in twenty-four (24) equal pays. The board shall assume and pay to STRS the credentialed staff members' contribution required, from time to time, under the Ohio Revised Code. These contributions which are "picked-up" by the board shall be paid by the board in lieu of contributions by the credentialed staff members. No credentialed staff shall have the right to receive the contributed amounts directly instead of having them paid by the Board to STRS. However, each credentialed staff members' compensation shall be restated and reduced in an amount equal to the contributed amounts from time to time. Further, it is understood and agreed that the board shall not assume any tax risk by reason of such "pick-up" of contribution.

G. All certified employees will be paid via direct deposit. Employees are to notify the treasurer of bank preference. Emergency situations may be approved by the treasurer.

H. Members may change banks and/or deduction amounts (i.e. amount to savings and amount to checking) at any time during the year upon written notification to the board's treasurer.

I. All pay stubs will be sent electronically, and/or viewed through the ESS/ASEOP.

SALARY INDEX
2026-2029

Step	BA	150 HRS	MA	MA+15
-	1.00000	1.06000	1.12000	1.18000
1	1.04750	1.11250	1.17750	1.24250
2	1.09500	1.16500	1.23500	1.30500
3	1.14250	1.21750	1.29250	1.36750
4	1.19000	1.27000	1.35000	1.43000
5	1.23750	1.32250	1.40750	1.49250
6	1.28500	1.37500	1.46500	1.55500
7	1.33250	1.42750	1.52250	1.61750
8	1.38000	1.48000	1.58000	1.68000
9	1.42750	1.53250	1.63750	1.74250
10	1.47500	1.58500	1.69500	1.80500
11	1.52250	1.63750	1.75250	1.86750
12	1.57000	1.69000	1.81000	1.93000
15	1.61750	1.74250	1.86750	1.99250
17	1.64130	1.76880	1.89630	2.02380
20	1.66500	1.79500	1.92500	2.05500
22	1.68880	1.82130	1.95380	2.08630
25	1.71250	1.84750	1.98250	2.11750
26+	$125.00	$150.00	$175.00	$200.00
	1.00000	1.06000	1.12000	1.18000
	0.04750	0.05250	0.05750	0.06250

NORTH FORK LOCAL SCHOOL DISTRICT

2026-2027 CERTIFIED EMPLOYEE SALARY SCHEDULE

Effective July 1, 2026, base salary will increase by 2.00% to $39,339.

Step	*Bachelor*	*Bachelor w/150*	*Masters*	*Masters +15*	*Non Degree*
0	39,339	41,699	44,060	46,420	34,028
1	41,208	43,765	46,322	48,879	35,503
2	43,076	45,830	48,584	51,337	36,979
3	44,945	47,895	50,846	53,796	38,454
4	46,813	49,961	53,108	56,255	39,929
5	48,682	52,026	55,370	58,713	41,404
6	50,551	54,091	57,632	61,172	42,880
7	52,419	56,156	59,894	63,631	44,355
8	54,288	58,222	62,156	66,090	45,830
9	56,156	60,287	64,418	68,548	47,305
10	58,025	62,352	66,680	71,007	48,780
11	59,894	64,418	68,942	73,466	50,256
12	61,762	66,483	71,204	75,924	51,731
15	63,631	68,548	73,466	78,383	53,206
16	63,631	68,548	73,466	78,383	53,206
17	64,567	69,583	74,599	79,614	54,681
20	65,499	70,614	75,728	80,842	56,156
22	66,436	71,648	76,861	82,073	57,632
25	67,368	72,679	77,990	83,300	59,107
* 26+	$125	$150	$175	$200	$108

* Amount is applied annually for each year of service beyond 25 years and compounded with each additional year.

NORTH FORK LOCAL SCHOOL DISTRICT

2027-2028 CERTIFIED EMPLOYEE SALARY SCHEDULE

Effective July 1, 2027, base salary will increase by 3% to $40,519.54

Step	*Bachelor*	*Bachelor w/150*	*Masters*	*Masters +15*	*Non Degree*
0	40,519	42,950	45,381	47,812	35,049
1	42,444	45,077	47,711	50,345	36,568
2	44,368	47,205	50,041	52,877	38,088
3	46,293	49,332	52,371	55,410	39,607
4	48,218	51,459	54,701	57,942	41,127
5	50,142	53,586	57,030	60,475	42,646
6	52,067	55,714	59,360	63,007	44,166
7	53,992	57,841	61,690	65,539	45,685
8	55,916	59,968	64,020	68,072	47,205
9	57,841	62,095	66,350	70,604	48,724
10	59,766	64,223	68,680	73,137	50,244
11	61,690	66,350	71,010	75,669	51,763
12	63,615	68,477	73,339	78,202	53,282
15	65,539	70,604	75,669	80,734	54,802
17	66,504	71,670	76,836	82,002	56,321
20	67,464	72,732	77,999	83,267	57,841
22	68,428	73,797	79,166	84,535	59,360
25	69,389	74,859	80,329	85,799	60,880
* 26+	$125	$150	$175	$200	$108

* Amount is applied annually for each year of service beyond 25 years and compounded with each additional year.

NORTH FORK LOCAL SCHOOL DISTRICT

2028-2029 CERTIFIED EMPLOYEE SALARY SCHEDULE

Effective July 1, 2028, base salary will increase by 4% to $40,520.58.

Step	*Bachelor*	*Bachelor w/150*	*Masters*	*Masters +15*	*Non Degree*
0	42,140	44,668	47,197	49,725	36,451
1	44,142	46,881	49,620	52,359	38,031
2	46,143	49,093	52,043	54,993	39,612
3	48,145	51,305	54,466	57,626	41,192
4	50,147	53,518	56,889	60,260	42,772
5	52,148	55,730	59,312	62,894	44,352
6	54,150	57,943	61,735	65,528	45,933
7	56,152	60,155	64,158	68,161	47,513
8	58,153	62,367	66,581	70,795	49,093
9	60,155	64,580	69,004	73,429	50,673
10	62,157	66,792	71,427	76,063	52,254
11	64,158	69,004	73,850	78,696	53,834
12	66,160	71,217	76,273	81,330	55,414
15	68,161	73,429	78,696	83,964	56,994
17	69,164	74,537	79,910	85,283	58,575
20	70,163	75,641	81,120	86,598	60,155
22	71,166	76,750	82,333	87,917	61,735
25	72,165	77,854	83,543	89,231	63,315
* 26+	$125	$150	$175	$200	$108

* Amount is applied annually for each year of service beyond 25 years and compounded with each additional year.

902 SUPPLEMENTAL CONTRACTS AND SALARY SCHEDULE

A. Credentialed staff accepting responsibility in addition to their regular contract duties, for which compensation is paid, shall be issued a supplemental contract. Supplemental contracts will not be issued to individuals with simultaneous/overlapping duties. Supplemental duties must be performed outside the credentialed staff members contract day unless approved by the administration. A job description of the specific duties, the time period, and school year in which the activity is to be performed, shall be developed by the administration in consultation with the Association and on file in the superintendent's office and adopted by the board. Such job description shall be adopted prior to advertising, or issuance of a supplemental contract for, such additional duties. Such job description shall not be amended or rescinded during the term of said supplemental contract.

   Any person applying for a supplemental contract must have a recommendation from that building administrator.

   As a part of their regular contract duties, credentialed staff may be assigned duties that are a part of the supplemental contract schedule. Supplemental pay in such cases shall not be paid unless otherwise stipulated in the contract, since payment would be made according to the regular salary schedule. This assignment should be made only with the agreement of the superintendent, principal, and credentialed staff member, and after notice to the Association's president.

B. Procedures, and a form for the evaluation of the professional performance of members of the bargaining unit assigned supplemental duty, shall be developed cooperatively by the Board and the Association.

C. Upon certification to the treasurer's office of the supplemental contract release form, payment for supplemental duties shall be made according to the payroll supplemental schedule. Such certification will, where appropriate, include an inventory of all equipment, materials, and supplies, and a completed satisfactory evaluation used in the performance of the supplemental duties.

D. SUPPLEMENTAL SALARY SCHEDULE

   Specific supplemental salaries will be established in accordance with this article. Any newly created supplemental positions shall be negotiated as far as placement in a given level. The supplemental salary schedule shall be based on an index, except for Level VIII positions.

