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MASTER AGREEMENT

BETWEEN THE

BELLEVUE CITY SCHOOLS BOARD OF EDUCATION

AND

THE BELLEVUE EDUCATION ASSOCIATION

JULY 1, 2026 – JUNE 30, 2029

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ARTICLE I - NEGOTIATIONS PROCEDURES

1.01 Recognition

A. The Bellevue Board of Education (hereinafter referred to as the "Board") recognizes the Bellevue Education Association (hereinafter referred to as “the BEA" or "the Association"), an affiliate of the Ohio Education Association (OEA), and the National Education Association (NEA), as the sole and exclusive bargaining representative of all full-time and part-time certificated/licensed personnel employed by the Board under regular teaching contract for the purposes of collective bargaining as defined in Chapter 4117 of the Ohio Revised Code (ORC).

B. Excluded from this recognition shall be all full-time and part-time administrators, management-level and supervisory employees as defined in Ohio Revised Code 4117, which shall include, but not be limited to, the Superintendent, building principals, assistant principals, literacy specialists and school psychologist. Also excluded are all non-certificated (classified) employees, substitute teachers employed on an as needed basis or supplemental contract, teachers of adult education programs, and home instructors.

C. Recognition of the BEA shall be deemed to include, but not by way of limitation, all regular and special classroom teachers, librarians, guidance counselors, school nurses, speech and hearing therapists, vocational teachers, other licensed teaching personnel, non-public auxiliary service personnel, teachers on leave of absence or lay-off status, and anyone employed by the Board to perform any work currently being performed by bargaining unit members.

D. For purposes of this contract the terms "employee" and "teacher" shall refer to any and all members of the bargaining unit represented by the BEA.

1.02 Statement of Principles

A. The Board and the BEA agree that the purpose of the procedures established in this Agreement is to promote harmonious and cooperative relationships between the Board and members of the bargaining unit and to protect the welfare of the Bellevue school children by assuring orderly and uninterrupted operation of the public school system. For and in aid of that purpose, the principles stated in succeeding sections of this article shall govern the interpretation and application of the remaining provisions of this Agreement and the procedures set forth therein.

B. Representatives of the Board and the BEA shall participate in negotiations freely without fear of penalty, reprisal, or recrimination. No penalty nor threat nor implication thereof shall attach to negotiation participation nor to failure to reach agreement in the course of negotiations, provided, however, this shall not be construed so as to authorize, condone, excuse or protect any conduct which is in violation of the laws of the State of Ohio.

1.03 Subjects of Negotiation

Representatives of the Board and the BEA will negotiate in good faith on all matters pertaining to wages, hours, or terms and other conditions of employment and the continuation, modification or deletion of an existing provision of this collective bargaining agreement. Except as provided in the preceding sentence, management rights issues [as delineated in ORC 4117.08 (C) and as determined by SERB rulings] shall not be negotiable unless the Board determines otherwise.

1.04 Requests for Negotiation

A. If either party desires to negotiate changes in the Master Agreement, it shall notify the other party in writing during the month of March in any school year in which negotiations are to take place. Notification in writing from the BEA shall be served on the Superintendent and from the Board shall be addressed to the president of the BEA.

B. Within fifteen (15) work days after receipt of such notice, an initial meeting shall be held. At this meeting, the parties shall submit to each other their proposals for negotiations in such written detail so that the proposals, if agreed to by the other party, would express the whole agreement between the parties with respect thereto. Thereafter, neither party shall submit additional items for negotiations except with the consent of the other party.

1.05 Negotiation Meetings

A. At the initial meeting held pursuant to section 1.04 B. hereof, the parties shall establish a schedule for the dates, times and places of all subsequent negotiation meetings.

B. Meetings shall be scheduled at reasonable intervals, places and times and to avoid, as nearly as is practicable, conflict and interference with school employment schedules.

C. Negotiation meetings shall be closed to the press and the public.

D. During the course of negotiation meetings, either party may recess at any time for a caucus of reasonable duration. The chairman of either negotiating team may call a recess for a period not to exceed forty-eight (48) hours, unless otherwise mutually agreed upon, when it appears that further discussion of a proposal or proposals will not result in meaningful negotiations progress.

E. Either party may keep minutes of the meetings in such form and detail as it may deem advisable.

1.06 Representation

Representation at all negotiation meetings shall be limited to five (5) representatives of the Board and five (5) representatives of the BEA. At the initial negotiation session each party shall designate its five (5) representatives and only those so designated shall participate in the negotiation meetings, unless the parties agree otherwise.

1.07 Assistance and Study Committees

A. Either party may call upon professional and lay persons to consider and make suggestions concerning matters under discussion.

B. The parties may appoint joint committees, ad hoc or standing, to study and develop recommendations on matters under consideration. Committee findings shall be reported to both parties.

1.08 Information

The parties agree to furnish, upon written request and in a reasonable time, available information concerning the financial status of the district and such other available information as will assist the parties in the development and evaluation of proposals. Access to available information in such form as it may exist constitutes compliance with this provision, and neither party is obligated to develop data or information not in existence or to rework, redraft, summarize, compute or otherwise develop data or information in other than its existing form.

1.09 News Releases

Until impasse is reached on all matters which are the subject of negotiations, no news releases or statements to the media shall be made unless approved by both the Board and the BEA.

1.10 Agreement

A. As tentative agreement is reached on items which are the subject of negotiations, the agreement shall be reduced to writing and initialed by the designated representatives of each party, but such initialing shall not be construed as final agreement between the representatives until all items have been so initialed.

B. Final agreement reached through negotiations shall be reduced to writing and submitted to the bargaining unit represented by the BEA for approval. Upon approval by the bargaining unit represented by the BEA, the agreement shall be submitted to the Board for approval, and all of the Board's designated representatives shall recommend and urge approval. If approved by both parties, the agreement shall be incorporated into the Master Agreement between the Board and the BEA and constitutes a revision of Board policy. The revised Master Agreement shall be signed on behalf of the parties, and within sixty (60) days copies of same shall be distributed by the administration to all persons represented by the BEA. The copies of the Master Agreement referred to above shall be prepared by the Administration (i.e., the Administration shall type the document, run the copies, and collate the document). The cost of the copies and paper shall be shared equally by the Board and the BEA. The number of copies to be printed shall be mutually agreed to by the parties.

1.11 Impasse Procedure

A. In the event either of the parties declares impasse or in the event agreement is not reached on all items submitted for negotiations forty-five (45) days prior to the expiration of this collective bargaining agreement (unless the parties mutually agree to a later date), a state of impasse shall be deemed to exist and all unresolved issues shall be submitted to mediation. Within ten (10) days of the declaration of impasse, or by a mutually agreed upon date, the parties will request the Federal Mediation and Conciliation Service to appoint a mediator from its staff, or utilize the services of a mutually selected mediator, the cost of which shall be borne equally by both parties. The mediator shall meet with the parties or their representatives either jointly or separately, and shall take such steps as he/she may deem appropriate to persuade the parties to resolve their differences and to effect a mutually acceptable agreement.

B. Whenever possible, mediation sessions shall be scheduled at times when school is not in session. Should it become necessary, however, to conduct such meetings during normal school hours, up to four (4) BEA officers and/or representatives who participate in the mediation session(s) shall be permitted to do so without loss of pay.

C. Should the parties be unable to reach agreement as the result of the mediation process as defined in 1.11 A as listed above, the impasse provisions of this collective bargaining agreement shall be deemed exhausted and members of the bargaining unit may exercise their right to strike pursuant to Ohio Revised Code 4117, provided however that the contract has expired and the ten-day notice has been filed pursuant to Ohio Revised Code 4117.

D. The parties agree that the mediation process as outlined above shall constitute a mutually agreed upon dispute settlement procedure that supersedes the statutory procedures set forth in Section 4117.14 of the Ohio Revised Code.

1.12 <u>In-Term Negotiations Process</u>

The parties agree to utilize the in-term bargaining procedures of Ohio Revised Code 4117.08 should a mandatory topic of bargaining arise during the term of this contract.

ARTICLE II - GRIEVANCE PROCEDURE

2.01 Definitions

A. A "grievance" is a claim by a certificated/licensed employee or employees that an alleged violation, misinterpretation or misapplication of a provision or provisions of this Agreement has occurred.

B. The term "grievant" means a certificated/licensed employee(s) in the bargaining unit or the Association.

C. "Days" as used in this article means Monday through Friday, excluding holidays and days on the school calendar when school is not in session.

D. The Association shall retain the sole right to determine whether a grievance may be filed, appealed, and/or processed under the "Procedural Steps".

2.02 Purpose and Exclusions

A. The purpose of this grievance procedure is to secure at the lowest possible administrative level equitable solutions to grievances as defined in Section 2.01 A. as listed above. All parties agree that proceedings shall be kept as confidential as is appropriate.

B. The termination of contracts for good and just cause shall be governed by Sections 3319.16 and 3319.161, Ohio Revised Code, exclusively, and such terminations shall not be subject to the grievance procedure. Non-renewals of limited contracts shall solely be subject to the grievance procedure, and the provisions of §ORC 3319.11 and 3319.111 shall not apply to members of the bargaining unit.

C. If a certificated/licensed employee in the bargaining unit represented by the BEA believes there is a basis for a grievance, the certificated/licensed employee should first discuss the matter with his/her principal or other immediate supervisor in an effort to resolve the matter informally, within five (5) days after the claimed grievance occurred. The principal or other immediate supervisor shall then have three (3) days to follow up on the matter and, if possible, to effect a resolution of the matter.

2.03 Procedural Steps

STEP 1: If a grievance is not resolved under the informal procedure, or if the certificated/licensed employee elects not to follow the informal procedure, the grievance shall be reduced to writing on the form attached hereto as Exhibit A as agreed to through negotiations. A written grievance shall be filed by the grievant or by a representative of the BEA with the immediate supervisor not later than fifteen (15) days after the date on which the alleged grievance occurs. If the written grievance is not so filed within the foregoing time limit, the grievance shall be considered waived and further action barred. The written grievance filed with the principal or other immediate supervisor must be signed by the grievant, must be dated, and must state: (a) the alleged facts on which the grievance is based; (b) the date or dates on which the alleged violation, misinterpretation or misapplication of a provision or provisions of this Agreement occurred; (c) the provision or provisions of this Agreement which have allegedly been violated or misapplied; and (d) the remedy sought.

Within five (5) days of receipt of the written grievance, the principal or other immediate supervisor will meet with the grievant in an effort to resolve the grievance. The principal or

other immediate supervisor will indicate his disposition of the grievance in writing to the grievant within five (5) days of the Step 1 meeting.

STEP 2: If the grievant is not satisfied with the disposition of the grievance in Step 1, or if no disposition has been made within five (5) days of the Step 1 meeting, the grievant, or a representative of the BEA on behalf of the grievant, shall notify the Superintendent in writing that the grievance is being appealed to Step 2. Such written notice must be filed with the Superintendent within five (5) days from the date the written disposition was given or should have been given in Step 1. If such written notice of appeal is not given within the foregoing time limit, the grievance shall be considered waived and further action barred.

Within seven (7) days of his receipt of such written notice, the Superintendent will meet with the grievant in an effort to resolve the grievance. The Superintendent will indicate his disposition of the grievance in writing to the grievant within five (5) days of the Step 2 meeting.

STEP 3: If the grievant is not satisfied with the disposition of the grievance in Step 2, or if no disposition has been made within five (5) days of the Step 2 meeting, the grievant, or a representative of the BEA on behalf of the grievant, shall notify the Board that the grievance is being appealed to Step 3. Such written notice must be filed with the Superintendent within five (5) days from the date the written disposition was given or should have been given in Step 2. If such written notice of appeal is not given within the foregoing time limit, the grievance shall be considered waived and further action barred. On the date of the Board's next regularly scheduled meeting, or within two (2) weeks of the filing of the appeal in Step 3, whichever shall be later, the Board will meet with the grievant, who may be accompanied by a representative(s) of the BEA, and the Superintendent or his/her designee, to review such grievance in executive session. The Board will indicate its disposition of the grievance in writing to the grievant within seven (7) days of the Step 3 meeting.

STEP 4: If the grievant is not satisfied with the disposition of the grievance in Step 3, the grievant, with the approval of the BEA, may notify the Superintendent within twenty (20) work days the grievance will be submitted for arbitration. An arbitrator shall be selected in accordance with the voluntary rules and regulations of the American Arbitration Association. A hearing shall be held for the purpose of permitting each party the opportunity of presenting its case regarding the grievance. The decision of the arbitrator shall be in writing and shall be final and binding upon both parties to this agreement. The arbitrator shall have no power to alter, add to, or subtract from the terms of this contract. Any cost or expense will be borne by the party that incurs the expense, except that the costs which are incurred in securing and utilizing the services of the arbitrator shall be equally shared by the Board and the grievant.

2.04 Time Limitations

A. The time limitations set forth in Steps 1 through 4 of the grievance procedure are considered to be the maximum. The time limitations may be extended, however, by written mutual agreement of a representative of the Board and of the grievant or a representative of the BEA on behalf of the grievant.

B. If a grievance is not filed in writing within the time limits specified in Step 1, the grievance shall be considered waived and further action barred.

C. If a decision on a grievance is not appealed within the time limits specified in any step of the grievance procedure, the grievance will be deemed settled on the basis of the disposition in the prior step and further appeal shall be barred.

D. Failure at any step of the grievance procedure to communicate the disposition of a grievance within the specified time limits shall permit the grievance to proceed to the next step.

E. In the event a grievance is filed after May 15 in any school year, and strict adherence to the time limits may result in hardship to any party, the parties shall make reasonable efforts to process the grievance prior to the end of the school year or as soon thereafter as possible.

2.05 Rights of Parties

A. A grievant has the right to appear on his/her own behalf at all steps of the grievance procedure. The Association shall have the right to have a representative present at each step as described in Section 2.03. However, no grievance may be appealed to the next step without the written request of the grievant, as provided for on the attached forms.

B. The President of the BEA will be notified of each meeting held to resolve the grievance and shall be given a copy of the disposition of the grievance at each step.

C. The fact that an employee files a grievance shall not be recorded in his/her personnel file or in any files used in the transfer, assignment or promotion process. No reprisal of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation.

D. If a grievance arises from a claimed violation or misapplication of a provision or provisions of this Agreement by the Board of Education, the Treasurer, or the Superintendent, and/or affects a group of teachers in more than one (1) school, the written grievance may be filed at Step 2 of the grievance procedure.

E. Nothing contained in this procedure shall be construed as limiting the individual right of a certificated/licensed employee, having a complaint or problem, to discuss the matter informally with members of the administration through normal channels of communication.