LEVEL I

Athletics

Baseball Head Coach *
Basketball (Boys) Head Coach *
Basketball (Girls) Head Coach *
Football Head Coach *
Softball Head Coach *
Volleyball Head Coach *
Wrestling Head Coach *

LEVEL II

Athletics

Golf Head Coach (B)
Golf Head Coach (G)
Cross Country Head Coach
Track Head Coach (G)
Track Head Coach (B)

Academics

Marching Band Director *

LEVEL III

Athletics

Basketball (Boys) Assistant Coach (5)
Basketball (Girls) Assistant Coach (5)
Cheerleader Advisor H.S (2 seasons)
Football Assistant Coach (8)
Wrestling Assistant Coach (3)
Volleyball Assistant Coach * (5)

LEVEL III

Academics

Instrumental Music Director
Vocal Music Director
Service-Learning Advisor (2)

LEVEL IV

Athletics

Baseball Assistant Coach * (2)
Bowling Head Coach
Cross Country Assistant Coach (2)
Cheerleader Advisor –M.S. (2season)
Softball Assistant Coach* (2)
Track Assistant Coach * (B-2)
Track Assistant Coach * (G-2)

Academics

Class Advisor (Junior Class)
Class Advisor (Senior Class)
Play Director
After school intervention (8) ***

Outdoor Education Coordinator – 7th Grade
Class Trip Coordinator (6th Grade) (1) **
Class Trip Coordinator (8th Grade)
Yearbook Advisor – HS

LEVEL V

Athletics

Golf Assistant Coach (B)
Golf Assistant Coach (G)
Golf M.S.
Cheerleader Assistant H.S (2 seasons)
Bowling Assistant Coach

Academics

Musical/Music Director
Majorette/Flag Corps Advisor *
Math Club Advisor – Elementary (2) **
Musical Director, Spring
Science Club Advisor Elementary (2) **
STEM Club Advisor MS
Student Government Advisor – HS
Student Government Advisor – MS
Student Government Advisor – Elementary (2) **
Yearbook Advisor – MS

LEVEL VI

Academics

Class Advisor (Freshman)
Class Advisor (Sophomore)
Foreign Language Advisor Honor Society Advisor – HS
Honor Society Advisor – MS
Marching Band Assistant Director
Quiz Bowl Advisor – HS
Bowling Elementary Advisor (2)

LEVEL VII

Academics

Spelling Bee MS

LEVEL VIII

Volunteer Coach/ Advisor

*	Indicates inventory required per Section III of this Article.
**	Assumes one contract at each elementary school.
***	Indicates two per building

E. PLACEMENT

1. The appropriate supplemental salary placement shall be determined by reference to the teacher's years of experience in the specific contract area or a related area by superintendent's recommendation.

2. All job descriptions shall be on file in the superintendent's office.

3. All supplemental contracts shall be for one (1) year. The Board agrees to add a 2% increase each of the contract years 2027, 2028, and 2029. The Board also agrees to add two additional steps in the supplemental salary schedule for a total of seven steps.

4. Any activity wishing to be included into the supplemental schedule must complete three (3) consecutive years as a Board-approved club. Supplemental positions vacant for three (3) consecutive years will be reviewed by Win/Win, prior to being removed. Not filling any supplemental position will be done with consultation with the Win-Win committee. The Superintendent reserves the right to not fill any position in the event the district is in financial problems.

5. The number of supplemental positions may be adjusted by the Superintendent with Win-Win consultation.

6. All academic supplementals must be applied for by September 30 of each school year to receive that year's full compensation.

F. Notwithstanding the Ohio Revised Code, all supplemental contracts shall expire on the date stated thereon unless the board, upon recommendation of the superintendent and building administrators, takes action to offer to said member a renewal of such supplemental contracts.

G. If a new supplemental position is created, and if the person awarded the contract has been performing similar duties within the district as established in the job description, the person shall be given credit in placement upon the supplemental schedule for the year(s) of previous service.

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SUPPLEMENTAL SALARY SCHEDULE

July 1, 2026 - June 30, 2027

Step	0	1	2	3	4	5	6
Level							
I	4,288.00	4,502.00	4,716.00	4,931.00	5,145.00	5,360.00	5,574.00
	1.2000	1.2600	1.3200	1.3800	1.4400	1.5000	1.5600
II	3,573.06	3,752.00	3,930.00	4,109.00	4,288.00	4,466.00	4,645.00
	1.0000	1.0500	1.1000	1.1500	1.2000	1.2500	1.3000
III	2,858.00	3,001.00	3,144.00	3,287.00	3,430.00	3,573.00	3,716.00
	0.8000	0.8400	0.8800	0.9200	0.9600	1.0000	1.0400
IV	2,144.00	2,251.00	2,358.00	2,465.00	2,573.00	2,680.00	2,787.00
	0.6000	0.6300	0.6600	0.6900	0.7200	0.7500	0.7800
V	1,429.00	1,501.00	1,572.00	1,644.00	1,715.00	1,787.00	1,858.00
	0.4000	0.4200	0.4400	0.4600	0.4800	0.5000	0.5200
VI	715.00	750.00	786.00	822.00	858.00	893.00	929.00
	0.2000	0.2100	0.2200	0.2300	0.2400	0.2500	0.2600
VII	357.00	375.00	393.00	411.00	429.00	447.00	464.00
	0.1000	0.1050	0.1100	0.1150	0.1200	0.1250	0.1300
VIII	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	NA	NA	NA	NA	NA	NA	NA

SUPPLEMENTAL SALARY SCHEDULE

July 1, 2027 - June 30, 2028

Step	0	1	2	3	4	5	6
Level							
I	4,373.00	4,592.00	4,811.00	5,029.00	5,248.00	5,467.00	5,685.00
	1.2000	1.2600	1.3200	1.3800	1.4400	1.5000	1.5600
II	3,644.00	3,827.00	4,009.00	4,191.00	4,373.00	4,556.00	4,738.00
	1.0000	1.0500	1.1000	1.1500	1.2000	1.2500	1.3000
III	2,916.00	3,061.00	3,207.00	3,353.00	3,499.00	3,644.00	3,790.00
	0.8000	0.8400	0.8800	0.9200	0.9600	1.0000	1.0400
IV	2,187.00	2,296.00	2,405.00	2,515.00	2,624.00	2,733.00	2,843.00
	0.6000	0.6300	0.6600	0.6900	0.7200	0.7500	0.7800
V	1,458.00	1,531.00	1,604.00	1,676.00	1,749.00	1,822.00	1,895.00
	0.4000	0.4200	0.4400	0.4600	0.4800	0.5000	0.5200
VI	729.00	765.00	802.00	838.00	875.00	911.00	948.00
	0.2000	0.2100	0.2200	0.2300	0.2400	0.2500	0.2600
VII	364.00	383.00	401.00	419.00	437.00	456.00	474.00
	0.1000	0.1050	0.1100	0.1150	0.1200	0.1250	0.1300
VIII	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	NA	NA	NA	NA	NA	NA	NA

SUPPLEMENTAL SALARY SCHEDULE

July 1, 2028 - June 30, 2029

Step Level	0	1	2	3	4	5	6
I	4,460.00	4,683.00	4,906.00	5,129.00	5,352.00	5,575.00	5,798.00
	1.2000	1.2600	1.3200	1.3800	1.4400	1.5000	1.5600
II	3,717.00	3,903.00	4,089.00	4,274.00	4,460.00	4,646.00	4,832.00
	1.0000	1.0500	1.1000	1.1500	1.2000	1.2500	1.3000
III	2,974.00	3,122.00	3,271.00	3,420.00	3,568.00	3,717.00	3,866.00
	0.8000	0.8400	0.8800	0.9200	0.9600	1.0000	1.0400
IV	2,230.00	2,342.00	2,453.00	2,565.00	2,676.00	2,788.00	2,899.00
	0.6000	0.6300	0.6600	0.6900	0.7200	0.7500	0.7800
V	1,487.00	1,561.00	1,635.00	1,710.00	1,784.00	1,858.00	1,933.00
	0.4000	0.4200	0.4400	0.4600	0.4800	0.5000	0.5200
VI	743.00	781.00	818.00	855.00	892.00	929.00	966.00
	0.2000	0.2100	0.2200	0.2300	0.2400	0.2500	0.2600
VII	372.00	390.00	409.00	427.00	446.00	465.00	483.00
	0.1000	0.1050	0.1100	0.1150	0.1200	0.1250	0.1300
VIII	1.00	1.00	1.00	1.00	1.00	1.00	1.00
	NA	NA	NA	NA	NA	NA	NA

903 HOME INSTRUCTION TUTORS

Certified personnel who work with students placed on home instruction, for medical or behavior concerns will be paid at the rate of $25 per hour.