ARTICLE III - LEAVES (PAID AND UNPAID)

3.01 Professional Leave

A. Each year the Board shall budget twenty-five thousand dollars ($25,000) in its annual appropriations for certain expenses connected with the attendance at professional meetings, conferences, visitations, conventions, and clinics or for teachers/advisors/head coaches who are directly supervising students at out-of-district events (including tournaments). Allocated funds shall be pro-rated per building by the administration according to the number of FTE staff members assigned to the building. Separate building-level accounts shall be established.

All professional leave must meet the criteria of either an approved IPDP (Individual Professional Development Plan), or directly related to their assigned duties, or building-level or district-level continuous improvement plan. Required training or certification to hold a supplemental contract will be eligible for Professional Leave. Elective training, clinics, workshops, events, etc. related to Supplemental Contract will be eligible for Personal Leave.

A single employee shall be eligible for a maximum leave amount of four hundred dollars ($400.00) on a first-come, first served basis. The Superintendent may waive the four hundred dollar ($400.00) cap at his/her discretion.

B. Requests for such leave shall be made on the district KIOSK**.** The principal shall approve requests for leave in the order of the earliest to latest date the request was submitted. If approved by the principal, the said request shall be submitted no later than ten (10) days prior to the conference or convention to the Superintendent or his/her designee for final approval. Part-time personnel will receive pro-rated benefits. The Superintendent may waive the two (2) week time line if good cause exists.

The form shall state the number of school days, if any, which the person will miss by attending the conference or convention, the professional nature of the conference or convention and its linkage to an approved IPDP and/or continuous improvement plan and/or directly related to their assigned duties, with an estimate of expenses and the proposed method of travel.

The total number of combined personal and professional leave requests for a given day shall not exceed six (6) bargaining unit members of the total teaching staff in order for professional leave to be approved. The date and time of review by the Superintendent will determine the priority of approval. The Superintendent, or designee, may approve combined personal and professional leave requests in excess of six (6) bargaining unit members for a given day in his/her sole discretion.

C. If said request is approved, the Board shall pay expenses of the person attending the professional conference or convention as follows:

1. The cost of a substitute teacher;
2. Registration fees;
3. The cost of meals for conferences that are not overnight excluding alcoholic beverages and tips, not to exceed $20.00 per day;
4. The cost of lodging not to exceed $150.00 per day; and
5. Transportation via the method approved by the Superintendent or his/her designee.

If the method of transportation is automobile, the expenses will be paid at the rate established in

Section 4.04 of the Master Agreement.

The minimum transportation cost shall be measured in distance traveled, time consumed in traveling, and time away from school, which may be reduced by an alternate means of travel and which provides for the reasonable comfort of the person traveling. In no case shall the transportation cost by automobile exceed the cost of the same trip by train or airplane coach.

D. To be eligible for reimbursement of the above expenses, the person attending the professional conference or convention must submit a statement of all expenses which shall be accompanied by the original receipts for the cost of transportation, lodging, meals, and registration.

E. An employee's request to attend a professional conference or convention shall not be routinely denied simply on the basis that said conference/convention is being held out-of-state. Each request will be evaluated on the basis of distance, expenses involved, and the overall professional nature and/or benefits of the conference/convention.

3.02 Sick Leave

A. Accrual of Sick Leave

1. Each full time person employed by the Board shall be entitled to fifteen (15) days sick leave with pay for each completed year of service, which shall be credited at the rate if 1.25 days per month up to a maximum of two hundred fifty (250) days. Each person employed part time shall be entitled to sick leave calculated at the rate of four (4) and six-tenths (6/10) hours for each completed eighty (80) hours of service, excluding overtime hours worked. Hours shall be credited up to a maximum of 1,762.5 hours. These changes in calculating sick leave by hours will also affect how severance is calculated, hourly and by the day.

2. Each full-time employee shall have five (5) days of sick leave available at the beginning of employment if an advance is requested and approved. If an employee uses all or part of the five (5) days of sick leave credit and terminates employment before such sick leave has actually accrued, the employee shall reimburse the Board for the sick leave used but not earned.

3. Any employee who transfers to the employment of the Bellevue Board of Education from other Ohio public employment shall be credited with the unused balance of sick leave accumulated in that public employment, since July 1, 1950, upon presentation by the employee of certification of such days accumulated.

4. Crediting of previously accumulated sick leave of an employee separated from public service is allowed upon the re-employment of the individual in the public service provided that such re-employment takes place within ten (10) years of the date on which the employee was last terminated from public service.

B. Use of Sick Leave

1. Accumulated sick leave credit shall be deducted upon use in terms of full or half days. Requests for such leave shall be made on the district KIOSK.

2. If an employee is absent due to surgery or other illness, sick leave has been used up and school is closed as a "calamity day", the employee is not entitled to calamity day pay.

3. Employees may use sick leave for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury or death in the employee's immediate family. For death in the employee's immediate family, an employee may use up to five (5) days of sick leave. However, with good cause shown, the Superintendent or his/her designee, may authorize additional sick leave for purposes of death in the immediate family in his/her sole discretion. For the purposes hereof, the term "immediate family" shall mean spouse, children, parents, grandparents, siblings, grandchildren, stepchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law and other relatives, if the employee is the legal power of attorney or has guardianship of a parent, or dependents residing in the same household. The Superintendent may approve the use of sick leave for individuals other than those listed in the definition of "immediate family" in his/her sole discretion.

4. Sick leave may also be used up to three (3) days annually for the birth of a child, death or critical illness of a blood or non-blood relative who does not fall within the definition of immediate family.

5. The Superintendent or his/her designee shall require the employee to furnish a signed statement through the online attendance portal (currently, Kiosk) to the effect that absence was caused by illness or due to any of the foregoing causes. He/she may require the name of the physician and the date he/she was consulted if medical attention was required. Falsification of such a statement shall be grounds for disciplinary action, including dismissal.

6. Employees who have been absent for three (3) days or more due to illness may be required to present a statement from a physician validating that they are physically able to resume their duties on a full-time basis.

C. Conversion of Unused Sick Leave

1. Employees may convert all or any part of sick leave earned and not used during the current school year (July 1-June 30) based upon a percentage of their regular daily amount and in accordance with the following formula:

Days of Unused Sick Leave As of July 1st *					
Years of Experience	**120.0 - 139.9**	**140.0 - 159.9**	**160.0 - 179.9**	**180.0 - 199.9**	**200 or more**
15.0 - 17.9	21%	27%	33%	39%	45%
18.0 - 20.9	24%	30%	36%	42%	48%
21.0 - 23.9	27%	33%	39%	45%	51%
24.0 - 26.9	30%	36%	42%	48%	54%
27.0 - 29.9	33%	39%	45%	51%	57%
30 or more	36%	42%	48%	54%	60%

**** Years of experience and days of unused sick leave shall be determined on July 1 at the conclusion of the school year.***

2. Daily conversion rate is based on current year's regular pay (excluding extra duty pay).

3. Employees shall submit their request to convert unused sick leave (including converted personal leave) in writing to the Treasurer by August 20 of each respective year.

4. Employees shall receive this compensation as a lump sum payment (by separate check) by September 15 of each year. Such compensation shall not be subject to STRS contributions and shall not be reported to the retirement system as part of the employee's annual compensation. Federal and state taxes will be calculated at the rate listed on the employees W-4 unless a higher rate is specifically requested in writing by an employee.

5. All unused sick leave days used in conversion shall be forfeited and may not be restored at a future date.

6. Employees may submit a one-time increase of their annuity (403B or 457) through payroll deduction for the one (1) payroll deduction amount after the payroll for sick leave buy.

D. Stipend For No Use/Low Use of Sick and Personal Leave

This Section shall only apply to employees with 14.0 years of service or less in the Bellevue City School District. A stipend will be paid by the Board in the second pay of July to each employee for non-use or low use of sick leave and personal leave (combined) within the period of July 1 to June 30 as follows:

Non-use (zero (0) days utilized) of both sick leave and personal leave combined shall receive a stipend in the amount of Two Hundred Fifty Dollars ($250).

This provision shall sunset (automatically expire) on June 30, 2029.

E. Sick Leave Bank

1. Purpose

The primary purpose of a sick leave bank policy is to protect a certificated/licensed teacher against loss of pay.

In the event an employee who has received an advance leaves the school system prior to the start of the ensuing school year, the advance will be deducted per diem from the final pay.

Employees who have exhausted their accumulated sick leave and personal leave including any advances, may petition through written application the Labor and Management Committee for review and consideration of sick leave days donated from other employees.

2. Implementation

Each year, during the month of September, each bargaining unit member who has a minimum of twelve (12) accumulated sick days may donate up to a maximum of three (3) days per year to the Sick Leave Bank by completing the Sick Leave Donation Form (Exhibit

B) and sending this form to the BEA President.

a. Donated days will accumulate in the Sick Leave Bank.

b. Donated days will remain in the Sick Leave Bank until used.

A bargaining unit member may use the Sick Leave Bank if he/she has met all of the following criteria.

a. All of his/her sick leave accumulation has been exhausted.

b. He/she has contributed at least one (1) day of his/her own sick leave days to the Sick Leave Bank at any time during their employment with the district.

c. His/her absence is due to catastrophic personal or family illness or accident or long term illness, etc. Family, as used in this section, shall be defined as employee's spouse, the employee's children or stepchildren or if the employee is the legal power of attorney or has guardianship of a parent.

d. The bargaining unit member has completed the Sick Leave Bank Benefit Request Form (Exhibit C).

A bargaining unit member is NOT eligible for use of the Sick Leave Bank if:

a. They have not donated to the Sick Leave Bank.

b. The surgery and/or procedure is elective.

c. The bargaining unit member is eligible for Workers' Compensation, STRS Disability or a personally purchased disability plan, when applicable.

d. They have abused their accrued sick leave, based upon the understanding and discretion of the Labor and Management Committee and the Superintendent.

e. The denial of a request for use of the Sick Leave Bank is not grievable under Article II (Grievance Procedure).

In the case of a bargaining unit member who has been approved to participate in the Sick Leave Bank, days shall be granted in five (5) day increments up to thirty (30) days based upon approval from the Labor and Management Committee. After the initial thirty (30) days have been used the bargaining unit member may re-apply for additional days.

When a bargaining unit member has been approved for STRS disability retirement or for private disability insurance benefits during the thirty (30) day Sick Leave Bank period, he/she must immediately utilize such benefits and Sick Leave Bank benefits shall cease.

If days are given to an employee and all of the days are not used, the remaining days are returned to the sick leave bank.

The Bellevue Education Association President will receive an accounting of the sick leave bank one (1) time annually and no later than the last day of school.

3.03 Court Leave

Employees called for jury duty or subpoenaed as a witness due to a school-related case or incident shall receive the difference between their regular compensation and the remuneration received for serving as a juror or witness, exclusive of any verifiable reimbursement for expenses incurred by reason of such summons or subpoena. Additionally, such time spent on jury duty or as a subpoenaed witness will not be charged against any form of leave to which an employee is otherwise entitled.

Employees shall submit a request for Court Leave on the district KIOSK at least three (3) days prior to the anticipated date of absence, if possible. The remuneration for services to the court shall be submitted to the Treasurer in an expedient manner. Failure to submit the Court Leave form or the payment for services may result in a loss of pay for such absence.

3.04 Assault Leave

Notwithstanding the provisions of Section 3319.141 of the Ohio Revised Code, the Board will grant assault leave to covered (certified/licensed teaching staff) employees absent due to physical and/or emotional disability resulting from an assault which shall be defined as unlawful action or threat to do bodily injury to a certified/licensed teaching employee.

Any certified/licensed teacher who must be absent from his/her duties due to physical and/or emotional disability resulting from an assault while teaching or in school related activities, on or off the school premises, before, during, or after school hours, will be paid his/her full scheduled compensation for the period of such absence not to exceed fifteen (15) working days.

Before assault leave will be granted, the certified/licensed teaching staff member shall furnish to the Superintendent a written, signed statement describing the circumstances and events surrounding the assault, including the location, date, and time of the assault, names and addresses of witnesses (if known), and a certificate from a licensed physician and/or a licensed mental health professional stating the nature of the disability and its duration. The Superintendent shall review the statements and make any further investigations he/she deems advisable.

The teacher involved shall give full cooperation to the proper law enforcement agencies toward the necessary eventual prosecution of the parties involved in the assault of the teacher(s).

Assault leave shall not be charged against sick leave earned or earnable by the certified/licensed teaching employee. Falsification of either signed statement or a physician's certificate is grounds for suspension or termination of employment under Section 3319.16 of the Revised Code.

3.05 Personal Leave

A. Employees shall be granted Personal Leave in accordance with the following scale:

- Up to fifteen (15) years of experience - three (3) days
- Fifteen (15) or more years of experience - four (4) days
- Twenty-five (25) years of experience or more - five (5) days

"Years of experience" shall be determined as of June 30 preceding the current school year. A “year of experience” shall be defined as a teacher who has worked in Bellevue City Schools at least one hundred and twenty (120) school days of at least five and one half (5-1/2) clock hours per school day in a school year.

B. All Personal Leave shall be granted on an unrestricted basis under the following conditions unless an exception is granted by the Superintendent.

1. Shall be submitted on the district KIOSK at least three (3) days prior to leave.

2. Personal Leave shall not be approved for days immediately preceding or following a school holiday or during a day in which parent teacher conferences are being held unless the employee provides proof that the requested day(s) are exempted under B.5.

3. Personal Leave shall not be approved for days during the first or the last week of school unless the employee provides proof that the requested day(s) are exempted under B.5.

4. The total number of Personal Leave requests approved for a given day shall not exceed six (6) individuals of the total teaching staff. The date and time of review by the Superintendent will determine the priority for approval.

5. Exemptions from the restrictions contained in B.2. and B.3., above, are as follows:

   a. Wedding(s) of the employee or the employee's father, mother, sister, brother, son, ~~or~~ daughter, step-children or grandchildren.
   b. Required college or university examination of the employee.
   c. The initial college entrance of a spouse or child.
   d. The graduation of the employee or spouse, father, mother, sister, brother, daughter,~~-~~son**,** step daughter, step son, or grandchild from any school or military institution.
   e. A religious holiday.
   f. When the employee's sick leave is exhausted.
   g. When other uncontrolled circumstances occur.
   h. Other circumstances approved by the Superintendent, or designee, in his/her sole discretion.

6. Personal leave shall not be approved on a day the teacher's students are taking a state mandated assessment unless special circumstances are exempted under B.5.

C. Employees shall be eligible to request no more than two (2) half days during a given school year, providing the employee is eligible for the time as specified in this section. Such half (½) days will be combined to equal one (1) of the allowable days of Personal Leave.

D. Unused Personal Leave shall be transferred to Sick Leave for each respective employee at the end of each school year (June 30) (unless an employee with fourteen (14) years of service or less receives a Stipend For No Use/Low Use of Sick and Personal Leave Section 3.02).

3.06 <u>Association Leave</u>

A total of fifteen (15) days of leave shall be available each school year for use by BEA representatives for attendance at Association meetings or events. These days shall be in addition to any other type of leave to which an employee is entitled.

Substitute teachers shall be provided at Board expense for eight (8) of these days. On the other seven (7) days, the BEA shall pay the expense of substitutes, if needed, or shall arrange in conjunction with the building

principal to have assignments covered by other members of the bargaining unit.

Requests for such leave shall be made on the district KIOSK.

If the Board will be reimbursed for substitute costs by either an affiliate organization of the Bellevue Education Association or the Bellevue Education Association, then the day(s) will be granted as professional leave and shall not count as Association Leave.

3.07 Sabbatical Leave

A. An employee who has completed five (5) years or more of service for the Board may apply for a sabbatical leave for purposes of professional improvement. Teachers requesting such leave must submit with their application a detailed plan for professional growth. The application and plan must be submitted by March 1 for the next school year. The Board may grant the leave and must notify the teacher of its action by April 30.

B. The Board may not approve sabbatical leaves for more than five percent (5%) of the bargaining unit for the same semester or school year. Applications shall be approved for one (1) semester or one (1) school year only.

C. A teacher on sabbatical leave may continue to participate in group insurance by paying the insurance premiums to the Treasurer on a timely basis. The Board shall pay a partial salary to a teacher on an approved sabbatical leave not to exceed the difference, if any, between the teacher's regular contract salary and the replacement teacher's salary.

D. The Board shall not grant a sabbatical leave to the same teacher more often than once in five (5) years of service to the District.

E. A teacher on an approved sabbatical leave shall not earn sick leave, personal leave or service credit on the salary increment while on leave. The leave shall not constitute a break in service, and the teacher upon return shall resume the sick leave, seniority, and service credit which the teacher had accumulated immediately prior to beginning the leave.

3.08 Replacement Teacher

Upon being hired by the Board as a replacement for a teacher on leave or for a vacancy which occurs during the school year of at least ninety (90) work days, a replacement teacher shall be given a one (1) year limited contract. This contract will automatically expire at the conclusion of the last contracted teacher day or the date of return of the teacher without prior written notice of nonrenewal. This shall be interpreted to mean that the employee is not entitled to the rights of nonrenewal or RIF (Staff Cutback) under this contract. The provisions of §ORC Sections 3319.11 and 3319.111 shall not apply to a teacher employed under this subsection.

3.09 Contractual Status on Leave

A teacher who has been granted a leave under this contract shall remain under the same contractual length of service during the length of the leave and the existing contract at the time of leave shall be suspended. Upon return from leave, the teacher shall complete the remaining portion of the suspended contract. No teacher while on a leave shall be granted a successor limited contract or a continuing contract. This provision shall not apply to leaves of less than one hundred twenty (120) work days which are granted under this contract.

3.10 Leaves of Absence (Unpaid)

A leave of absence for up to one (1) year shall be granted by the Board of Education to members of the bargaining unit for the following purposes:

1. Personal illness, if all sick and personal leave is exhausted
2. Physical or mental disability
3. Maternity/paternity/adoption
4. Military service.

The Board of Education may, but shall not be obligated to do so, grant an unpaid leave for the following purposes if so recommended by the Superintendent:

1. Educational or professional purposes
2. Election to political or professional office
3. Unusual personal considerations.

An employee desiring such leave shall present, in writing, a request stating clearly the reason and purpose of the leave to the Superintendent. When the reason for the leave is personal illness or physical or mental disability an employee shall also attach a doctor's statement.

The Superintendent shall report the request to the Board at the next regular meeting. Without request, the Board shall grant a leave of absence because of physical or mental disability subject to the provisions of the grievance procedure.

If a leave of absence is granted for personal illness or physical or mental disability, it may be extended for a second year by written request presented to the Superintendent and with the approval of the Board.

Any employee who is on leave of absence and who wishes to return to his/her duties at the beginning of the following school year shall notify the Superintendent of such intention not later than April 1.

Upon return from a leave of absence, a teacher shall resume the contract status held prior to such leave and will be returned to a position for which he/she is qualified. Teachers using any Board approved leave of absence shall not lose seniority held prior to the leave, nor shall they gain additional seniority for the time on leave.

Teacher(s) on an unpaid leave(s) of absence as stated herein shall not be eligible to receive any of the following benefits during the period of the leave:

1. The accrual of sick leave
2. The accrual of personal leave
3. Payment of calamity day(s).

Contingent upon the procedures established by the insurance company(ies) providing the specific coverage, an employee shall be eligible to have any and all of his/her insurance coverage continued during an unpaid leave(s) of absence, provided the employee pays the premium(s) for said coverage no later than the first day of each month. The premium specifically pertains to paying both the employee and employer shares.

3.11 Family and Medical Leave (Unpaid)

An employee, employed no less than half-time for at least twelve hundred and fifty (1250) hours, with at least twelve (12) months of service in the Bellevue City Schools shall be granted up to twelve (12) weeks of unpaid family medical leave during each fiscal year period for: 1) the birth and first-year care of a child; 2) the adoption or foster placement of a child; 3) the serious illness of a spouse, son, daughter, step-children**,** guardian, parent of the employee's family, any dependent child residing in the employee's house or any child to whom the employee stands *in loco parentis*; and, 4) the employee's own serious health condition that keeps the employee from performing the essential functions of his or her job in accordance with the following specifications:

A. The employee shall apply in writing to the Superintendent or his/her designee not later than thirty (30) days prior to the beginning date of the requested leave of absence, if leave request was foreseeable. The written application, requiring Superintendent's approval, shall specify the proposed dates the leave is to commence and terminate, with every attempt being made to select those dates least disruptive to the educational process and district operations. The Board may require the employee to provide certification from a health care provider containing verification in accordance with the Family Medical Leave Act if he or she requests a medical leave.

B. While on family medical leave, the employee will continue to receive the same group health coverage that he/she had while employed. The Board will pay for this continued group health coverage to the same extent that the Board paid for the coverage that each employee had before beginning his/her leave.

C. Serious health condition is defined as an illness, injury, impairment, or mental condition that involves: a) in-patient care in a hospital, hospice, or residential medical facility; or b) continuing treatment by a health care provider.

D. If a husband and wife eligible for leave are employed by the district, their combined amount of leave for birth, adoption, foster care placement, and parental illness is limited to twelve (12) weeks.

E. An employee on family medical leave shall not be entitled to advancement on the salary schedule for the period of absence, however, the employee shall continue to accrue sick leave.

F. Once the leave is approved by the Superintendent and the Board, it may be altered or cancelled with the approval of the Superintendent, the Board, and the applicant.

G. Upon returning from leave, the Board will restore the employee to the same or an equivalent position. If an employee on family medical leave decides not to return to work, then the Board will charge the employee for the amount of the insurance premiums that the Board paid for that employee's insurance coverage (medical, dental, vision, and life insurances) during his/her leave, unless there is a continuation, recurrence or onset of a serious health condition, or other circumstances beyond the employee's control.

H. If amendments to the FMLA occur during the term of this contract, then those amendments will be incorporated herein.

3.12 Instructions for Employees Seeking Time Away from the Workplace Due to Pregnancy/Birth

Sick leave can be used for the time employee's doctor certifies the need to be off from work. After that, the employee can apply for Family Medical Leave for up to twelve (12) weeks.

During the time employee uses sick leave, employee will be paid and employee's insurance costs will continue to come out of employee's paycheck at the current rate.

Family Medical Leave is an unpaid leave. While on Family Medical Leave, the cost of employee's insurance continues at the current rate, but employee would need to send the Treasurer's Office a check each month to cover employee's costs, since employee is not being paid.

Employee must apply in writing to the Superintendent for Family Medical Leave. The details are found under Article III – Leaves (Paid and Unpaid), 3.11 Family Medical Leave (Unpaid) in this Master Agreement.

If employee wants more time off than the above, then under 3.10 Leave of Absence (Unpaid) may be utilized. Under Unpaid Leave, employee would pay for both employee's share and the Board's share of insurance costs. The details can be found under Article III – Leaves (Paid and Unpaid), 3.10 Leaves of Absence (Unpaid) in this Master Agreement.

Any unpaid leave does not count towards service credit for STRS, district seniority or salary advancement.

Maternity Leave Checklist

- ✓ Have you informed your principal of your pregnancy?
- ✓ Have you communicated your intentions to your principal? (See Exhibit I)
- ✓ If you wish to take an extended leave of absence, be sure to follow the appropriate steps in the Master Agreement to do so.
- ✓ Have you accrued enough Sick Leave to cover your maternity leave? (Remember, the Sick Leave Bank is not available for general maternity leave.)
- ✓ Have you investigated the option of Family Medical Leave? (Unpaid leave where you continue health insurance coverage and accrue sick leave days)
- ✓ Have you communicated with the Board of Education Office regarding use of your Sick Leave, etc? (The payroll clerk and the Treasurer would be the best contacts and a simple phone call or email would suffice.)
- ✓ If you have any additional questions, please contact your BEA officers!

ARTICLE IV - SALARIES AND FRINGE BENEFITS

4.01 Pay Periods

The total amount of a teacher's annual salary shall be paid in twenty-four (24) equal installments on the 5th and the 20th day of each month.

An employee who resigns or retires effective on the day preceding the first day of the next school year or who is non-renewed or who is released due to a reduction in staff may continue to receive his/her pay according to the twenty-four (24) pay installment plan with continuation of all fringe benefits or may elect to receive the balance of the salary due in one (1) lump-sum which would result in the cancellation of all fringe benefits. Fringe benefits end on resignation or retirement date.

4.02 Direct Deposit

Effective with the first pay for the 2008-2009 school year and continuing thereafter, all members of the bargaining unit shall have their pay and all other types of payroll payments direct deposited to the financial institution of bargaining unit members' choice. Bargaining unit members via the district KIOSK located on the NOECA Website can obtain details of pay deposited, as well as a listing of all deductions.

4.03 Academic Training

Teachers will receive credit for academic training in education for purposes of qualifying for a salary category beyond the Bachelor's degree only if courses meet the following conditions:

1. Courses related to current assignment or current certification/license, plus one (1) additional area.
2. Courses related to a promotion (administrative education position) as determined by the Superintendent or his/her designee.
3. Courses which are directly linked to the IPDP and/or building-level or district-level continuous improvement plans.
4. Other courses specifically approved by the Superintendent or his/her designee.

Teachers may request approval of such courses prior to enrollment. A course description from the University's catalog should be included with the request.

Effective as of September 19, 2025, for purposes of placement and advancement on the salary schedule, and regardless of the granting institution, one (1) semester credit hour shall be defined as being equivalent to thirty (30) contact or clock hours and shall be credited accordingly. Partial credit hours will not be given for fewer than thirty (30) contact or clock hours. When submitting the application for salary advancement and reimbursement, the bargaining unit member must provide proof that the education institution grants one (1) semester hour for thirty (30) contact or clock hours.

An employee shall be placed in the appropriate academic training column of the salary schedule and receive appropriate remuneration for the entire school year if satisfactory evidence of completion of training is filed prior to September 15 of the current school year. Evidence of completion will be initially accepted by letter from the college or university or a copy of the grades with official transcripts to follow within thirty (30) calendar days.

An employee shall be placed in the appropriate academic training column of the salary schedule and receive

appropriate remuneration for the second half of the school year if satisfactory evidence of completion of training is filed prior to January 15 of the current school year. Evidence of completion will be initially accepted by letter from the college or university or a copy of the grades with official transcripts to follow within thirty (30) calendar days.

4.04 Travel (Mileage)

Teachers who in the performance of their contracted teaching duties are regularly required to travel between two (2) or more buildings within the district shall be reimbursed on a monthly basis for the mileage they drive. All mileage reimbursement shall be at the current IRS-approved rate.

4.05 Extended Service Pay

Employees on extended service which has been approved by the Board of Education will be paid the same per diem rate they receive during the normal school year. (See Exhibit F).

4.06 Pay for Substituting for Other Teachers

When a teacher agrees to or is assigned as a substitute for another teacher during his/her conference period, the teacher shall be paid an amount per period which equals the pro-rated portion of the per diem base salary.

When an elementary teacher is assigned to sub for another class, he/she shall be paid a stipend of one hundred dollars ($100)/day or a pro-rated portion thereof.

4.07 Admission to School Events

Each employee shall be granted general admission to all athletic events, utilizing their District badge. If the employee or their spouse agrees to work two (2) extracurricular events as a ticket taker, ticket seller, on crowd control, or other duties then the employee will be eligible for a total of one (1) additional year pass to be used by a member of the employee's household.

4.08 Career Development Program

The Board shall annually appropriate thirty-five thousand dollars ($35,000) for a Career Development Program for employees. Allocated funds shall be pro-rated per building by the administration according to the number of FTE staff members assigned to the building. Separate building-level accounts shall be established. Career Development activities must meet the criteria of either an approved IPDP (Individual Professional Development Plan) or building-level or district-level continuous improvement plan.

The Career Development Program shall be comprised of two (2) areas: 1) Tuition Aid Component, and 2) Workshop Component.

A. Tuition Aid Component ($32,000 of the $35,000 will be allocated for the Tuition Aid Component)

Employees will be compensated for tuition aid upon successful completion of approved graduate/undergraduate courses which are directly related to their current assignment as determined by each employee's IPDP or through building-level or district-level continuous improvement plans. Courses taken in preparation for a new profession outside of education are not included in courses eligible for reimbursement.

For tuition, employees will receive up to five hundred dollars ($500.00) per semester hour (quarter hours will be converted to semester hours), not to exceed fifteen hundred dollars ($1,500.00) per employee per school year (July 1 through June 30). Each school year, if any portion of the $32,000 remains unused as of June 1st, employees may apply for an additional three hundred fifty dollars ($350.00) for additional coursework that starts in June of that school year. Total reimbursements will not exceed $32,000 in any given school year.

For tuition, employees will receive up to five hundred dollars ($500.00) per semester hour not to exceed fifteen hundred dollars ($1,500.00) per class if graduate credit is going toward dual enrollment qualifications.

Any member of the bargaining unit seeking tuition reimbursement shall submit a written request to the Superintendent or his/her designee (Exhibit D) no later than two (2) weeks prior to the first day of class. Documentation shall be provided which demonstrates the linkage of the course(s) to the employee's IPDP and/or a continuous improvement plan. The Superintendent may waive the two (2) week time line if good cause exists.

If an employee determines that it is not possible to complete a course or workshop, he/she shall notify the Superintendent or his/her designee within four (4) weeks of the approval date so that other employees may benefit from this program. Failure to notify the Superintendent will forfeit participation of the respective employee in this component of the program for the remainder of the school year.

Employees may request payment after completing the course by re-submitting the Tuition Reimbursement form (Exhibit D) in conjunction with a grade report or transcript which reflects successful completion of the course with a grade of A, B, C, S (Satisfactory), or P (Pass), and a receipt from the college/university indicating that tuition payment was made for said course(s).