904 INDEPENDENT STUDY

Certified personnel who work with students, approved for independent study, outside of the regular contract day, will be paid at the following rate:

First Student		Second Student	Each Additional Student Beyond Two
1 credit	*$500*	*+ $250*	*+$125*
½ credit	*$250*	*+ $125*	*+$63*
¼ credit	*$125*	*+ $63*	*+$32*

905 COLLEGE CREDIT PLUS INSTRUCTOR

The board will provide a stipend of $500/semester for those staff members who volunteer to teach College Credit Plus courses.

906 SPECIAL STIPEND FUND

A. The board will appropriate nine thousand dollars ($9,000.00) annually to a special stipend fund set up for credentialed staff to apply for a stipend, up to $300, for their services and/or for supplies for sponsoring a special project. The fund is available for credentialed staff members to provide sponsorship for an activity. Credentialed staff will submit an application prior to the start of any project to the Win/Win Committee, who will review each application and determine the appropriateness and the amount to be rewarded.

B. After the Win/Win committee approves a special stipend fund application for project supplies, the district will then issue a purchase order to the employee for supplies not to exceed $300.

C. The stipend for services will be payable upon completion of the project and submission of a project summary for review by the Win/Win Committee.

907 PARTICIPATION IN SCHOOL RELATED ACTIVITIES OUTSIDE OF THE CONTRACT HOURS

With prior administrative approval, credentialed staff who are required to participate in school related activities outside the contract hours will be compensated at twenty-five (25) dollars per hour, and payable upon an approved time sheet.

908 INSURANCE

A. The Board will provide a group health insurance program for the duration of this agreement.

1. The Board shall pay eighty-five percent (85%) of the monthly group health insurance premium for a single policy and eighty-five percent (85%) of the monthly group health insurance premium for a family policy. The board and the Association will review the provisions of the group health insurance plan annually.

2. The board will continue to offer a Section 125 plan for employee group health insurance premium payments.

3. Insurance Committee
   a. The Association and Board agree to establish an ongoing insurance committee to review all aspects of the current health insurance coverage. The committee will begin meeting by January 31st of each school year.

   b. The committee will be comprised of:
      i. Three (3) representatives of the NFEA appointed by the NFEA.
      ii. Three (3) representatives of the classified staff bargaining unit, selected according to that unit's collective bargaining agreement.
      iii. Four (4) representatives of the Board.

   c. Goals of the committee shall be:
      i. To review the current health insurance plan.
      ii. To research and understand the benefits of the provider.
      iii. To investigate alternative schedules of benefits, including co-pays, deductibles, and benefit levels in order to control premium costs, while providing appropriate coverage to employees.
      iv. Both the Association and Board acknowledge that the above goals cannot be accomplished without the assistance of an outside consultant to investigate the current plan and plans available from other providers.
      v. During the term of this Agreement, any changes in carrier or policy will result in similar or better coverage.
      vi. Prior to July 1, 2020, and the renewal of health insurance plans, and occurring at least once every five (5) calendar years, the insurance committee will review the services provided by the insurance broker and will request proposals for brokerage services from other brokers to provide the best services to the district and employees.

B. The board shall continue to provide for the duration of this agreement a group dental health plan that is equal to or better than the coverage in the current plan. The board shall pay one hundred percent (100%) of the monthly group dental premium up to:

	Family	Single
2026-2027	$ 50	$ 40
2027-2028	$ 50	$ 40
2028-2029	$ 50	$ 40

The board will continue to offer a Section 125 plan for employee group dental insurance premium payments.

C. The board shall continue to provide for the duration of this agreement a group vision plan that is equal to or better than the coverage in the current plan. The board will continue to offer a Section 125 plan for employee group vision insurance premium payments.

D. The board shall provide, at no cost to credentialed staff, Fifty Thousand Dollars ($50,000.00) term life insurance per member within the bargaining unit.

E. The board will annually determine the method of providing insurance coverage. If necessary, the board may change carriers upon prior notification to the Association. Open enrollment will be decided by the insurance committee.

F. For any bargaining unit member scheduled to work at least one hundred eighty-three (183) days in the current fiscal year and is enrolled in the District's High Deductible Health Plan (HDHP), the Board will deposit into the employee's Health Savings Account (HSA) $1,500. This annual total will be split into two equal semi-annual deposits of $750 each.

1. This deposit will be made on the second pay of July and second pay of December.

2. Any bargaining unit member scheduled to work less than one hundred eighty-three (183) days in the current fiscal year who is enrolled in the District's HDHP will receive a pro-rated percentage of the amount designated above. This deposit will be made into the employee's HSA account on the next available pay, in accordance with the payroll calendar schedule. The pro-rated percentage is based on the number of scheduled days to be worked divided by one hundred eighty-three (183) contract days.

3. The bargaining unit member must remain enrolled in the district's HDHP for the remainder of the current fiscal year.

909 TUITION REIMBURSEMENT

A. The Board will budget and appropriate $20,000 annually for the next three (3) fiscal years (through June 30, 2026) to reimburse teachers for tuition:

B. Tuition costs are subject to the following provisions. Appropriation made after ratification of this agreement will be allocated to the first-class session with a sign-up deadline after ratification.

1. Tuition reimbursement will be two hundred twenty-five dollars ($225) per semester hour or one hundred fifty dollars ($150) per quarter hour. Reimbursement will not exceed the cost of the course.

2. The maximum reimbursement shall be twelve (12) quarter hours or eight (8) semester hours per school year.

3. The tuition reimbursement application form for tuition reimbursement must be submitted and approved by the superintendent by May 1 of each fiscal year for all courses completed or will be completed within the same fiscal year. Certificated staff members must apply for reimbursement by May 1 of the fiscal year the course is planned to be completed. Payment will be issued by September 15th of the following fiscal year.

4. The course must be related to the professional improvement of the teacher and approved by the LPDC and/or Superintendent.

5. If there are sufficient monies available, full reimbursement will be made. The total annual appropriation will be among those bargaining unit members approved for tuition reimbursement. If the funds allocated are insufficient for full reimbursement, the available funds will be pro-rated among the approved applicants.

6. Coursework must be scheduled at times that do not interfere with the normal duties during the workday of the teacher.

7. Before reimbursement is made, credentialed staff must present satisfactory evidence of payment of tuition cost, excluding books and supplies, and successful completion of the course.

8. The teacher must complete the next school year as a teacher in the district. If the teacher fails to satisfy this teaching obligation, the amount the teacher has been reimbursed pursuant to this section in the previous twelve (12) months shall be deducted from any salary accrued, but not yet paid. After this deduction has been made, if there is any balance still owed by the teacher, it shall be immediately due and payable to the district. This payment is void if the teacher's contract is suspended, in keeping with the Reduction in Force Article.

910 SEVERANCE POLICY

Employees may, at the time of their separation by retirement from service with the North Fork Local School Board, elect to be paid for their accrued but unused sick leave and personal leave credit. Only those employees whose effective date of retirement with either the State Teachers Retirement System (STRS) or the School Employees Retirement System (SERS) or the Public Employees Retirement System (PERS) is no later than ninety (90) calendar days after the last paid day of service with the North Fork Local School Board shall be eligible for said payment. This payment to the employee shall eliminate all sick and personal leave credit accrued by the employee. Such payment shall be based on the employee's rate of pay at the time of separation by retirement, but shall not include pay for supplemental duties.

Further, the employee shall receive such payment no later than sixty (60) calendar days after the effective date of retirement with the proper state retirement system.

A. The severance payment shall be calculated as follows:

    1. One-fourth (1/4) of unused accrued sick leave credit, up to a maximum of one hundred twenty (120) accrued days.

    2. One-fourth (1/4) of unused accrued personal leave.

B. Employees with twenty (20) years or more of service with the district will receive one hundred percent (100%) of their accrued sick leave balance in excess of one hundred twenty (120) days.

C. Credentialed staff who officially notify the board by April 1 of their intent to retire that year, shall receive an additional one thousand dollars ($1,000) on their severance payment.

D. If an employee dies and is eligible for service retirement, severance will be paid to the surviving spouse or employee's estate as per Ohio Revised Code.