The Association President shall be notified by the Treasurer or his/her designee in writing the balances of the Tuition Aid Component on a quarterly basis. The Treasurer or his/her designee shall provide notice to the Association President by June 2 of each year specifying the amount of the surplus available for use by employees for additional coursework.

B. <u>Workshop Component ($3,000 of the $35,000 will be allocated for the Workshop Component)</u>

Employees will be eligible to receive a twenty-five dollar ($25.00) per hour stipend for attending activities approved and/or sponsored by the Bellevue City Schools directly tied to IPDP and/or district or building continuous improvement plans. These may include activities which are: 1) held on non-contract days or 2) held after school and last for more than one (1) hour.

Stipends will not be paid for attending routine planning or committee meetings (for example: grade level, departmental, textbook selection, course of study, employee recognition, staff in-service, etc.) unless the meeting lasts longer than one (1) hour. For those meetings lasting more than one (1) hour, employees will be compensated at twenty-five dollars ($25.00) per hour for all hours in attendance payable in quarter (1/4) hour increments beyond the first hour. [i.e., a two (2) hour and fifteen (15) minute meeting will be compensated as one (1) and one-quarter (¼) hours].

Bargaining unit members may be required to attend up to two (2) IEP, IAT, and/or ETR meetings outside the contracted day per month for no more than one (1) hour. Any meetings beyond two (2) meetings per month will be compensated at twenty-five dollars ($25.00) per hour. Every attempt will be made to schedule the meetings during the day.

Employees will not be compensated from the district for any meeting for which they receive outside reimbursement.

If college credit or contact hours are earned in conjunction with a workshop, or if the workshop is a state mandate requirement, which is a condition of employment, (e.g., sports medicine clinic), employees will not be eligible to receive a stipend. Stipends will not be paid if the employee is supervising students as part of a paid extra duty assignment.

Any member of the bargaining unit seeking workshop reimbursement shall submit a written request to the building principal (Application for Professional Development or Workshop Development Form - shall be made on the district KIOSK) no later than two (2) weeks prior to the first day of class. Documentation shall be provided to the principal which demonstrates the linkage of the course(s) to the employee's IPDP and/or a continuous improvement plan. If approved by the principal, the said request shall then be submitted to the Superintendent or his/her designee for final approval. The Superintendent may waive the two (2) week time line if good cause exists.

4.09 Salary Schedule and Index

A. Base Salary

Effective July 1, 2026, the base salary on the Teacher's Salary Schedule shall be $45,135.
Effective July 1, 2027, the base salary on the Teacher's Salary Schedule shall be $46,263.
Effective July 1, 2028, the base salary on the Teacher's Salary Schedule shall be $46,263.
(See Schedules attached as Exhibit E-1)

B. Experience Steps

The salary schedule shall consist of consecutive steps through twelve (12) years of experience. In addition, the salary schedule shall contain longevity steps at years 17, 22, 24, 26, 27, 28, 29 and 32.

The BA-0 Base Salary shall be as follows:

Year	**Percentage Increase**
2026-2027	2.25%
2027-2028	2.25%
2028-2029	0.0%

The salary schedule shall be indexed as indicated on the schedule which is attached hereto as Exhibit E-1.

C. Training Columns

1.0000 = Bachelor's Degree
1.0222 = Bachelor's plus 12 semester hours
1.0444 = Bachelor's plus 24 semester hours
1.0666 = Bachelor's plus 36 semester hours
1.0888 = Master's Degree
1.1110 = Master's plus 12 semester hours
1.1332 = Master's plus 24 semester hours
1.1554 = Master's plus 30 semester hours

A Master's Degree will be recognized only if the degree is in the field of education. Courses beyond the Master's Degree will only be recognized if they are an integral part of a planned program, from an accredited university, leading to a post graduate degree/specialist certificate in education or are directly related to the employee's current assignment.

4.10 STRS Pick-Up

The Board shall designate each employee's mandatory contributions to the State Teachers Retirement System (STRS) of Ohio as "picked up" by the Board as contemplated by Internal Revenue Service Rulings 77-464 and 81-36, although they shall continue to be designated as employee contributions as permitted by Attorney General Opinion 82-097. The amount of the employee's income reported by the Board as subject to federal and Ohio income tax shall be the employee's total gross income reduced by the then-current percentage amount of the employee's mandatory State Teachers Retirement System contribution which has been designated as "picked up" by the Board. The amount designated as "picked up" by the Board shall be included in computing final average salary, provided that no employee's total salary is increased by such "pick up", nor is the Board's total contribution to the State Teachers Retirement System increased thereby.

4.11 Supplemental Salaries

A. The Administration in concurrence with the Athletic Director may cancel an athletic supplemental contract due to lack of participation. A contract holder whose contract is canceled shall be compensated on a pro-rated basis as indicated below for the number of days completed of the contract per the calendar as established by the Ohio High School Athletic Association (OHSAA) or as otherwise indicted for non-coaching supplementals:

1. Pro-rated amounts will be defined as follows:

a. Coaches/Cheer Advisor/Director of Bands/Marching and Pep Band Assistant/Color Guard Advisor
- 25% at signing of the contract
- 25% at the beginning of the practice season (as defined by OHSAA), engaging in pre-season activities, or virtual engagement
- 25% at the beginning of the regular season (as defined by OHSAA)
- 25% at the completion of the regular season

b. Concert & Stage Band, Concert/Women's Choir/Elementary Band/Director of Vocal Music HS and MS/Choraliers/Director of Dramatics/Director of Dramatics Assistant/Middle School Drama/Chimes
- 25% at the signing of the contract
- 25% at the beginning of practice and including virtual engagement (as defined by Director/Advisor and Building Principal)
- 25% at the completion of the first performance
- 25% at the completion of second performance

c. Elementary Summer Band Lessons
- 25% at signing of the contract
- 50% at the beginning of lessons, including virtual engagement
- 25% at the completion of lessons

d. Class Advisors/Club Advisors/Club Activities/Miscellaneous

- 25% per academic quarter, including virtual engagement

B. The salaries for positions listed on the Schedule of Extra Pay for Supplemental Activities, excluding Extended Service Pay, (see Exhibit F) shall be calculated as follows for employees covered by this agreement for the respective activity:

0 - 10 years of experience - % times BA salary at respective Step
11 - 15 years of experience - % times BA salary at Step 12
16 or more years of experience - % times BA salary at Step 17

The Bellevue Board of Education has the authority to pay non-certified or non-bargaining individuals who are employed for an extra-curricular position less than but no more than the BEA Supplemental Salary Schedule.

C. The Board of Education shall have the authority to create, alter, and/or eliminate positions under this article. If a position is created and/or altered, the Board of Education shall negotiate with the Association for the rate of compensation. The rate of compensation does not apply to Extended Service Pay. Extended Service Pay will only be reduced pursuant to the procedures of Article 6.02.

D. The specific supplemental positions to be filled, and the number of such positions, shall be determined by the Board of Education. Once the Board determines that specific supplemental positions are to be filled for a given school year, all such positions shall be posted as vacancies pursuant to the procedures detailed in Section 6.03 of this agreement.

Qualified members of the bargaining unit who apply for such vacancies shall be considered to fill the supplemental positions for which they apply. All supplemental contracts held by members of the bargaining unit shall expire at the end of the current year.

E. All supplemental contracts held by individuals not employed as regular teacher(s) shall be non-renewed yearly.

F. All supplemental contracts held by members of the bargaining unit shall expire at the end of the current school year. Any bargaining unit member who will not be rehired must have received an evaluation and shall receive written notification, including written reasons, at least thirty (30) days prior to the April Board meeting and for spring supplemental contracts at least thirty (30) days prior to the July Board meeting. A copy of such notification shall be sent to the BEA President.

G. The rate of compensation for all employees who are issued an supplemental contract for a position or positions on the "Schedule of Extra Pay for Extra Duties" shall be based on all salary increases on the Teachers Salary Schedule which take effect during a given school year (July 1 - June 30).

H. Supplemental contract holders shall choose from the following payment options, which shall be selected by the employee at the time the supplemental contract is signed by the employee:

1. A lump sum on the next regular pay after the conclusion of the contractual assignment and the completion of all duties associated with the supplemental contract.

2. One-half (½) of the amount midway through the assignment and the remaining one-half (½) on the next regular pay after the conclusion of the supplemental assignment and the completion of all duties associated with the extra-curricular contract.

3. Twenty-four (24) pay periods divided equally throughout the school year. This option shall be offered only for certified bargaining unit members with a nine (9) month supplemental contract or those members who start their supplemental contract at the beginning of the school year.

I. Bargaining unit members holding supplemental contracts will be subject to administrative evaluations.

4.12 Medical Insurance (Hospitalization)

A. The Bellevue Board of Education will maintain a group medical insurance plan for all employees. To the extent the law changes, health insurance will follow the law.

B. The Board will pay during the life of the contract, the following premium costs for medical, dental and vision insurance for all full-time employees which reflects the base coverage of health and prescription drug plan and is shown in Table 1.

Table 1 - Board of Education Obligation for Insurance (Monthly Amount)

Table 1 – Board of Education Obligation for Insurance

Health/Prescription Board Premium Obligation	85%	
Dental Board Premium Obligation Per Month	$50	Single & Family
Vision Board Premium Obligation Per Month	$8 $18	Single Family

Premiums above the dental and vision board obligation monthly amounts listed above will be split 50% paid by the Board, 50% paid by the employee.

C. Miscellaneous Provisions:

1. Part-time employees may share in the insurance program by requesting a salary deduction of an amount equal to the difference between the premium cost and the Board of Education obligation for a respective plan. The Board's obligation will be equal to the amount of premium paid by the Board for a full-time teacher multiplied by the percentage of full-time duty shown on the teacher's contract.

2. Any employee, whether new or currently employed, may apply during each September for coverage under the hospitalization plan beginning October 1 for the respective year and will have a waiting period not to exceed thirty (30) days for commencement of coverage. Furthermore, any employee who involuntarily loses other coverage may enroll at any time or as required by HIPAA.

3. If an employee's spouse is eligible to participate, as a current employee, self-employed individual (other than a sole proprietor) in a business or organization (e.g., partner, member), or retiree in group health insurance and/or prescription drug insurance sponsored by his/her employer, business, organization, or any retirement plan, the spouse must enroll for coverage in such employer, business, organization, or retirement plan sponsored group insurance coverage(s).

This requirement does not apply to any spouse who:

- Works less than twenty (20) hours per week AND is required to pay more than fifty percent (50%) of the single premium to participate in his/her employer's, business's, organization's or retirement plan's group health insurance coverage and/or prescription drug insurance.

- Is employed by another Huron-Erie School Employee Insurance Association (HESE) district, provided the spouse does not receive any available payment (or any other form of remuneration) from that HESE district for waiving health insurance and/or prescription drug insurance coverage.

Upon the spouse's enrollment in any such employer, business, organization, or retirement plan sponsored group insurance coverage, that coverage will become the primary payor of benefits and the coverage sponsored by HESE will become the secondary payor of benefits according to the primary plan's Coordination of Benefits and participation rules.

Any spouse who fails to enroll in any group insurance coverage sponsored by his/her employer, business, organization, or any retirement plan, as required by this Section, shall be ineligible for benefits under such group insurance coverage sponsored by HESE.

It is the employee's responsibility to advise the HESE Health Benefit Plan (the "Plan") immediately [and not later than thirty (30) days after any change in eligibility] if the employee's spouse becomes eligible to participate in group health insurance and/or prescription drug insurance sponsored by his/her employer, business, organization, or retirement plan. Upon becoming eligible, the employee's spouse must enroll in any group health insurance and/or prescription drug insurance sponsored by his/her employer, business, organization, or retirement plan unless he/she is exempt from this requirement in accordance with the exemptions stated in this Section.

Every employee whose spouse participates in HESE's group health insurance coverage and/or prescription drug insurance coverage shall complete and submit to the plan, upon request, a written certification verifying whether his/her spouse is eligible to participate in group health insurance coverage and/or prescription drug insurance coverage sponsored by the spouse's employer, business, organization, or any retirement plan. If any employee fails to complete and submit the certification form by the required date, such employee's spouse will be removed immediately from all group health insurance and/or prescription drug insurance overages sponsored by HESE. Additional documentation may be required.

If you submit false information, or fail to timely advise the Plan of a change in your spouse's eligibility for employer (or business, organization, or retirement plan) sponsored group health insurance and/or prescription drug insurance, and such false information or such failure by you results in the plan providing benefits to which your spouse is not entitled, you will be personally liable to the plan for reimbursement of benefits and expenses, including attorneys' fees and costs, incurred by the Plan. Any amount to be reimbursed by you may be deducted from the benefits to which you would otherwise be entitled. In addition, your spouse will be terminated immediately from group health insurance and/or prescription drug insurance coverage under the plan. If you submit false information, you may be subject to disciplinary action, up to and including termination of employment.

4. In addition to the regular plan, the Board will compensate employees who elect not to participate in this insurance coverage to receive one thousand seven hundred fifty dollars ($1,750.00) in lieu of participating in the group hospitalization program. Employees are also eligible for payment in lieu of for vision and dental as described in *ARTICLE IV - SALARIES AND FRINGE BENEFITS* - Sections 4.13 (Dental Insurance) and 4.14 (Vision Insurance). Compensation for such non-participation will be issued to an employee (by separate check) on a semi-annual basis in the months of February and August and will not be subject to STRS contributions. Payment in August will be made by the last calendar day of August and will cover the non-participation period of March through August. Payment in February will be made by the last calendar day of February and will cover the non-participation period of September through February. The in lieu of payment amount will be pro-rated if employee is enrolled in insurance any of the months of the non-participation period. If the spouse of an employee carries insurance through another HESE school district, the employee is not eligible for the payment in lieu of insurance.

5. For the duration of this *Master Agreement*, an insurance committee consisting of at least the Superintendent, Treasurer, and President of the BEA plus up to three (3) administrative and three (3) certificated staff members will meet as often as needed, to continue discussion, receive updates, regulate costs for the Board and certificated employees, and to study existing insurance and programs. Then, upon mutual agreement of the Superintendent and the President of the BEA, changes and/or benefits in the insurance program may afford the contract to be reopened for discussion with possible changes.

D. Bellevue City Schools Health Insurance

Summary of Benefits and Coverages for the Wellness Plan and the Minimum Value plan are shown in Exhibit J.

4.13 Dental Insurance

The Board shall provide single or family (whichever is applicable) dental insurance coverage for each bargaining unit member. The dental benefits provided shall be equal to or exceed the following specifications:

1. Payment based on a percentage of reasonable and customary fees charged by a dentist:

   · CLASS I - Preventative and Diagnostic - 100%
   · CLASS II - Basic Restorative - 80%
   · CLASS III - Major Restorative - 60%
   · CLASS IV - Orthodontia - 60%

2. A calendar year maximum for all CLASS I, II, and III expenses of $1000.00 per person.

3. A lifetime maximum for CLASS IV (Orthodontia) expenses of $1500.00 per person.

4. An individual deductible per calendar year of $25.00 for CLASSES II and III.

5. A family deductible per calendar year of $50.00 for CLASSES II and III.

6. When both husband and wife are employees of the Board, only one (1) will be eligible to enroll in the dental insurance program.