ARTICLE 10: TERMS OF AGREEMENT

1001 CONTRARY TO LAW PROVISION

A. Articles in this master contract have been arrived at through good faith bargaining by both the board and the Association. If it is determined by a court of law with jurisdiction to this school district or an act of federal or state legislature that all or a part of any provision herein is contrary to law, that part shall be deemed null and void to the extent prohibited by such determination with the remaining provisions in effect as stated. If a section is deemed contrary to law as previously described and makes the provisions unworkable, said action shall be reason for immediate bargaining on that provision to obtain a

workable provision within the established legal structure.

B. If a section of this master contract is determined contrary to provisions of Title IV of the 1964 Civil Rights Act, or Title IX of the 1972 Amended Education Act, said provisions shall be deemed null and void to the extent such a finding is found.

Association and Board agree to assign a subcommittee to work on housekeeping items, and a glossary of terms for the negotiated agreement.

1002 IMPLEMENTATION AND DURATION PROVISION

A. This agreement shall become effective upon ratification by the North Fork Education Association and adoption by the North Fork Local Board of Education. Said agreement shall supersede previous adopted related board policies and procedures to the extent that such policies and procedures are contrary to this agreement. This agreement shall remain in effect in keeping with the provisions herein until midnight, June 30, 2029.

B. If a projected cash deficit is certified for any school year covered by this contract, and if the board is unable to obtain approval for solvency assistance payments or other financial aid of a sufficient amount to eliminate the projected cash deficit , unless it makes or agrees to make reductions in the number of bargaining unit members, the board may, within ten (I 0) working days of notice of disapproval and/or the requirement to reduce start: terminate this agreement by giving the association written notice of the termination. The right to terminate this agreement under this provision must be exercised by delivering the written notice to the association's president within ten (10) working days of the notice that solvency assistance or other funds will not be available and the effective date of the termination of this agreement shall be at midnight of the tenth (I 0) workday following receipt of the cancellation notice by the association's president. Upon exercise of its right to terminate this agreement under this provision, the parties shall immediately enter into negotiations pursuant to Article I of this agreement for a successor agreement.

C. Except as otherwise expressly provided in this contract, nothing herein contained shall be deemed to limit the North Fork Local Board of Education or any agent acting in its behalf in any way in the exercises of the regular and customary functions of management, including, but not limited to, the making of such reasonable policies, rules and regulations governing the employees within the bargaining unit as it shall deem advisable.

D. By affixing our signatures, we affim1 that necessary action has been taken to ratify and adopt this Agreement by our respective party.

FOR THE BOARD OF EDUCATION:

6/8/26

Rob Krueger, President — Date

6/2/26

Scott Hartley, Superintendent — Date

6/5/26

Kellie L. Breehl, Treasurer — Date

FOR THE ASSOCIATION:

6/2/26

Bethany Watson, NFEA President — Date

6-5/26

Nancy Forster, Vice President — Date

6/9/26

Laura Brown, Treasurer — Date

APPENDICES

APPENDIX A – PARENT COMPLAINT FORM

NORTH FORK LOCAL SCHOOLS PARENT COMPLAINT

GUIDELINES AND INSTRUCTIONS FOR USE:

1. Fill out the attached form indicating the nature of the incident/ complaint. Be sure to include who was involved and any information that will be helpful in solving this issue.
2. Upon completion of the form please give to the building administrator for the process of solving the complaint to begin.
3. Upon receipt of the written teacher complaint form, the building administrator will give the form to the teacher. Once the teacher has received the form, the teacher will have at least two workdays to contact the parent.
4. After contacting the parent, the teacher will provide the building administrator a written summary of the outcome of the issue.
5. In the event the complaint could not be resolved a conference must be scheduled by the staff member with the parent(s) and administrator within five (5) days from the outcome of the previous step, and should occur within ten (10) school days thereafter. A written summary of the meeting must be kept by the building administrator.
6. If the complaint is warranted, then clear expectations for correcting the problem must be developed at the meeting.
7. If the parent is still not satisfied, the parent may arrange a conference with the superintendent. The superintendent shall make a report of said conference and provide a copy to the teacher, parent and building administrator involved.
8. If the parent is still not satisfied, the parent may request a meeting with a majority of the board in executive session. A copy of the board's recommendation shall be given to the superintendent, parent, building administrator and teacher.

If the superintendent, board, or any board member(s) receive an initial complaint from a parent about a teacher, he or she shall request that the parent follow the procedure as established. He or she shall also refer the matter to the appropriate administrator. The administration reserves the right to initiate or skip the written complaint procedures for those complaints that might warrant criminal proceedings. Verbal complaints will be accepted only in areas concerning safety issues.

NORTH FORK LOCAL SCHOOLS PARENT COMPLAINT FORM

Name:_____ Date_____

Address: _____ Telephone Number _____

_____ Cell Number _____

_____ Work Number _____

E-mail Address _____

1. Nature of incident/complaint (To be filled out by parent):

_____

_____

_____

_____

_____

_____

_____

2. Summary of event and action taken (To be filled out by staff member)

_____

_____

_____

_____

_____

_____

_____

3. Was incident/complaint resolved (Staff Member)? _____

4. Is further action needed (Building Administrator)? _____

5. If further action: Date_____ Time:_____ of next meeting.

BUILDING _____

ADMINISTRATOR'S SIGNATURE:_____ DATE: _____

STAFF SIGNATURE:_____ DATE: _____

APPENDIX B – CONTINUING CONTRACT REQUIREMENTS

I. LICENSING REQUIREMENT

In order to be eligible for continuing contract status, a teacher must hold either:

A. A professional, permanent, master teacher, or life certificate

II. COURSEWORK REQUIREMENT

A. If a teacher holds a professional, permanent, or life certificate, no additional coursework is required for continuing contract eligibility.

B. If a teacher was issued his/her first teaching license/certificate prior to January 1, 2011, then he or she must also have completed additional coursework in order to be eligible. The amount of coursework varies according to the initial degree held as follows:

1. If the teacher did NOT hold a master's degree at the time he or she received his or her first teaching certificate/license, 30 semester hours of relevant coursework must have been taken since the receipt of that first teaching certificate/license;

2. If the teacher DID hold a master's degree at the time he or she received his or her first teaching certificate/license, 6 semester hours of graduate coursework must have been taken since the receipt of that first teaching certificate/license.

C. If a teacher was issued his/her first teaching license on or after January 1, 2011, then he or she must also have completed additional coursework in order to be eligible. The amount of coursework varies according to the initial degree held as follows:

1. If the teacher did NOT hold a master's degree at the time he or she received his or her first teaching certificate/license, 30 semester hours of relevant coursework must have been taken since the receipt of that first teaching certificate/license;

2. If the teacher DID hold a master's degree at the time he or she received his or her first teaching certificate/license, 6 semester hours of graduate coursework must have been taken since the receipt of that first teaching certificate/license.

3. If the teacher held an educator's license for at least seven (7) years.

III. THE SERVICE REQUIREMENT

In order for a teacher to be considered eligible for continuing contract status, he or she must serve in the district for a minimum number of years as follows:

A. Three years (not necessarily consecutive) within the last five-year period; or

B. Two years, if the teacher previously held a continuing contract in another Ohio school district.

IV. OTHER KEY CONCEPTS

A. 120 actual days of service within a school year.

B. Actual filing of license with Board may not be necessary if, prior to April 30, Board has reasonable notice from other sources that appropriate license held.

C. License must be recognized if it will be effective by the time the next school year commences.

D. Reference letter from the building administrator.

E. Satisfactory evaluations.

F. Continuing contract status exists at the start of the next fiscal school year.

APPENDIX C - GROWTH GOAL(S) – NON-INSTRUCTIONAL STAFF

NORTH FORK LOCAL SCHOOLS PROFESSIONAL GROWTH GOALS AND SELF ASSESSMENT

Teacher: _____ Grade/Subject: _____

Building: _____ Date: _____

Personal Goals

Educational growth goals should consider the areas of education and teaching involving the teacher, including: classroom management, planning, content knowledge, student learning, technology, organization, and classroom environment.

Goals	Procedure(s) to be followed in working toward goal	Evidence that will show goal has been met

As you think about your performance as a teacher, what do you consider your strengths?

As you think about your performance as a teacher, what do you consider your weaknesses?

<u>For this year</u> as you look at your students (academically and personally), curriculum, state testing, your classroom, school district/school environment, consider the following questions:

What are your biggest challenges for your students' learning and growth? Within your abilities, what can you do to improve this?