7. Employees may elect to receive twenty percent (20%) of the current premium in lieu of participating in this insurance coverage. Requests for payment in lieu of participation shall be submitted to the Treasurer by the fifteenth (15th) of the month preceding the effective date of this payment. The husband/wife exclusion noted in the preceding paragraph shall not apply to this payment. If the spouse of an employee carries insurance through another HESE school district, the employee is not eligible for the payment in lieu of insurance.

4.14 Vision Insurance

1. The benefits provided shall equal or exceed the following specifications:

   · Examinations once every 12 months
   · Lenses once every 12 months
   · Frames once every 24 months
   · Deductibles: $12.50 on lenses and frames; $7.50 on exams

2. Bargaining unit members may elect to receive twenty percent (20%) of the current premium in lieu of participating in this insurance coverage. Requests for payment in lieu of participation shall be submitted to the Treasurer by the fifteenth (15th) of the month preceding the effective date of this payment.

4.15 Life Insurance

The Board will provide each bargaining unit employee with a group term life insurance policy at Board expense. The face value of the policy shall equal the employee annual salary as of September 1 of the current work year (exclusive of supplemental pay) rounded to the next highest thousand dollar amount.

Part-time bargaining unit employees may share in the insurance program by requesting a salary deduction of an amount equal to the difference between the premium cost and the Board of Education obligation. The Board obligation shall be equal to the percentage of full-time duty shown on the teacher's contract.

4.16 Physical Exams, TB Tests, Chest X-Rays

All physical examinations, TB tests, or chest x-rays which are required of a teacher by the Board of Education shall be fully paid for by the Board of Education. Every two (2) years an employee shall have the option of having a complete physical examination toward which the Board will pay a maximum of one hundred dollars ($100.00) above the amount, if any, which is paid by the group medical insurance coverage. The selection of the physician shall be the employee's option. A Bellevue Schools payment authorization form shall be submitted to the Treasurer by the employee with a copy of the Explanation of Benefits (EOB) Form from employee's health insurance company within sixty (60) days of receipt of the EOB.

Consistent with OSHA Regulations; upon employment; and when required; the Board shall provide information and/or shots for Hepatitis B at its expense.

4.17 Section 125 Account

A Section 125 flexible spending account shall be available to each employee. Participation in such account shall be at the option of each individual employee.

4.18 Severance Pay

A teacher may elect, at his/her time of retirement, to be paid severance pay at the rate of 33 and 1/3% of all accumulated sick leave times the teacher's per diem rate of pay, not to exceed 78.66 days, provided the teacher has been employed by the Bellevue Board of Education for at least ten (10) years and retires under the procedures adopted by STRS.

Such payment eliminates all sick leave credit previously accrued, but unused, by the teacher. To be eligible for severance pay, the teacher must apply to the retirement system, as evidenced by the receipt of the retirement form in the Treasurer's Office, within one hundred twenty (120) days after the last day of service.

Payment to eligible employees for severance under Article IV, Section 4.19 of this contract will be made in one (1) of two (2) ways:

1. For employees retiring that are age fifty-five (55) years and older [or who obtain age fifty-five (55) in the year of separation] who are eligible for the Bellevue School's Special Pay Plan:

    - A payment made by the employer will be made to the employee's leave/special pay account in two (2) equal installments over two (2**)** years beginning in January in the year following the member's effective date of retirement. The second payment will follow the next January.

2. For those employees retiring that are age fifty-four (54) years and younger:

    - Payment of Severance Pay will be made in January in the year following the member's effective date of retirement through payroll.

If an employee dies prior to retirement or following retirement but prior to the full payment of the above amount, the amount of severance pay to which the employee would have been entitled, as calculated in accordance with the above-mentioned formula, shall be paid to the estate of the employee.

4.19 Retirement Incentive

Employees who are eligible to retire and who elect to retire during the summer immediately following their first year of eligibility (as defined below) shall be entitled to a one-time cash payment of eight thousand dollars ($8,000). This payment shall be in addition to any severance pay to which the employee is otherwise entitled. Employees participating in the retirement incentive plan must work through the last teacher work day of the school year to receive the retirement incentive.

For purposes of this provision, "eligible to retire" shall mean the first year of eligibility from the State Teachers Retirement System for an unreduced benefit as recognized by the State Teachers Retirement System (STRS). Employees who otherwise meet STRS eligibility for retirement but who do not meet eligibility for the unreduced benefit from the State Teachers Retirement System may elect to retire, but are not required to do so, and will be deemed eligible to receive this retirement incentive payment at the time of retirement, provided that notification is made by February 1 of the year of retirement. Payment shall be made in July of the same year of the retirement notification as follows:

1. For employees retiring that are age fifty-five (55) years and older [or who obtain age fifty-five (55) in the year of separation] who are eligible for the Bellevue School's Special Pay Plan:

    - A payment made by the employer will be made to the employee's leave/special pay account.

2. For those employees retiring that are age fifty-four (54) years and younger:

   - Payment of Retirement Settlement will be made through payroll.

4.20 Free Tuition For Dependents

Dependents of members of the bargaining unit represented by the BEA may attend grades K-12 of the Bellevue City Schools tuition-free, regardless of place of residence.

4.21 Local Professional Development Committee (LPDC)

A Local Professional Development Committee shall be formed pursuant to Ohio Revised Code 3319.22.

A. Committee Composition - the committee shall consist of four (4) teachers, selected by the Association, and two (2) individuals selected by the Superintendent. In the event of a vacancy, a replacement shall be selected by the party making the original appointment.

B. Terms of Office - the term of office for teacher members shall be two (2) years. The terms of office shall be as specified in the LPDC bylaws.

C. Committee Operation - the committee E-Signers shall be selected by a 4/6 majority vote of the committee members. The E-Signers shall be the official designee whose signature shall designate approval and completion of an Individual Professional Development Plan (IPDP) and License Renewal on the Ohio Department of Education SAFE account.

D. Decisions shall be made by a 4/6 majority vote of the committee members. The LPDC shall have the authority to establish its operational rules, in compliance with statute. The LPDC shall not have the authority to abridge or alter terms of the collective bargaining agreement or an individual's employment contract.

E. Meeting Schedule and Compensation - The LPDC shall meet regularly during the school year to complete its work. Teacher members shall be paid fifteen dollars ($15) per hour for committee work performed outside the regular work day or work year.

4.22 Background Checks

All employees and Board approved coaches will receive state and federal background checks free of charge at the Bellevue City Schools Board of Education office.

4.23 Resident Educator Program

A Resident Educator Program shall be implemented in accordance with the Teacher Education and Licensure Standards, the guidelines and standards established by the Ohio Department of Education, all applicable laws and rules and with the provisions of this section. A Resident Educator Mentor shall be assigned to each newly hired teacher employed under a two (2) year resident educator license. The purpose of this program is to provide assistance in enhancing teaching skills and give support for professional development.

A. Mentor Teachers

1. The responsibilities of the assigned resident educator mentor teacher will include the following:

- The mentor teacher shall follow the guidelines and procedures outlined in the Mentor and Resident Educator Teacher Notebook.

- No mentor teacher shall participate in any formal evaluation of a resident educator, nor make, nor be requested or directed to make, any recommendation regarding continued employment of the resident educator.

- All interaction, written or oral, between the mentor teacher and the resident educator shall remain confidential and shall not be used by either the Board of Education or the Association in termination or non-renewal actions, unless the matter involves illegal, immoral and criminal activities. Any violations of this tenet by the mentor shall constitute grounds for immediate removal from the role as mentor without recourse to the grievance procedure or §ORC 3319.16.

- The lead mentor will have the additional responsibility to meet with other assigned mentors and resident educators to discuss any concerns. He/she will also review and suggest any revisions that should be made to the Mentor and Resident Educator Teacher Notebooks.

2. Criteria for selection of mentor teachers will be as follows:

- A mentor teacher must have a minimum of three (3) consecutive years of teaching experience and have successfully completed the requirements of the state.

- Posting of mentor positions shall be in accordance with the collective bargaining agreement in Article 6.03. When possible, the mentor teacher should be employed in the same building, grade level and hold similar certification/licensure. If more than one (1) mentor teacher applies and meets the selection criteria, the mentor teachers shall be assigned on a rotating basis.

- A mentor teacher must have demonstrated above average teaching performance, the ability to utilize a variety of instructional methods, and the ability to communicate with colleagues constructively. If the mentor teacher fails to follow these tenets, the mentor teacher shall be immediately removed without recourse to the grievance procedure or §ORC 3319.16.

3. Compensation and Planning Time

- Assigned mentors and the lead mentor [one (1) designated from the group] shall be issued a limited supplemental contract and be compensated in accordance with the provisions of the Extra Duty Salary Schedule for each Resident Teacher he/ she mentors.

- During each semester of a school year the mentor teacher may receive the equivalent of two (2) days of release time to mentor. Additional release time may be approved by the principal.

B. Resident Educators

- Mentoring processes and procedures will be provided to the resident educators by their assigned mentors following the guidelines outlined in the Mentor and Resident Educator Teacher Notebook.

- During each semester of a school year the resident educator may receive the equivalent of two (2) days of release time for mentoring. Additional release time may be approved by the principal. Resident Educators shall receive the equivalent of two (2) days of release time to shadow an exemplary teacher. Resident Educators in Year 2 shall receive up to two (2) days of release time for professional development.

- No resident educator may be compelled to release information to the District regarding the resident educator's assessment by the Ohio Department of Education, nor may the school district administrators use such information in the evaluation of the resident educator. Any documents pertaining to the Resident Educator Program and the ODE assessment shall be confidential to the extent permitted by law.

- No later than four (4) weeks after the initiation of the Resident Educator Program, the resident educator may request a different mentor teacher be assigned. If a new mentor is assigned, the former mentor teacher shall have his/her supplemental contract terminated without recourse to the grievance procedure and §ORC 3319.16. The new mentor teacher shall receive a pro-rated share of the former mentor teacher's supplemental salary.

ARTICLE V - ASSOCIATION RIGHTS

5.01 Use of Facilities and Equipment

As the exclusive representative of the bargaining unit, the BEA shall have, in addition to other rights provided for in this agreement, the following rights:

1. Organizational use of a school bulletin board in each of the school buildings,
2. Organizational announcements in faculty meetings and faculty bulletins,
3. Reasonable use of school supplies and equipment, and
4. Use of school facilities for organizational meetings after school hours without charge upon completion of appropriate building use request form.

5.02 Payroll Deductions for Association Dues

Payroll deductions of Association membership dues, membership of which is annual from September 1 to August 31, will be made provided written authorization from the individual member to make said deductions is delivered to the Treasurer. The dues will be deducted in twenty (20) equal bi-monthly installments, October through July. For individuals who authorize same, dues deductions shall be on a continuous basis from year to year unless the individual member notifies the Treasurer otherwise in writing.

5.03 Payroll Deductions for *Fund for Children and Public Education (FCPE)*

Payroll deductions for *Fund for Children and Public Education* contributions will be made provided written authorization from the individual employee to make said deductions is delivered to the Treasurer. Such payroll deductions will be made at the same time as Associations dues deductions. The *Fund for Children and Public Education* deductions will be made only on the basis of a minimum of one dollar ($1.00) per month and in whole dollar amounts. Said deductions shall be on a continuous basis from year to year unless the individual member notifies the Treasurer otherwise in writing.

5.04 Fair Share Fee—RESERVED

Effective with the 1991-92 school year, the Bellevue City Board of Education agrees to automatic payroll deduction, as a condition of employment, of an amount equal to the dues of the BEA/NWOEA/OEA/NEA, hereinafter referred to as fair share fee, from the pay of all bargaining unit members who elect not to become members of the Association or who elect not to remain members.

Payroll deduction of such fair share fees shall begin with the second pay period in January except that no deductions shall be made for newly-hired bargaining unit members until their second paycheck, which period shall be the required probationary period for newly-employed bargaining unit members. Such deductions shall continue through the remaining number of payroll periods for the current contract year.
Fair share fee rates shall be transmitted by the Association to the Treasurer of the Board for the purpose of determining amounts to be payroll deducted, and the Board agrees to promptly transmit all amounts deducted to the Association. The Board further agrees to accompany each such transmittal with a list of the names of bargaining unit members for whom all such deductions were made, the period covered, and the amounts deducted for each.

The Treasurer of the Board shall, upon notification from the Association that a member has terminated membership, commence the check-off of the fair share fee with respect to the former member, and the amount

of the fee yet to be deducted shall be the annual Association membership dues less the amount previously paid through payroll deduction.

Upon timely demand, non-members may appeal to the Association the payment of the fair share fee pursuant to the internal procedure adopted by the Association, or such non-members may submit such appeals as provided by law.

Implementation of this fair share fee provision shall begin in the second paycheck received in January, 1992, by bargaining unit members who have elected not to be members of the Association. The Association agrees to annually notify all non-members of their right to become members of the Association during the month of September and to notify the treasurer of the Board by November 15 of all employees who elect not to become members of the Association.

The above fair share fee provision shall be an exclusive right of the BEA and not granted to any other employee organization seeking to represent employees in the bargaining unit represented by the Association.

The Association on behalf of itself and the OEA and NEA agrees to indemnify the Board for any cost or liability incurred as a result of the implementation and enforcement of this provision provided that:

A. The Board shall give written notice to the Association within ten (10) days of any claim made or action filed against the Board by a non-member for which indemnification may be claimed.

B. The Association shall reserve the right to designate counsel to represent and defend the Board. The Board may employ its own counsel at its own expense to assist with such representation.

C. The Board agrees to 1) give full and complete cooperation and assistance to the Union 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 or its affiliate application to file briefs amicus curiae in the action.

D. The Board acted in good faith compliance with the fair share provision of this Master Agreement; however there shall be no indemnification of the Board if the Board intentionally or willfully fails to apply (except due to court order) or misapplies such fair share provision herein.

ARTICLE VI - EMPLOYMENT PRACTICES AND CONDITIONS

6.01 Non-Discrimination/No Reprisals

A. The Board and the BEA agree that they will not discriminate against any bargaining unit member because of membership or non-membership in the BEA or as a result of participation in the processing of grievances, the bargaining process, and/or other protected union activities.

B. All provisions of the negotiated contract shall be uniformly applied to all employees and no employee shall be discriminated against because of race, color, creed, national origin, age, sex, religion, ancestry, marital status, handicap, sexual orientation, gender identity, gender expression, or constitutionally protected personal life of the employee.