What do you see as the major classroom management issues you are, or will be, facing with your students this year? What steps can you take to improve these situations?

As you think about this year, are there any areas of your personal knowledge or technology skills you feel have room for improvement? If so, what are they? What can you do, or what help do you need to be given, to learn what you need to know?

What is the emotional environment of your classroom, grade level, department, and school? Can it be improved? If so, what steps can you take to improve the attitude?

Signatures: Signature indicates completion of requirement, not necessarily agreement.

Teacher_____ Date_____

Administrator_____ Date_____

APPENDIX D – OTES RUBRIC

ORGANIZATIONAL AREA: INSTRUCTIONAL PLANNING					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
Possible Sources of Evidence: analysis of student data, pre-conference, artifacts, student surveys					professionals and outside resources.

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
LESSON DELIVERY (Standard 2: Content, Standard 3: Assessment, Standard 4: Instruction, Standard 5: Learning Environment, Standard 6: Collaboration and Communication) *Possible Sources of Evidence: pre-conference, post-conference, formal observation, classroom walk-throughs/informal observations,*	**Communication with students** Element 2.2 Element 4.3 Element 4.6 Element 6.1	The teacher does not communicate learning goals and expectations for mastery and does not model exemplary performance to students. Students cannot discern learning goals. Differentiated learning goals are not used. The teacher does not demonstrate content knowledge by using content-specific, developmentally appropriate language or content-specific strategies. There is no student engagement.	The teacher inconsistently communicates learning goals, expectations for mastery and models of exemplary performance to students. There is limited use of differentiated learning goals. The teacher demonstrates some content knowledge by using limited content-specific, developmentally appropriate language and limited content-specific strategies. Students demonstrate little engagement in the lesson.	The teacher is consistent and effective in communicating appropriate, needs-based, differentiated learning goals, expectations for mastery and models of exemplary performance to students. The teacher consistently demonstrates content knowledge by using content-specific, developmentally appropriate language and content-specific strategies to engage students. The teacher's communication strategies and questioning techniques check for understanding	The teacher is consistent and effective in communicating differentiated learning goals (such as needs based, interest based, strength based), expectations for mastery and models of exemplary performance to students through multiple communication techniques. The teacher consistently demonstrates content knowledge by using content-specific, developmentally appropriate language and content-specific strategies to engage students. The teacher's communication strategies and questioning techniques engage students in higher-level and creative thinking and stimulate student-to-student interactions.

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
peer review		The teacher does not give students feedback.	Feedback to students is general, occasional or limited and may not always support student learning.	and encourage higher-level thinking. The teacher gives students substantive, specific and timely feedback to support their learning.	The teacher gives students substantive, specific and timely feedback to support individual student learning. The teacher gives students opportunities to engage in self-assessment, provide feedback to each other and reflect on their own strengths and challenges.
LESSON DELIVERY *(continued)*	**Monitoring student understanding** Element 3.2 Element 3.3	The teacher fails to monitor and address student confusion and misconceptions.	The teacher inconsistently monitors or incorrectly addresses student confusion and misconceptions.	The teacher consistently monitors and addresses common student confusion and misconceptions by presenting information in multiple formats and clarifying content as he or she sees challenges.	The teacher consistently monitors, addresses, articulates and anticipates individual student confusion or misconceptions by presenting information in multiple formats and clarifying content as he or she sees challenges.
	Student-centered learning Element 3.5 Element 4.5 Element 4.6 Element 5.3 Element 5.4	Learning is entirely teacher directed. Students are not participating in learning activities.	Learning is primarily teacher directed. Students participate in whole class learning activities.	Learning is a balance between teacher-directed instruction and student-directed interaction as students apply their knowledge and skills as developmentally appropriate. The teacher effectively combines collaborative and whole class learning opportunities to maximize student learning.	Learning is primarily self-directed with the teacher in the role of facilitator encouraging students to apply their knowledge and skills as developmentally appropriate. The teacher encourages students to persist in the learning tasks. The teacher effectively combines independent, collaborative and whole class learning opportunities to maximize student learning.

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

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
DOMAINS	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
CLASSROOM ENVIRONMENT (Standard 1: Students, Standard 5: Learning Environment) *Possible Sources of Evidence: pre-conference, post-conference, formal observation,*	**Classroom routines and procedures** Element 5.5	The teacher has not established routines and procedures. Effective transitions are not evident, resulting in a significant loss of instructional time and frequent off-task behavior.	The teacher establishes routines and procedures but uses them inconsistently. Transitions are sometimes ineffective, resulting in a loss of instructional time. Off-task behavior is sometimes evident. The teacher makes decisions about classroom operations.	The teacher consistently uses routines, procedures and transitions that effectively maximize instructional time. On-task behavior is evident. Students assume appropriate levels of responsibility for effective operation of the classroom.	The teacher and students have collaboratively established consistent use of routines, procedures and transitions that are effective in maximizing instructional time. On-task behavior is evident and ensured by students. Students initiate responsibility for effective operation of the classroom.
	Classroom climate and cultural competency	There is no evidence of rapport or expectations for respectful, supportive and caring	There is some evidence of rapport and expectations for respectful, supportive and caring interactions with and	There is consistent evidence of rapport and expectations for respectful, supportive and caring interactions with and	The teacher intentionally creates a classroom environment that shows consistent evidence of rapport and expectations for respectful, supportive and caring interactions

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
DOMAINS	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
classroom walk-throughs/informal observations, peer review, student surveys	Element 1.4 Element 5.1 Element 5.2	interactions with and among students and the teacher. There is no demonstration of regard for student perspectives, experiences and culture. The teacher does not address needs related to student sense of well-being.	among students and the teacher. There is inconsistent demonstration of regard for student perspectives, experiences and culture. The teacher is aware of needs related to student sense of well-being but does not address them effectively.	among students and the teacher. There is demonstration of regard for student perspectives, experiences and culture. The teacher models expectations and behaviors that create a positive climate of openness, respect and care. The teacher anticipates and effectively addresses needs related to student sense of well-being.	with and among students and the teacher. There is demonstration of regard for student perspectives, experiences and culture. The teacher models expectations and behaviors that create a positive climate of openness, respect and caro. The teacher anticipates and effectively addresses needs related to student sense of well-being. The teacher seeks and is receptive to the thoughts and opinions of individual students and the class. When appropriate, the teacher includes other school professionals and/or community resources to ensure all students are recognized and valued.
ASSESSMENT OF STUDENT LEARNING (Standard 1: Students, Standard 3: Assessment) *Possible Sources of Evidence: pre-conference, formal observation,*	**Use of assessments** Element 3.1 Element 3.2 Element 3.3 Element 3.4	The teacher does not use varied assessments. The teacher fails to analyze data and makes little or no attempt to modify	The teacher makes limited use of varied assessments. The teacher attempts to analyze data and modify instruction, though the	The teacher selects, develops and uses multiple assessments, including routine use of various diagnostic, formative and summative assessments. The teacher analyzes patterns to measure targeted student learning, anticipate learning obstacles, modify	The teacher intentionally and strategically selects, develops and uses multiple assessments, including routine use of various diagnostic, formative and summative assessments. The teacher offers differentiated assessment choices to meet the full range of student needs. The teacher analyzes data trends and patterns to measure targeted student learning, anticipate learning obstacles, modify

ORGANIZATIONAL AREA: INSTRUCTION AND ASSESSMENT					
DOMAINS	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
classroom walk-throughs/informal observations, assessments, student portfolios, post-conference		instruction to meet student needs. The teacher does not share evidence of student learning with students.	modifications do not meet student needs. The teacher shares evidence of student learning with students.	instruction and differentiate to meet the needs of groups of students. The teacher shares evidence of student learning with parents and students to plan instruction to meet student needs.	instruction and differentiate to meet individual student needs. The teacher shares evidence of student learning with colleagues, parents and students to collaboratively plan instruction to meet individual student needs.
	Evidence of student learning Element 1.3	The teacher's assessment data demonstrates no evidence of growth and/or achievement over time for most students.	The teacher uses one source of high-quality student data to demonstrate clear evidence of appropriate growth and/or achievement over time for some students.	The teacher uses at least two sources of high-quality student data to demonstrate growth and/or achievement over time, showing clear evidence of expected growth and/or achievement for most students.	The teacher uses at least two sources of high-quality student data to demonstrate growth and/or achievement over time, showing clear evidence of above expected growth and/or achievement for most students.

ORGANIZATIONAL AREA: PROFESSIONALISM					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
PROFESSIONAL RESPONSIBILITIES (Standard 6: Collaboration and Communication, Standard 7: Professional Responsibility and Growth)	**Communication and collaboration with families** Element 6.1 Element 6.2	The teacher does not communicate with students and families.	The teacher inconsistently or unsuccessfully uses communication and engagement strategies with students and families. These do not contribute adequately to student learning, well-being and development	The teacher uses effective and appropriate communication and engagement strategies with students and families, resulting in partnerships that contribute to student learning, well-being and development.	The teacher uses multiple effective and appropriate communication and engagement strategies with individual students and families. These ongoing strategies promote two-way communication, active participation and partnerships that contribute to each student's learning, well-being and development.

ORGANIZATIONAL AREA: PROFESSIONALISM					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
Possible Sources of Evidence: Professional Growth Plan or Improvement Plan, pre-conference, post-conference, artifacts, self-assessment, peer review	**Communication and collaboration with colleagues** Element 6.3	The teacher does not communicate and/or collaborate with colleagues.	The teacher inconsistently or unsuccessfully communicates and/or collaborates with colleagues, resulting in limited improvement of professional practice.	The teacher effectively communicates and collaborates with colleagues to examine instructional practice and analyze patterns in student work and student data to identify and implement targeted strategies for improving professional practice.	The teacher initiates effective communication and collaboration with colleagues outside the classroom, resulting in improvements in student learning, individual practice, school practice and/or the teaching profession.
	District policies and professional responsibilities Element 7.1	The teacher demonstrates a lack of understanding and regard for district policies, state and federal regulations, and the Licensure Code of Professional Conduct for Ohio Educators.	The teacher demonstrates minimal understanding of district policies, state and federal regulations, and the Licensure Code of Professional Conduct for Ohio Educators.	The teacher demonstrates understanding by following district policies, state and federal regulations, and the Licensure Code of Professional Conduct for Ohio Educators.	The teacher demonstrates understanding by following district policies, state and federal regulations, and the Licensure Code of Professional Conduct for Ohio Educators. The teacher exemplifies effective leadership characteristics beyond the classroom. The teacher helps shape policy at the school, district or state level.
	Professional learning Element 7.2 Element 7.3	The teacher sets short-term and long-term professional goals but fails to monitor progress or take action to meet the goals.	The teacher sets and monitors short-term and long-term professional goals but fails to take appropriate action to meet the goals.	The teacher sets short-term and long-term professional goals and monitors progress in meeting them based on self-reflection and data analysis. The teacher takes appropriate action to meet the goals.	The teacher consistently pursues best practices and sets, monitors and reflects on progress toward meeting short-term and long-term professional goals based on data analysis to improve student learning. The teacher takes appropriate action to meet the goals. The teacher collaborates

ORGANIZATIONAL AREA: PROFESSIONALISM					
Domains	**Components**				
		Ineffective	**Developing**	**Skilled**	**Accomplished**
					with colleagues and others to share best practices.

Professional Growth Plan

The Professional Growth Plan helps the teacher identify areas of professional development that will enable the teacher to enhance practice. The teacher is accountable for implementing and completing the plan. The plan must align to any district and/or building improvement plan(s). The Professional Growth Plan is developed annually. It is to be reviewed regularly and updated as necessary based on collaborative conversations between the evaluator and teacher.

The Professional Growth Plan should reflect the evidence available and focus on the most recent evaluation and observations. The Professional Growth Plan should be individualized to the needs of the teacher. The school or district should provide for professional development opportunities and support the teacher by providing resources (e.g., time, financial). The Professional Growth Plan must be clear and comprehensive. It is aligned to the most recent evaluation results and proposes a sequence of appropriate activities leading to progress toward the goals.

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

Choose the **Domain**(s) aligned to the goal(s).			
☐ Focus for Learning ☐ Knowledge of Students ☐ Lesson Delivery		☐ Classroom Environment ☐ Assessment of Student Learning ☐ Professional Responsibilities	
Goal Statement(s) Demonstrating Performance on ***Ohio Standards for the Teaching Profession***	Action Steps & Resources to Achieve Goal(s)	Qualitative or Quantitative Measurable Indicators: Evidence Indicating Progress on the Goal(s)	Dates Discussed
Describe the alignment to district and/or building improvement plan(s):			
Comments:			

Teacher's Signature:_____ Date: _____

Evaluator's Signature: _____ Date: _____

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

Improvement Plan: Evaluation of Plan

Teacher Name: _____ Grade Level/ Subject: _____

School year: _____ Building: _____ Date of Evaluation: _____

The Improvement Plan will be evaluated at the end of the time specified in the plan. Outcomes from the Improvement Plan will be one of the following.

- ☐ Improvement is demonstrated and performance standards are met to a satisfactory level of performance.
- ☐ The Improvement Plan should continue for time specified: _____
- ☐ Dismissal is recommended.

Comments: Provide justification for recommendation indicated above and attach evidence to support the recommended action.

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

Teacher's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

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

Final Holistic Rating of Teacher Effectiveness—Full Evaluation

	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED
Formal Holistic Observation (followed by conference)	☐	☐	☐	☐
Formal Focused Observation **Focus Area(s):** ☐ Focus for Learning ☐ Knowledge of Students ☐ Lesson Delivery ☐ Classroom Environment ☐ Assessment of Student Learning ☐ Professional Responsibilities	☐	☐	☐	☐
Professional Growth Plan (or Improvement Plan) Goal(s): (Goal prepopulates from the earlier entry)				
Evaluator Comments:				
Teacher Comments:				

Final Holistic (Overall) Rating	INEFFECTIVE	DEVELOPING	SKILLED	ACCOMPLISHED

☐ Check here if Improvement Plan has been recommended.

Teacher Signature _____ **Date** _____

Evaluator Signature _____ **Date** _____

Final Holistic Rating of Teacher Effectiveness—Accomplished or Skilled Carry Forward

Professional Growth Plan Goal(s) Alignment:	**Dates:**			
Mark Domain Area(s): ☐ Focus for Learning ☐ Knowledge of Students ☐ Lesson Delivery ☐ Classroom Environment ☐ Assessment of Student Learning ☐ Professional Responsibilities **Focus Area(s) Comments:**	Date of Observation: Date of Conference: **Comments:**			
Professional Growth Plan Goal(s):	(Goal(s) prepopulate from previous entry)			
Progress on Professional Growth Plan Goal(s):	☐ Progress Made (By checking this box, the teacher will continue with rating as per schedule until time for a full evaluation cycle.)	☐ Insufficient Progress Made (By checking this box, the teacher will automatically be placed on a full evaluation cycle the following school year.)		
Evaluator Comments:				
Teacher Comments:				
Final Holistic (Overall) Rating: Pre-Populated in OhioES Portal • **Carry forward from previous rating**	**INEFFECTIVE**	**DEVELOPING**	**SKILLED**	**ACCOMPLISHED**

☐ End of Cycle (Full evaluation required in the next school year)

☐ Check here if Improvement Plan has been recommended.

Teacher Signature _____ **Date** _____

Evaluator Signature _____ **Date** _____

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High-Quality Student Data Verification Form

Teacher Name: Evaluator Name:

Content Area(s): Grade Level(s):

List sources of High-Quality Student Data used to inform instruction. Value-added data must be used as one source if available.

1.

2.