6.02 Staff Cutback Procedures

If the Board determines it is necessary to reduce the number of bargaining unit positions under §ORC 3319.17, or for financial reasons, the following procedures shall apply:

A. At least sixty (60) calendar days prior to proceeding with an anticipated staff reduction, the Association president shall be notified by the Superintendent of the Board's intent to consider a staff reduction. A meeting shall be held between representatives of the Association and the Superintendent to review appropriate data including a need for a reduction in staff. The parties shall discuss why the reduction is deemed necessary, what teaching fields are to be affected, the extent of the anticipated reduction, and the possible effects of said reduction. Also, at this meeting, the Association will be provided with a seniority list of all employees. In conjunction with any reduction in force of bargaining unit members, the Board shall first make a reasonable reduction in administrative and non-teaching staff.

B. To the extent possible, the number of employees affected by a reduction in force will be minimized by not employing replacements for those employees who retire, resign, or whose limited contracts are non-renewed due to unsatisfactory performance. It is recognized, however, that attrition alone may not be sufficient to accomplish necessary reductions.

Reductions needed beyond those covered by attrition shall be made by suspending contracts based upon the Superintendent's recommendation. Those contracts to be suspended will be chosen as follows:

1. In making any reduction of staff, the Board shall proceed to suspend contracts in accordance with the recommendations of the superintendent who shall, within each teaching field affected, give preference to teachers on continuing contracts. The Board shall not give preference to any teacher based on seniority, except when making a decision between teachers who have comparable evaluations over the same three-year period.

   For the purpose of these sections, “comparable” shall be defined as like final summative ratings, i.e., Accomplished, Skilled, Developing, and Ineffective are all comparable.

2. Teachers on the recall list will be recalled on the basis of continuing contract status in areas for which they are certified/ licensed. Seniority shall only be used in recall situations where

the decision is between teachers who have comparable evaluations over the same three-year period.

a. Board approved leaves of absence will not interrupt seniority, but time spent on such a leave shall not count toward seniority.

b. Part-time employees shall accrue prorated seniority based upon the percentage of time worked during a school year.

c. If two (2) or more teachers have the same length of continuous service:

- The date of the Board meeting at which the teacher was hired, and then by;

- The date and time (the time will only be collected and utilized for teachers hired on or after July 1, 2026) the teacher signed and submitted his/her initial employment contract in the district, and then by;

- - Any remaining ties will be broken by lot at the time such employees are affected by a staff reduction. All affected employees and the Association President, or his/her designee, shall be notified in writing no less than five (5) days prior to the meeting at which the tie will be broken and shall have the right to be present at the time such ties are to be broken.

3. The seniority list shall be posted by March 1 of each work year. The employer shall prepare and post on the designated bulletin board in each building a seniority list indicating, by area of certification, the first day worked, the date of hire, and the contract status (limited or continuing) of each employee. Said list shall be provided to the Association President on or before the date of posting. The names of employees on the seniority list shall appear in seniority rank order within areas of certification with the name of the most senior employee appearing at the top of the listing and the name of the least senior employee appearing at the bottom of the listing. The names of employees who are certificated/licensed in more than one (1) area shall be included on the listing for all areas of certification.

   Each employee shall have a period of thirty (30) calendar days after posting of the seniority list in which to advise the Superintendent in writing of any inaccuracies which affect his/her seniority. The Superintendent shall make adjustments as may be in order and post the updated list immediately. No protest shall be considered after thirty (30) calendar days of the posting of the seniority list and the list shall be considered as final until posting during the succeeding school year.

4. Recommended reductions in a teaching field will be made by selecting the lowest person on the seniority list for that area of certification who is currently assigned to a position in that teaching field. A teacher so affected may elect to displace a teacher who holds a lower position on a seniority list for another area of certification for which the involved employee is properly certificated/licensed.

5. An employee whose contract is suspended because of a staff reduction shall be given written notification within five (5) work days of the Board's action to suspend. Reductions shall not occur more often than twice a year (effective at the start of a semester).

C. The names of teachers whose contracts are suspended in a reduction in force will be placed on a recall list. Teachers on the recall list will have the following rights:

1. No new teachers will be employed by the Board while there are teachers on the recall list who are certificated/licensed for the vacancy.

2. Teachers on the recall list will be recalled in order of seniority for vacancies in areas for which they are certificated/licensed.

3. Employees whose continuing contracts are suspended shall have the right of restoration to continuing service status in the order of seniority of service in the district, if and when positions become vacant or are created for which any of such employees are or become qualified. After restoration of employees with continuing contracts, those on limited contracts shall also be recalled.

   Restoration rights for employees whose limited contracts were suspended shall commence upon the effective date of the suspension and shall continue for three (3) years from the date of contract suspension.

4. If a vacancy occurs, the Board will send a certified announcement to the last known address of all teachers on the recall list who are qualified according to these provisions. It is the teacher's responsibility to keep the Board informed of his/her current address. All teachers are required to respond in writing to the district office within seven (7) calendar days. The most senior of those responding will be given the vacant position. Any teacher who fails to respond within seven (7) calendar days, or who declines to accept the position, will forfeit all recall rights and sever the employment relationship with the school district.

5. A teacher on the recall list will, upon acceptance of the notification to resume active employment status, return to active employment status with the same seniority, accumulation of sick leave, and salary schedule placement as he/she enjoyed at the time of layoff.

6. Every possible effort will be made to recall all properly certificated/licensed employees as positions become available within the three (3) year restoration period.

7. During the restoration period, a teacher shall be eligible to have his/her insurance coverage(s) continued according to the C.O.B.R.A. Law.

8. Acceptance or rejection of employment as a substitute shall not constitute the basis for the employer challenge to a teacher's entitlement to unemployment compensation benefits.

D. The administration will provide letters of recommendation for employees affected by a reduction in force, and will attempt to provide other forms of assistance, where possible, upon the request of the individual.

The personnel record and all references of those employees laid off pursuant to this policy shall clearly indicate that such was due to a reduction in force and was not due to unsatisfactory performance.

E. The parties agree that these procedures apply only to the suspension of contracts under 3319.17 or for financial reasons. This article shall not require the Board of Education to fill any vacancy, nor shall it interfere with any other lawful personnel procedures in the district.

6.03 Vacancies

All position vacancies (teaching and supplemental) shall be made known to the existing staff and shall be emailed to all bargaining unit members, and posted at the Central Administration Building at all times. When a staff member who plans to retire or resign has sufficient reason for requesting that the vacancy not be announced before a specified time, that request will be honored.

When a new and/or existing position is anticipated to be filled, and approved by the Board of Education, or when applicable, the State Board of Education, such positions shall be posted on the bulletin boards of all schools while school is in session, and emailed to all school email accounts and at the Central Administration Building at all times. Additionally, the BEA president shall receive all vacancy postings, both during the school year and during the summer.

Those employees who wish to be notified of vacancies which occur during the summer shall notify in writing the Superintendent of this fact by the end of the school year. As vacancies become known during the summer months notice of same shall be mailed to all individuals who requested such notification. The posting of vacancies or recommended new positions will occur prior to the interviewing of any internal applicant for a specific full-time or supplemental position per Ohio Revised Code 3313.53(D).

This policy is intended to communicate with the staff as fully as possible on position vacancies and shall not restrict the administrative staff in emergency situations. Members of the existing staff who are interested in the position(s) announced will submit a written statement via hard copy or by email to the Superintendent indicating the position desired and their qualifications within five (5) calendar days after the position is posted.

All staff members who appear to be qualified based on their training and experience shall be interviewed for said position. At least one (1) interview shall be afforded to candidates for similar positions (e.g., elementary teacher position, secondary science).

6.04 Summer School Positions

Job posting procedures for summer school positions shall made be as prescribed in Section 6.03 - Vacancies.

Teachers in the Bellevue City Schools who possess proper certification will be given preference. Summer school teachers shall be paid an hourly rate which shall be calculated in accordance with the following formula:

Base salary divided by 184 days divided by 6 and ½ hours.

An additional amount equivalent to 25% of instructional time shall be paid for in-school conference/preparation time.

Teachers with fifteen (15) years of service or more in Bellevue City Schools will be compensated at the rate of $40 per hour for summer school. Years of service for purposes of summer school compensation shall be based on the most recently completed school year. For example, a teacher that completes her fifteenth (15th) year of service in the Bellevue City Schools during the 2025-2026 school year, shall be compensated at the rate based on fifteen (15) years of service for a summer school position held during the summer of 2026.

6.05 Teacher Contracts and Assignments

Teacher contracts and/or salary notices (whichever is appropriate to each individual teacher) will be issued to teachers no later than June 30. Said contracts and salary notices will contain the following information:

1. Total annual salary
2. Basis for determining compensation on the salary schedule
3. Number of pay days and date first pay will be issued
4. Adopted school calendar(s) if adopted by the Board of Education

If a change in teaching assignment (building and/or subject or grade level) is anticipated for the succeeding school year, the affected employee(s) will be notified in writing prior to July 5. It shall be understood, however, that if circumstances necessitate a change subsequent to July 5, a conference will be held between the Superintendent or his/her designee and the teacher(s) to discuss the change.

In making changes in teaching assignments, as discussed in the preceding paragraph, the following shall be taken into consideration:

1. Certification
2. Qualifications (academic preparation, experience in the teaching assignment, performance)
3. Additional specialized training
4. Seniority

When individuals are equal in sections 1, 2, and 3, the person with the least seniority in the Bellevue City Schools shall be the one whose teaching assignment is changed.

6.06 Teaching Contracts

Teachers who have taught in the Bellevue City Schools for at least three (3) years on one (1) year limited contracts, and have received satisfactory evaluations and are not eligible for continuing contract status, shall be issued a two (2) year limited contract. At the completion of the two (2) year limited contract, teachers who have received satisfactory evaluations and are not eligible for continuing contract status, shall be issued a three (3) year limited contract.

In order to be considered for receiving a continuing contract, teachers who anticipate being eligible to receive a continuing contract, shall notify the Superintendent or his/her designee by September 15 of the year of their eligibility.

A teacher becomes eligible for continuing contract status provided he/she (a) possesses a valid professional, permanent or life certificate, or a professional educator's license prior to January 1, 2011, and (b) has taught in the district for at least three (3) years within the last five (5) years, or has served two (2) years in the district if continuing contract status has been attained elsewhere. If the teacher possesses a professional educator's license rather than a professional, permanent, or life certificate, he/she must also complete either one (1) of the following:

1. If the teacher did not hold a master's degree at the time of initially receiving a teacher's certificate or an educator license, thirty (30) semester hours of course work in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the state board of education shall adopt.

2. If the teacher held a master's degree at the time of initially receiving a teacher's certificate or an educator license, six (6) semester hours of graduate course work in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the state board of education shall adopt.

Continuing contract qualifications for teachers employed with an initial four (4) year Resident Educator License on or after January 1, 2011 must hold a professional educator's license, senior professional educator's license or lead professional educator's license, has held an educator license for at least seven (7) years, and meets one (1) of the two (2) qualifications listed above.

A written notice of resignation filed with the Superintendent prior to and including July 10 is automatically effective without Board approval. A written request for release from contract after July 10 may be approved by the Board.

6.07 Evaluation

Guidance Counselors will participate in OCES (Ohio Counselor Evaluation System) beginning with the 2017-18 school year.

Full time bargaining unit members who do not meet the definition of "teacher" as set forth in Exhibit K will be evaluated utilizing the evaluation procedures of the collective bargaining agreement in effect between the Board and the Bellevue Education Association. At this time the only staff not meeting the definition is Speech Language Pathologists and Guidance Counselors. The SLP and Guidance evaluation tools are attached to this memorandum.

All procedures will be found in the Bellevue City Schools Teacher Evaluation System Packet, which will be approved by the Board of Education and attached as Exhibit K. All information in the packet is derived from the district teacher evaluation committee, comprised of an equal number of teachers and administrators.

The Superintendent's decision to recommend non-renewal of a limited contract will be based upon the teacher's performance within the educational setting and those acts which impact upon the school community and are not constitutionally protected. If specific weaknesses or areas of concern are identified, a conference between the teacher and the evaluator will be held to discuss the weaknesses or concerns, and suggestions and instruction for improvement will be made by the evaluator. Subsequent evaluation records shall reflect the extent to which the evaluator's instructions are carried out by the teacher.

6.08 Liability Insurance

A. The Board shall purchase and pay the full premium cost for liability insurance covering each employee represented by the Association, now or hereafter employed. The specific amounts of the coverage and the carrier of such policy shall be determined by the Board of Education.

B. The Board, through its liability insurance, shall defend any employee in an action to recover damages for injury, death, or loss to persons or property allegedly caused by an act or omission of the employee if the act or omission occurred while the employee was acting in good faith and not manifestly outside the scope of his/her employment. In addition, the school district will indemnify and hold harmless an employee if a judgement (other than for punitive or exemplary damages) is awarded against the employee for damages caused by an act or omission of the employee if the employee was acting in good faith and within the scope of his/her employment.

C. An employee shall be granted a maximum of forty-eight (48) hours, except in emergency situations as determined by the administration, to secure professional advice before he/she is required to file a written accident report or to give an oral account of an incident to anyone other than his/her immediate supervisor or the Superintendent. In addition, prior to the making of any statements (oral or written) relative to a potential or actual lawsuit, an employee shall have the right to seek counsel from an individual(s) of his/her choice. The same right shall exist prior to the Board entering into any consent judgement or settlement in any action brought against an employee.

D. Employees shall have the right to representation of their choice, at the employee's expense, at any formal hearing involving a complaint or incident that could result in a claim of liability and at any and all meetings, hearings, and/or depositions related to an actual lawsuit.

E. An employee shall suffer no loss of pay as a result of attendance at any meeting, hearing, or deposition with counsel representing the insurance company related to an actual or potential lawsuit, or meetings with the employee's counsel for actual lawsuits stemming from the above-described circumstances. An employee shall suffer no loss of any type of leave to which he/she is otherwise entitled provided a written request is submitted at least three (3) days prior to the intended absence indicating the date, time, location, and person with whom the meeting is scheduled.

6.09 Maintenance of Certificates/Licenses

As a condition of employment, all teachers must hold proper certification/licensure. All ~~present~~ teachers shall maintain certification/licensure in each area in which they possessed the same, as of the time of their initial employment by the Board, provided such certification/licensure is still available through the Ohio Department of Education. Failure to do so after at least two (2) written notifications, may result in the suspension of the teacher's contract, at the discretion of the Board, as if reduced in force and the teacher shall not be subject to recall from the recall list until the start of the school year after they have renewed or obtained the original certification/licensure they held at the time of their initially being employed by the Board. This Section shall supersede any conflicting provision(s) of Article VI, Section 6.02. A teacher shall not be required to maintain certification/licensure in an area in which they have not taught/been assigned for the last ten (10) years.