The high-quality student data instrument used must be rigorously reviewed by locally determined experts in the field of education to meet all of the following criteria:

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

AND

The teacher must use the data generated from the high-quality student data instrument by:

- Critically reflecting upon and analyzing available data, using the information as part of an ongoing cycle of support for student learning
- Considering student learning needs and styles, identifying the strengths and weaknesses of an entire class as well as individual students
- Informing instruction, adapting instruction to meet student need based upon the information gained from the data analysis
- Measuring student learning (achievement and/or growth) and progress towards achieving state/local standards

Comments:

Teacher Signature: Date:

HQSD Approval Signature: Date:

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Using High-Quality Student Data to Inform Instruction and Enhance Practice

Choosing and using high-quality student data (HQSD) to guide instructional decisions and meet student learning needs is key in making sound instructional decisions for students. The teacher evaluation will use at least two measures of district-determined high-quality student data to **provide evidence of student learning attributable to the teacher** being evaluated. When applicable to the grade level or subject area taught by a teacher, HQSD shall include the value-added progress dimension and the teacher shall use at least one other measure of HQSD to demonstrate student learning. HQSD may be used as evidence in any component of the evaluation where applicable.*

It is recognized that there are many types of data that can be used to support student learning, and the data include much more than just test scores. *These types of data and their uses are important and should continue to be used to guide instruction and address the needs of the whole child but may not meet the definition of high-quality student data for the purpose of teacher evaluation.*

The high-quality student data instrument used must be rigorously reviewed by locally determined experts in the field of education to meet all of the following criteria:

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

AND

The teacher must use the data generated from the high-quality student data instrument by:

- Critically reflecting upon and analyzing available data, using the information as part of an ongoing cycle of support for student learning
- Considering student learning needs and styles, identifying the strengths and weaknesses of an entire class as well as individual students
- Informing instruction, adapting instruction to meet student need based upon the information gained from the data analysis
- Measuring student learning (achievement and/or growth) and progress towards achieving state/local standards

* LEGAL REFS. ORC 3319.111; 3319.112

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APPENDIX E – OTES EVALUATION INSTRUMENT

NORTH FORK LOCAL SCHOOLS EVALUATION/ OBSERVATION DOCUMENT

Teacher: _____

Evaluator: _____

School: _____

Grade/Subject: _____ Evaluation Year: _____

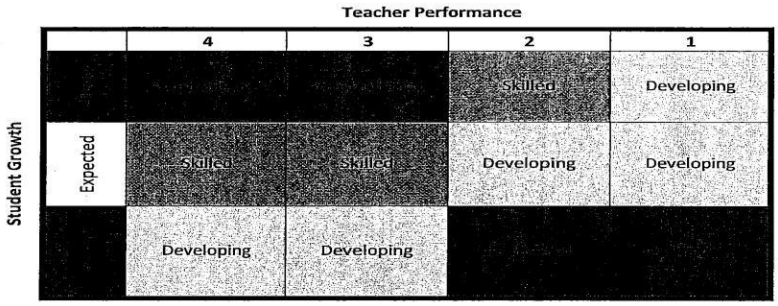
Time Line Schedules	**Date**
Pre-conference meeting:	
First observation	
Post -conference	
First evaluation/Post conference	
Second observation	
Post-conference	
Final evaluation/Post conference	

APPENDIX F – OTES EVALUATION MATRIX

OTES MATRIX

hio Teacher Evaluation System | **Combining Teacher Performance and Student Growth Measures**

Each category's sub-scores are combined on the table to determine rating. The vertical axis of the table represents student growth measures, and the horizontal axis on the table represents teacher performance. By using the table, a final summative rating will be determined.



APPENDIX G – OBSERVATION COUNSELOR

North Fork School Counselor Evaluation System	Informal Observations

Informal Observation Form

School Counselor Name: **Grade(s):** **Date:**

Evaluator Name: __ **Time Observation Begins:** **Time Observation Ends:**

DESCRIPTION OF OBSERVATION

EVIDENCE SUPPORTING STANDARDS

EVALUATOR SUMMARY COMMENTS

Evaluator Signature: _____ ☐ **Photocopy to School Counselor**

North Fork School Counselor Evaluation System	Formal Observation

Formal Observation Evaluator Notes

School Counselor Name: Grade(s): Date:

Evaluator Name: __ Time Observation Begins: Time Observation Ends:

DESCRIPTION OF OBSERVATION

EVIDENCE SUPPORTING STANDARDS OF FOCUS

EVALUATOR SUMMARY COMMENTS

Evaluator Signature: _____ ☐ Photocopy to School Counselor

North Fork School Counselor Evaluation System	Performance Evaluation Summary

Final Performance Rating By Standard (Completed at Final Evaluation Conference):

Standard 1: Comprehensive School Counseling Program

Ineffective **Developing** **Skilled** **Accomplished**

Standard 2: Direct Services

Ineffective **Developing** **Skilled** **Accomplished**

Standard 3: Indirect Services

Ineffective **Developing** **Skilled** **Accomplished**

Standard 4: Leadership and Advocacy

Ineffective **Developing** **Skilled** **Accomplished**

Standard 5: Professional Responsibility and Growth

Ineffective **Developing** **Skilled** **Accomplished**

Evaluator Comments (The evaluator may attach an evaluation narrative.)**:**

Counselor Comments (The counselor may attach additional pages.)**:**

Evaluator Signature: _____ **Date:** _____

Counselor Signature: _____ **Date:** _____

North Fork School Counselor Evaluation System	Professional Growth and Improvement Plans

Professional Growth Plan Form (Optional)

As a result of the evaluation process, school counselors and evaluators should focus on accelerating and continuing school counselor growth through professional development. Professional development should be individualized to the needs of the school counselor and specifically relate to his/her areas of refinement as identified in the school counselor's evaluation. The evaluator should recommend professional development opportunities and support the school counselor by providing resources (e.g., time, financial).

☐**Self-Directed**

☐**Collaborative**

School Counselor: _____ Evaluator: _____

Annual Focus These are addressed by the evaluator as appropriate for this school counselor.	**Date** Record dates when discussed	**Areas for Professional Growth** **supports needed, resources, professional development** Comments during conference with school counselor and evaluator are made appropriate to the needs of the school counselor.
Goal 1: *Goal Statement:* *Evidence Indicators:*		
Goal 2 : *Goal Statement:* *Evidence Indicators:*		

Evaluator Signature	**Date**	**School Counselor Signature**	**Date**
The signatures above verify that the school counselor and evaluator have discussed and agreed upon this Professional Growth Plan.			

North Fork School Counselor Evaluation System	Professional Growth and Improvement Plans

Improvement Plan Form

Counselor Name:				Grade Level:	
School year:		Building:		Date of Improvement Plan Conference:	

Written improvement plans are to be developed in the circumstances when a school counselor receives an overall ineffective rating, an ineffective rating on any of the components of the OSCES system or the administrator notes individual areas of significant concern. The purpose of the improvement plan is to identify specific deficiencies in performance and foster growth through professional development and targeted support. If corrective actions are not made within the time as specified in the improvement plan, a recommendation may be made for dismissal or to continue on the plan.

Section 1: Improvement Statement - List specific areas for improvement as related to the *Ohio Standards for the School Counseling Profession*. Attach documentation.

Performance Standard(s) Addressed in this Plan	Date(s) Improvement Area or Concern Observed	Specific Statement of the Concern: Areas of Improvement

Section 2: Desired Level of Performance – List specific measurable goals to improve performance. Indicate what will be measured for each goal.

Beginning Date	Ending Date	Level of Performance Specifically Describe Successful Improvement Target(s)
North Fork School Counselor Evaluation System		**Professional Growth and Improvement Plans**

Improvement Plan Form (continued)

Section 3: Specific Plan of Action

Describe in detail specific plans of action that must be taken by the school counselor to improve his/her performance. Indicate the sources of evidence that will be used to document the completion of the improvement plan.

Actions to be Taken	Sources of Evidence that Will Be Examined

Section 4: Assistance and Professional Development

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

Date for this Improvement Plan to Be Evaluated:

School Counselor Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

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

Improvement Plan: Evaluation of Plan

Name:				Level:	
School year:		Building:		Date of Evaluation:	

The improvement plan will be evaluated at the end of the time specified in the plan. Outcomes from the improvement plan demonstrate the following action to be taken:

▫ Improvement is demonstrated and performance standards are met to a satisfactory level of performance*

▫ The Improvement Plan should continue for time specified:

▫ Dismissal is recommended.

Comments: Provide justification for recommendation indicated above and attach evidence to support recommended course of action.

I have reviewed this evaluation and discussed it with my evaluator. My signature indicates that I have been advised of my performance status; it does not necessarily imply that I agree with this evaluation.

School Counselor Signature: _____ Date: _____ Evaluator Signature: _____ Date: _____

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

*The acceptable level of performance varies depending on the school counselor's years of experience. Beginning school counselors—specifically in Years 1 through 4—are expected to perform at the Developing level or above. Experienced school counselors—with five or more years of experience—are expected to meet the Skilled level or above.