6.10 Drug-Free Workplace

The Board of Education and the BEA shall abide by and be subject to the provisions of the federal drug-free workplace and drug-free schools and campus acts.

6.11 Personnel Files

A. A personnel file shall be maintained for each employee in the Superintendent's office, and such file shall be the only official file for the employee. The file shall be kept as confidential as permitted by law. A request for access shall be scheduled through the Superintendent. An employee may be accompanied by a representative of his/her choice at the time of review of the individual's personnel file. The employee's request to view his/her file shall not be subject to the waiting period described in paragraph E of this section and need not be submitted in writing.

B. Any material to be placed in the employee's personnel file shall be shown to the employee and a copy shall be provided. The employee shall sign such material to indicate that he/she has seen the material but such signature shall not be construed to indicate agreement with the contents of the material. The employee may write a rebuttal to any material which is to be placed in his/her file and such rebuttal shall be permanently attached to the material in question. The employee may file a grievance on any material in his/her file.

C. Unfavorable material from parents or others outside the education field shall not be placed in the personnel file unless Article 6.17 has been followed.

D. Anonymous letters or information shall not be placed in an employee's file nor shall any record be made of same.

E. An employee shall be notified immediately of any request(s) to view the contents of the employee's personnel file. An individual requesting to see an employee's file shall not be granted access to the file for a period of one (1) work day from the time the request is made. During this period of time the employee may review his/her file and the Administration shall make arrangements for such review.

F. The procedures herein shall take precedence over and supersede the provisions of §ORC Chapter 1347.

G. Record of unfavorable or disciplinary matter shall be removed**,** upon the request of the employee, from an employee personnel file two (2) years after the placement of said record(s), provided the employee has had no intervening unfavorable materials or disciplinary actions within the two (2) year duration.

6.12 Work Day/School Year

A. The school year shall be one hundred eighty-four (184) days in length.

B. The work day for all employees represented by the BEA shall consist of seven (7) hours and thirty (30) minutes with starting and ending time for the regular school day administered by the building principal and inclusive of the time periods specified in the following paragraphs:

1. All employees shall be entitled to an uninterrupted, duty-free lunch period of not less than thirty (30) consecutive minutes. Employees may leave the building during this time.

2. All teachers (classroom and special) shall be entitled to, during the student day, planning/conference time [for the elementary a minimum of two hundred (200) minutes per week and for the secondary a daily planning/conference period which is the equivalent of a regular teaching period]. All teachers shall have planning/conference time scheduled for each work day in which students are in attendance. Teachers needing to leave the building during their conference period/time, shall notify the office and/or principal. No employee may be assigned additional duties during this time.

3. IEP work loads should be determined by considering three factors: 1) areas of service, 2) severity of each child's needs, and 3) planning time for the teacher.

C. When the opening of school is delayed by fog, snow, etc., the faculty at each building will be required to report for duty fifteen (15) minutes prior to the end of the delay. When the schools are closed due to weather, faculty will not be required to attend any prior approved leaves. In the event of a school closure due to the weather or calamity, the BEA staff will not be required to report to work on calamity days one through five (1-5). All days beyond five (5) days will be made up with students in attendance at the discretion of the Superintendent.

D. On occasion, an individual employee and a building administrator may agree to alter the required starting and/or ending time of an employee's work day. Such occasional flexibility in an employee's work day shall be administered in a manner which is neither arbitrary nor capricious.

E. A teacher record day will be added to the end of the 2nd semester. This day is in addition to the teacher workday. The purpose of the teacher record day is to grade end of year course work, complete grades and enter grades.

6.13 Class Size

The Administration understands the importance of class size in relation to the learning environment. The Administration will make every attempt to equalize class size and keep class size at an optimum level for learning.

It is desirable to maintain uniformity in class size throughout our School District. The following guidelines will not include special education, elementary music and physical education, vocational education, special funded positions (Title I, DPPF, Related Services), nor band and choir. Students who are assigned to a regular classroom for mainstreaming purposes will be included in the average size.

Grade Level	Average Level	Maximum Size *
K	23-25	25
1-3	23-26	26
4-6	26-30	30
7-12	21-25	30

* Maximum class size will not be exceeded unless extenuating circumstances make it necessary. If any class exceeds the above maximum class size, the affected teacher will discuss the issue with the building administration first. The administration shall utilize available district resources to maximize student achievement and support the needs of the students.

6.14 Student Discipline and Teacher Protection

The Board recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom, on school property, and at school functions. All employees shall have an expectation that the Student Code of Conduct as detailed in Board policy and Student Handbook shall be uniformly implemented and enforced within a given building and throughout the Bellevue City School District.

Student Code of Conduct Committee

Upon request, each school building shall create a student disciplinary committee to review and make a recommendation to the Administration regarding the student code of conduct. The committee shall consist of no more than three (3) teachers and no more than three (3) administrators. It is mutually agreed that the Administration and the Board of Education shall have the final authority in adopting or implementing a student code of conduct.

6.15 Labor-Management Relations Committee

The Labor-Management Relations Committee will meet on a monthly or as needed basis to discuss mutual concerns for the district. This program will be implemented by either the Superintendent and/or the BEA President both of whom shall serve as members along with two (2) to three (3) administrators and two (2) to three (3) Association members unless otherwise agreed to. The committee may schedule more meetings to address the mutual concerns.

6.16 Complaints About Teaching Staff Members

Any person or group having an interest in the schools of this District has the right to present a request, suggestion, complaint, or grievance concerning District personnel, the program, or the operations of the District.

It is the desire of the Board to rectify any misunderstandings between the public and the School District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Complaints (Verbal and Written)

If a complaint comes first to the person against whom it is directed, he/she will listen and may try to resolve the difficulty by explaining the background and educational purposes involved. If the complaint remains unresolved, the employee will refer the complainant to the building principal to have his/her views considered further. Whether the complaint is substantiated or terminated, the individual staff member will inform the building principal or educational supervisor.

If a complaint comes first to the building principal/educational supervisor and involves a staff member, the principal/supervisor may 1) attempt to diffuse the dispute, or 2) schedule a conference between the complainant, the staff member and the principal/supervisor. The staff member being criticized will be given the opportunity to choose whether or not to participate in the conference with the complainant. If the complainant refuses to have a conference with the staff member, the building principal/supervisor may choose to listen to the complainant and then discuss the complaint with the staff member.

If a complaint comes first to the Superintendent, the Superintendent may hear the complaint and/or redirect the complaint to the principal/supervisor or his/her designee. In all cases, the building principal/supervisor or his/her designee and the staff member will be promptly notified of the specific nature of the complaint and the name of the complainant.

During this procedure the employee will be notified of any and all related conferences or meetings and may elect to be present and have the right to representation of his/her own choosing.

No action against a staff member will be taken by the administration and/or Board without the staff member being informed of the source(s) of the complaint and has had an opportunity to respond to the complaint.

As necessary, complaints will be investigated fully and completely to determine the accuracy, validity and timeliness of the complaint by the administration prior to discussing the matter with the

employee. The employee has the right to make written responses to the complaint and findings from any and all conferences.

6.17 Progressive Discipline

Disciplinary action shall be uniformly applied, using the principles of progressive discipline. Disciplinary action shall be commensurate with the offense. Disciplinary actions may be imposed upon employees only for just cause.

No discipline, excluding a verbal reprimand, shall be given to any employee until the employee has been issued a written statement of the charges against him/her and had an opportunity to respond to the charges in a disciplinary hearing. During such a hearing, the employee shall have the right to be represented by an Association Representative.

Records of disciplinary action shall be removed**,** upon the request of the employee**,** from an employee's personnel file two (2) years after the imposition or serving of the disciplinary action, whichever is later, provided the employee has had no intervening disciplinary actions.

Appeals of disciplinary actions other than terminations shall be taken exclusively through the Grievance Procedure. Appeals of terminations shall be made pursuant to Ohio Revised Code 3319.16.

6.18 Computer Network and Internet Use

Employees shall have access to interconnected computer systems within the District and to the Internet for educational-related purposes. Employees shall follow the District's policies, which shall be reviewed on a yearly basis. Employees will not be responsible for harm to others or damage to property if there is any outside interference with the District's computer system, such as, but not limited to, worms, viruses, and/or other harmful programming or vandalism.

No adverse action may be taken against any employee as a result of a breach in the software programs utilized within the District as part of the required methods of reporting students' grades, attendance, lunch count, and/or communicating with parents or guardians.

While the primary purpose of the computer network shall be work-related and in furtherance of the educational mission of the District, an employee may engage in "incidental" personal use of the network. Incidental use shall be defined as 1) brief and appropriate in content; 2) limited in volume/number; 3) not initiated at any time students are in the classroom for instructional purposes; and/or 4) completing coursework for professional development, licensure or working towards an additional degree.

6.19 Employment of Retirees as Teachers

A. A Retiree is an individual who worked at Bellevue City Schools in the year preceding retirement and who has attained service retirement status with a state teachers retirement system and is otherwise qualified by licensure and background for public school teaching in Ohio.

B. Prior employment in the District is not a guarantee of post-retirement employment or a particular assignment, if hired. To be considered for retire/rehire, a Retiree shall submit a written request to the Superintendent on or before February 1st of the school year prior to their intended rehire. The decision to hire a Retiree shall be made by the Superintendent in his/her sole discretion.

C. A Retiree shall be paid at the BA, Step 5 salary level, regardless of years of service in any Ohio public or private school and regardless of education level; and so long as employment with the Board continues, shall not advance on the salary schedule based either on years of service or additional training. This provision expressly supersedes Chapters 3317.13 and 3317.14 of the Ohio Revised Code.

D. A Retiree shall receive a one-year limited teaching contract which shall expire automatically at the end of the stated term. No notice of nonrenewal or Board action is required. Continuation of employment of a Retiree through offering new one-year limited contracts which automatically expire shall be at the election of the Board and upon the recommendation of the Superintendent. The requirements of Article VI, Section 6.06 regarding limited contract teachers shall not apply to Retiree limited contracts. A Retiree is not eligible for a continuing teaching contract, regardless of years of employment with the Board.

E. Evaluation shall be conducted pursuant to Article VI of the Master Agreement. However, the evaluation shall not affect the expiration of the contract in paragraph D above nor the continued expectation of employment.

F. A Retiree shall accumulate sick leave and may use sick leave in accordance with the Master Agreement, but shall not be entitled to the retirement incentive or severance pay pursuant to the Master Agreement or under law upon conclusion of employment as a Retiree. A Retiree shall not be entitled to sabbatical leave under Article III, Section 3.07.

G. A Retiree shall not be entitled to participate in insurances provided to the bargaining unit members unless the Retiree is ineligible for such insurances through any other source.

H. A Retiree shall not accumulate Seniority in the bargaining unit and has no right of recall in the event of a reduction in force pursuant to the Master Agreement. In the event of a reduction in force, the Retiree will be the first to be reduced in force.

I. A Retiree shall be entitled to all other contractual benefits available to bargaining unit members unless otherwise limited by specific provisions of this Article.

J. The provisions of this Article supersede and take the place of any and all provisions in the Ohio Revised Code which may conflict with this Article including, but not limited to, Chapters 3319.11, 3319.111, 3319.112, 3319.13 and 3319.17.

ARTICLE VII - OTHER PROVISIONS

7.01 Complete Agreement

This Agreement contains the full and complete agreement between the Bellevue Board of Education and the Bellevue Education Association on all negotiable issues, and neither party shall be required during the term hereof to negotiate upon any issue whether it is covered or not covered in this contract, unless otherwise mutually agreed to or if SERB determines that a specific item not currently in the contract must be the subject of negotiations.

7.02 Conflict with Law or Regulations

If any provision of this Agreement, or any application of the provisions of this Agreement to any person or persons, shall be found contrary to any federal law, regulation, ruling or order, whether now or hereafter enacted, then such provision or application shall be inoperative, but the remaining provisions hereof shall continue in full force and effect.

Consistent with Ohio Revised Code 4117.10, the terms of this Agreement supersede any conflicting provisions of state law. If, during the term of this Agreement, there is a change in Ohio Revised Code 4117.10(a) which would invalidate any provision(s) of this contract, or if any provision of this Agreement is determined to be contrary to state law by a court of competent jurisdiction, only such provision shall be null and void and the remainder of the Agreement shall remain in full force and effect. Within thirty (30) days the parties shall convene an initial negotiations session and a replacement provision shall be agreed upon by the parties.

7.03 No Work Stoppage

Members of the bargaining unit represented by the BEA shall not strike during the term of this negotiated contract. For purposes of this agreement the term "strike" shall be defined as in ORC 4117.01 (H).

7.04 Successor Agreement

All contract language not changed by negotiations and all memos of understanding shall be carried forward in a successor agreement.

7.05 Duration

All provisions of this Agreement, unless specifically indicated otherwise, shall become effective July 1, 2026 and shall remain in full force and effect through June 30, 2029.

IN WITNESS WHEREOF, the parties have caused their names to be hereunto subscribed on this 1st day of May, 2026.

THE BOARD OF EDUCATION OF THE BELLEVUE CITY SCHOOL DISTRICT

BY:

Troy Roth, Superintendent

AND

Tammy Flicker, Treasurer

AND

Stephanie Ball

BELLEVUE EDUCATION ASSOCIATION

BY:

Sue Eastman, President

AND

Kelli Oddo, Vice President

AND

Amelia Woodward

Amelia Woodward, OEA Labor Relations Consultant

GRIEVANCE FORM

NAME OF GRIEVANT _____ DATE _____

BUILDING ASSIGNMENT _____ GRIEVANCE NO. _____

The date(s) on which the alleged violation, misinterpretation, or misapplication of a provision(s) of the Agreement occurred:

_____

_____

The provision(s) of the Agreement which allegedly have been violated, misinterpreted, or misapplied:

_____

_____

The facts on which the alleged grievance is based (attach a separate sheet to this grievance form if a complete statement of the facts requires more space than is provided on this form):

_____

_____

_____

_____

_____

The Remedy Sought:

_____

_____

_____
SIGNATURE OF GRIEVANT DATE

_____
FOR THE ASSOCIATION DATE

STEP 1

I hereby acknowledge that this grievance was filed with me on the date set forth below:

SIGNATURE OF PRINCIPAL OR OTHER IMMEDIATE SUPERVISOR DATE

Disposition by Principal or other immediate supervisor:

SIGNATURE DATE

I hereby notify the Superintendent that this grievance is being appealed to Step 2. The reason for appealing is as follows:

FOR THE ASSOCIATION DATE

STEP 2

I hereby acknowledge that this grievance was filed with me on the date set forth below and is being appealed to Step 2:

SIGNATURE OF SUPERINTENDENT OR DESIGNEE DATE

Disposition by Superintendent:

SIGNATURE DATE

I hereby notify the Board of Education that this grievance is being appealed to Step 3. The reason for appealing is as follows:

FOR THE ASSOCIATION DATE

STEP 3

I hereby acknowledge that this grievance was filed with me on the date set forth below and is being appealed to Step 3:

SIGNATURE OF SUPERINTENDENT OR DESIGNEE
ON BEHALF OF THE BOARD OF EDUCATION

DATE

Disposition by Board:

SIGNATURE

DATE

STEP 4

This grievance is hereby submitted to arbitration.