APPENDIX H – OBSERVATION NURSE

North Fork Local School District Nurse Observation Report

Nurse _____ Date _____

Administrator _____ Time _____

COLUMN 1 – OBSERVATION #1		COLUMN 2 – OBSERVATION #2	
E	Exemplary	E	Exemplary
S	Satisfactory	S	Satisfactory
NI	Needs Improvement	NI	Needs Improvement
U	Unsatisfactory	U	Unsatisfactory
NA	Not Applicable	NA	Not Applicable

Column 1	Column 2	
		I. STUDENT SERVICES
		Maintains current health records.
		Conducts/coordinates/delegates tasks related to vision screening.
		Conducts/coordinates hearing screening.
		Conducts/coordinates hearing/vision screening for students referred by teachers, parents, or psychologist.
		Checks students for undetermined ailments.

Administers first aid treatment (bumps, bruises, scratches, cuts) when on duty in that building.

Notifies emergency squad for assistance from local paramedics for injured students as necessary

Works with the special needs of handicapped students as necessary.

II. PARENT SERVICES

Notifies parents, in writing, of exclusion from school for student with incomplete immunization records.

Informs parents of students who do not pass vision hearing screenings.

Provides parents instruction and literature on current procedures for treatment of student and family (Pediculosis, fifth disease, impetigo) and general hygiene.

Assists with home visits when necessary.

Serves as a resource person for parents, using information and materials from the County and State Health Departments, local physicians, dentists and service agencies.

Informs new Kindergarten parents of health services during orientation.

III. RECORD KEEPING SERVICES

Compiles/coordinates health information from emergency cards and medical authorization forms.

Prepares exclusion letters of students with incomplete immunization records.

Establishes and maintains a record keeping system for all health related services.

IV. STAFF SERVICES

Effectively maintains confidentiality related to health services.

Provides teachers with health information folders with lists of special health problems for their students.

Conducts in-service programs for staff on special health problems or concerns, as requested.

Communicates and provides technical, health related support to health aides in designated buildings.

V. PROFESSIONAL DEVELOPMENT

Attends coordination meetings with nurses, health aides, and supervisor.

Attends meetings with supervisors concerning policies and procedures.

COMMENTS (Administrator):

COMMENTS (Nurse):

_____ _____

Signature (Administrator) Date

_____ _____

Signature (Nurse) Date

APPENDIX I – NOTIFICATION OF EVALUATION

This document is to inform_____that he/she will be evaluated during the 20___/20___school year. The evaluation procedure during the year will occur because of the following reason:

_____ 1. Regular sequence of evaluation for limited contract.

_____ 2. Regular sequence of evaluation for issuing continuing contract.

_____ 3. Evaluation of continuing contract.

_____ 4. Special evaluation due to areas of concern by administration.

Signature of teacher_____ Date_____

Signature of building administrator_____ Date_____

One copy of this form is to be retained by the teacher and one copy will be placed with the evaluation document when completed.

APPENDIX J – EDUCATOR MISCONDUCT FORM

SCHOOL DISTRICT, DD BOARD & COMMUNITY SCHOOL
EDUCATOR MISCONDUCT REPORTING FORM

Ohio Revised Code 3319.313 and 5126.253 requires public and non-public schools, including county DD boards and community schools, to report to the Superintendent of Public Instruction the name and a factual statement of any license holder who engages in professional misconduct.

A. Please select the type of education entity you are:

- O School District
- O Educational Service Center
- O Community School
- O DD Board
- O Other _____

Name _____

Address _____

Contact Person (Name and Title) _____

Telephone Number _____

Fax Number _____

Email Address _____

B. Educator's Information

Name _____

State ID _____

Date of Birth _____

Most Recent Position _____

Current Employment Status _____

Educator's Home Telephone Number _____

Educator's Home Address _____

* Ohio Revised Code 3319.313 requires that the social security number of the employee be provided. If the Office of Professional Conduct requires an employee's social security number, you will be contacted to provide it. Should you submit a PDF of this form via email, due to security concerns, please do not include the employee's social security number in either the form or the email.

C. Why are you reporting this eductor? (Check all that apply)

☐ The employee has plead guilty to, has been found guilty of, or has been convicted of an offense in Ohio Revised Code 3319.31 or 3319.39, and/or

☐ The employee has been terminated or non-renewed or you have initiated termination or non-renewal proceedings because the educator has engaged in "conduct unbecoming" the profession or has committed an offense under Ohio Revised Code 3319.31 or 3319.39, and/or

☐ The employee has resigned under threat of termination or non-renewal, and or

☐ The employee resigned because of, or in the course of, an investigation regarding an act unbecoming the teaching profession or an offense described in Ohio Revised Code 3319.31 or 3319.39, and or

☐ The employee has engaged or may have engaged in conduct unbecoming to the teaching profession.

D. Please provide information concerning the incident involving the educator (i.e., the type, date, and place of the conviction or conduct that may be deemed "conduct unbecoming"; describe what prompted disciplinary action by you; describe what you were investigating that lead to resignation or non-renewal, etc.)

Please feel free to attach any information that you consider important (i.e., court records, investigation reports, complaints, witness statements, etc.).

Thank you providing this information. Upon receipt, the Office of Professional Conduct will review the information submitted and determine if further information is needed. If it is determined that further information is needed, the Office of Professional Conduct will contact the person that submitted this form.

Please be advised that under Ohio Revised Code 3319.314, you are required to maintain all information related to this report in the employee's personnel file. If the State Board of Education does not pursue disciplinary action against the reported employee, you are required to move all information related to this report from the employee's personnel file to a separate, public file. The Office of Professional Conduct will notify the contact person on this form if no discipline is warranted.

All information submitted to the Office of Professional Conduct is confidential and not a public record pursuant to Revised Code 3319.311

Please fax (614-995-3752) or mail all documentation to:

Ohio Department of Education
Office of Professional Conduct
25 South Front Street, Mail Stop 104
Columbus, OH 43215
website: www.education.ohio.gov

If you need assistance in completing this form, please contact the Office of Professional Conduct at (614) 466-5638.

Completion and submission of this form does not relieve school employees of their statutory duty to report known or suspected child abuse to the appropriate children services or law enforcement agency.

_____
Signature and Title

_____
Date

CERTIFICATION

I hereby certify that the attached documents are true and accurate copies of the

personnel/disciplinary/investigation records of _____

as kept in the ordinary court of business of the _____.

_____
Name

Sworn to before me and signed in my presence this _____ day of
_____, 2016.

_____
Notary Public

My commission expires _____.

APPENDIX K – GRIEVANCE FORM

GRIEVANCE FORM
North Fork LSD

_____ _____
Grievance No. Date Filed

_____ _____ _____
Grievant's Name Position Building

Date Grievance Occurred _____

Grievance Defined (Concise statement of the facts upon which the grievance is based, including specific provision of the current Master Contract claimed to have been violated.)

Relief Sought

NOTE: Attach additional relevant documents or additional statements.

Signature of grievant_____ Date _____

Level 1 APPEAL TO BUILDING ADMINISTRATOR

Date Delivered to Building Administrator _____

Time and Date of Conference _____

Building Administrator's Response _____

_____ _____ _____

Building Administrator's Signature Position Date

Grievant's Response to Level I -- Building Administrator:

_____ The above response resolves this grievance and the matter is hereby resolved.

_____ The above response does not resolve this grievance and it is hereby requested the matter be carried to Step 2 of the Grievance procedure.

Grievant's Signature_____ Date_____

Level 2 APPEAL TO SUPERINTENDENT

Date Delivered to Superintendent _____

Conference requested _____Yes_____No

DATE OF CONFERENCE _____

Superintendent's Response

_____ _____

Superintendent's Signature Date

Grievant's Response to Level 2 Superintendent:

_____ The above response resolves this grievance.

_____ The above response does not resolve this grievance and it is hereby requested it be submitted to Level 3 of the Grievance Procedure.

_____ _____

Grievant's Signature Date

Level 3 APPEAL TO BOARD OF EDUCATION

Date Delivered to Board Treasurer _____

DATE OF HEARING _____

Board's Response:

_____ _____
Board President's Signature Date

Grievant's Response to Board's Response:

_____ The above response resolves this grievance.

_____ The above response does not resolve this grievance and it is hereby requested it be submitted to Level 4 of the Grievance Procedure.

_____ _____
Grievant's Signature Date

NFEA ARBITRATION REQUEST DETERMINATION

_____ It is hereby recommended that this grievance not be submitted to arbitration in keeping with provisions of the Grievance Procedure.

_____ It is hereby recommended that this grievance be submitted to arbitration in keeping with provisions of the Grievance Procedure.

_____ _____
Signatory for NFEA, Position Date

Date Filed with Superintendent _____