ASSOCIATION PRESIDENT

DATE

RECEIVED BY

DATE

EXHIBIT B

Bellevue City Schools Sick Leave Bank
Donation Form *

Employee Name: _____

Teaching Assignment: _____

Building Assigned: _____

Total number of years teaching in the Bellevue City School District: _____

Total number of years teaching for career: _____

Total number of sick days accumulated [refer to most recent pay stub for verification and

you must have a minimum of twelve (12) days to participate]: _____

Number of days you wish to donate (circle one): 1 2 3

By signing at the bottom of this form, you are acknowledging that this donation is permanent, and cannot be "refunded" to you at any time after the donation has been made. However, by making a donation to the **Bellevue City Schools Sick Bank**, this does qualify you for participation in the use of the benefits of the **Sick Leave Bank** in the event of a catastrophic event or illness to you or a member of your immediate family.

Signed: _____ Date: _____

Received: _____ Date: _____
BEA President

*** This form must be submitted to the BEA President by 3:00 P.M. on the 15th of September of each calendar year.**

Bellevue City Schools Sick Leave Bank
Benefit Request Form*

Employee Name: _____

Teaching Assignment: _____

Building Assigned: _____

Total number of years teaching in the Bellevue City School District: _____

Total number of years teaching for career: _____

Have you previously donated to the Sick Leave Bank? (Check One) ___ Yes ___ No

If so, please indicate when and how many days you donated_____

Please outline the events which led to your use of all accumulated sick leave, and why it is that you are requesting assistance from the Sick Leave Bank (all information will remain strictly confidential). (Use back side of paper if necessary)

_____

_____

_____

_____

How many days are you requesting? _____

(Sick Leave Bank Benefits are awarded in increments of 5 days) _____

Signed: _____ Date: _____

*** Submit to BEA President**

EXHIBIT D

BELLEVUE CITY SCHOOL DISTRICT
APPLICATION FOR TUITION AID

Complete the top portion of this application and submit to the Superintendent at least two (2) weeks prior to the beginning of class.

Name of Employee: _____ Date of Application: _____

Current Assignment: _____
School Grade/Subject

College/University: _____

Title of course for which tuition aid is requested: _____

College Course Code Number: _____ Number of Sem. Hrs. _____ or Qtr. Hrs. _____

Beginning Date: _____ Expected Date of Completion: _____

This Request for Tuition Is Directly Linked to One of the Following:

IPDP _____ Building Level CIP _____ District Level CIP _____ Other _____

Cite Linkage: _____

_____

DO NOT DETACH
APPROVAL OF APPLICATION FOR TUITION AID

The above named course is approved for reimbursement under the Tuition Aid Program. Reimbursement will be:

$_____

_____ _____
Signature of Superintendent Date Approved

DO NOT DETACH
REQUEST FOR TUITION AID PAYMENT

For payment, complete and submit this request for payment to the Superintendent within thirty (30) calendar days after you have completed all requirements for this course and received your final grade. ***A grade report or official transcript reflecting successful completion of this course and a receipt from the college/university indicating that tuition payment was made for said course(s) is attached herewith.***

_____ _____
Signature of Employee Date of Submission

EXHIBIT E-1

Bellevue Board of Education
Salary Schedule
2026-2027 School Year

Base Salary = $45,025
2.25% Increase

Years	Bachelors	BA +12	BA + 24	BA + 36	Masters	MA + 12	MA + 24	MA +30
0	45,025	46,025	47,024	48,024	49,023	50,023	51,022	52,022
1	46,984	48,069	49,154	50,239	51,432	52,517	53,602	54,687
2	48,942	50,113	51,283	52,454	53,841	55,012	56,182	57,353
3	50,901	52,157	53,413	54,669	56,250	57,506	58,762	60,018
4	52,859	54,201	55,543	56,885	58,659	60,000	61,342	62,684
5	54,818	56,245	57,673	59,100	61,067	62,495	63,922	65,349
6	56,777	58,289	59,802	61,315	63,476	64,989	66,502	68,015
7	58,735	60,334	61,932	63,530	65,885	67,483	69,082	70,680
8	60,694	62,378	64,062	65,746	68,294	69,978	71,662	73,346
9	62,652	64,422	66,191	67,961	70,703	72,472	74,242	76,011
10	64,611	66,466	68,321	70,176	73,112	74,967	76,822	78,677
11	66,569	68,510	70,451	72,391	75,520	77,461	79,402	81,342
12	68,528	70,554	72,580	74,606	77,929	79,955	81,982	84,008
13	68,528	70,554	72,580	74,606	77,929	79,955	81,982	84,008
14	68,528	70,554	72,580	74,606	77,929	79,955	81,982	84,008
15	68,528	70,554	72,580	74,606	77,929	79,955	81,982	84,008
16	68,528	70,554	72,580	74,606	77,929	79,955	81,982	84,008
17	70,487	72,598	74,710	76,822	80,338	82,450	84,561	86,673
18	70,487	72,598	74,710	76,822	80,338	82,450	84,561	86,673
19	70,487	72,598	74,710	76,822	80,338	82,450	84,561	86,673
20	70,487	72,598	74,710	76,822	80,338	82,450	84,561	86,673
21	70,487	72,598	74,710	76,822	80,338	82,450	84,561	86,673
22	72,445	74,642	76,840	79,037	82,747	84,944	87,141	89,339
23	72,445	74,642	76,840	79,037	82,747	84,944	87,141	89,339
24	74,404	76,687	78,969	81,252	85,156	87,439	89,721	92,004
25	74,404	76,687	78,969	81,252	85,156	87,439	89,721	92,004
26	76,362	78,731	81,099	83,467	87,565	89,933	92,301	94,670
27	78,321	80,775	83,229	85,683	89,973	92,427	94,881	97,335
28	80,280	82,819	85,358	87,898	92,382	94,922	97,461	100,001
29	82,238	84,863	87,488	90,113	94,791	97,416	100,041	102,666
30	82,238	84,863	87,488	90,113	94,791	97,416	100,041	102,666
31	82,238	84,863	87,488	90,113	94,791	97,416	100,041	102,666
32	84,197	86,907	89,618	92,328	97,200	99,910	102,621	105,331

EXHIBIT E-2

Bellevue Board of Education
Salary Schedule
2027-2028 School Year

Base Salary = $46,038
2.25% Increase

Years	Bachelors	BA +12	BA + 24	BA + 36	Masters	MA + 12	MA + 24	MA +30
0	46,038	47,060	48,082	49,104	50,126	51,148	52,170	53,192
1	48,041	49,150	50,260	51,369	52,589	53,699	54,808	55,918
2	50,043	51,240	52,437	53,634	55,052	56,249	57,446	58,643
3	52,046	53,330	54,615	55,899	57,515	58,800	60,084	61,369
4	54,049	55,421	56,792	58,164	59,978	61,350	62,722	64,094
5	56,051	57,511	58,970	60,429	62,441	63,901	65,360	66,820
6	58,054	59,601	61,148	62,695	64,904	66,451	67,998	69,545
7	60,057	61,691	63,325	64,960	67,367	69,002	70,636	72,270
8	62,059	63,781	65,503	67,225	69,830	71,552	73,274	74,996
9	64,062	65,871	67,680	69,490	72,293	74,103	75,912	77,721
10	66,065	67,961	69,858	71,755	74,757	76,653	78,550	80,447
11	68,067	70,051	72,036	74,020	77,220	79,204	81,188	83,172
12	70,070	72,142	74,213	76,285	79,683	81,754	83,826	85,898
13	70,070	72,142	74,213	76,285	79,683	81,754	83,826	85,898
14	70,070	72,142	74,213	76,285	79,683	81,754	83,826	85,898
15	70,070	72,142	74,213	76,285	79,683	81,754	83,826	85,898
16	70,070	72,142	74,213	76,285	79,683	81,754	83,826	85,898
17	72,072	74,232	76,391	78,550	82,146	84,305	86,464	88,623
18	72,072	74,232	76,391	78,550	82,146	84,305	86,464	88,623
19	72,072	74,232	76,391	78,550	82,146	84,305	86,464	88,623
20	72,072	74,232	76,391	78,550	82,146	84,305	86,464	88,623
21	72,072	74,232	76,391	78,550	82,146	84,305	86,464	88,623
22	74,075	76,322	78,568	80,815	84,609	86,855	89,102	91,349
23	74,075	76,322	78,568	80,815	84,609	86,855	89,102	91,349
24	76,078	78,412	80,746	83,080	87,072	89,406	91,740	94,074
25	76,078	78,412	80,746	83,080	87,072	89,406	91,740	94,074
26	78,080	80,502	82,924	85,345	89,535	91,956	94,378	96,799
27	80,083	82,592	85,101	87,610	91,998	94,507	97,016	99,525
28	82,086	84,682	87,279	89,875	94,461	97,057	99,654	102,250
29	84,088	86,772	89,456	92,140	96,924	99,608	102,292	104,976
30	84,088	86,772	89,456	92,140	96,924	99,608	102,292	104,976
31	84,088	86,772	89,456	92,140	96,924	99,608	102,292	104,976
32	86,091	88,863	91,634	94,406	99,387	102,158	104,930	107,701

EXHIBIT E-3

Bellevue Board of Education
Salary Schedule
2028-2029 School Year

Base Salary = $46,038
0% Increase

Years	Bachelors	BA +12	BA + 24	BA + 36	Masters	MA + 12	MA + 24	MA +30
0	46,038	47,060	48,082	49,104	50,126	51,148	52,170	53,192
1	48,041	49,150	50,260	51,369	52,589	53,699	54,808	55,918
2	50,043	51,240	52,437	53,634	55,052	56,249	57,446	58,643
3	52,046	53,330	54,615	55,899	57,515	58,800	60,084	61,369
4	54,049	55,421	56,792	58,164	59,978	61,350	62,722	64,094
5	56,051	57,511	58,970	60,429	62,441	63,901	65,360	66,820
6	58,054	59,601	61,148	62,695	64,904	66,451	67,998	69,545
7	60,057	61,691	63,325	64,960	67,367	69,002	70,636	72,270
8	62,059	63,781	65,503	67,225	69,830	71,552	73,274	74,996
9	64,062	65,871	67,680	69,490	72,293	74,103	75,912	77,721
10	66,065	67,961	69,858	71,755	74,757	76,653	78,550	80,447
11	68,067	70,051	72,036	74,020	77,220	79,204	81,188	83,172
12	70,070	72,142	74,213	76,285	79,683	81,754	83,826	85,898
13	70,070	72,142	74,213	76,285	79,683	81,754	83,826	85,898
14	70,070	72,142	74,213	76,285	79,683	81,754	83,826	85,898
15	70,070	72,142	74,213	76,285	79,683	81,754	83,826	85,898
16	70,070	72,142	74,213	76,285	79,683	81,754	83,826	85,898
17	72,072	74,232	76,391	78,550	82,146	84,305	86,464	88,623
18	72,072	74,232	76,391	78,550	82,146	84,305	86,464	88,623
19	72,072	74,232	76,391	78,550	82,146	84,305	86,464	88,623
20	72,072	74,232	76,391	78,550	82,146	84,305	86,464	88,623
21	72,072	74,232	76,391	78,550	82,146	84,305	86,464	88,623
22	74,075	76,322	78,568	80,815	84,609	86,855	89,102	91,349
23	74,075	76,322	78,568	80,815	84,609	86,855	89,102	91,349
24	76,078	78,412	80,746	83,080	87,072	89,406	91,740	94,074
25	76,078	78,412	80,746	83,080	87,072	89,406	91,740	94,074
26	78,080	80,502	82,924	85,345	89,535	91,956	94,378	96,799
27	80,083	82,592	85,101	87,610	91,998	94,507	97,016	99,525
28	82,086	84,682	87,279	89,875	94,461	97,057	99,654	102,250
29	84,088	86,772	89,456	92,140	96,924	99,608	102,292	104,976
30	84,088	86,772	89,456	92,140	96,924	99,608	102,292	104,976
31	84,088	86,772	89,456	92,140	96,924	99,608	102,292	104,976
32	86,091	88,863	91,634	94,406	99,387	102,158	104,930	107,701

BELLEVUE CITY SCHOOLS
SCHEDULE OF EXTRA PAY FOR SUPPLEMENTALS

ATHLETICS

Head Coaches

- Football 18%
- Basketball
  - Boys (1) 18%
  - Girls (1) 18%
- Volleyball 13%
- Wrestling
  - Boys (1) 13%
  - Girls (1) 13%
- Soccer
  - Girls (1) 13%
- Track
  - Boys (1) 11%
  - Girls (1) 11%
- Baseball 11%
- Softball 11%
- Golf
  - Boys (1) 9%
  - Girls (1) 9%
- Cross Country
  - Boys (1) 9%
  - Girls (1) 9%
- Tennis
  - Boys (1) 9%
  - Girls (1) 9%

Assistant Varsity, Junior Varsity, Freshman Coaches

- Football
  - Varsity/JV (5) 11%
  - 9th Grade (2) 8%
- Basketball
  - Varsity/JV (2) 11%
  - 9th Grade
    - Boys (1) 8%
    - Girls (1) 8%
- Volleyball 8%
  - Varsity/JV (2) 8%
  - 9th Grade (1) 8%
- Boys Wrestling (2) 8%
- Baseball (2) 8%
  - 9th Grade (1) 8%
- Softball (2) 8%
- Soccer
  - Girls (1) 8%

Track
- Boys (2 - Varsity) 8%
- Girls (2 - Varsity) 8%

Golf
- Boys (1) 8%
- Girls (1) 8%

Tennis
- Boys (1) 8%
- Girls (1) 8%

7th and 8th Grade

Football
- 8th Grade (2) 8%
- 7th Grade (2) 8%

Basketball
- 8th Grade Boys (1) 8%
- 7th Grade Boys (1) 8%
- 8th Grade Girls (1) 8%
- 7th Grade Girls (1) 8%

Volleyball
- 8th Grade (1) 8%
- 7th Grade (1) 8%

7th and 8th Grade Track
- Boys (2) 7%
- Girls (2) 7%

Cross Country (1 - 7th and 8th Grade) 7%

Wrestling
- MS Wrestling (2) 8%

Cheerleading Advisor
- Varsity (1) 13%
- JV (1) 8%
- 9th Grade Football (1) 3%
- 9th Grade Basketball 4%
- 7th and 8th Grade (1) 6%
- Varsity Mat Stats Advisor 6%
- 7th and 8th Grade Mat Stats Advisor 3%

Boys Ticket Manager (1) 5%
Girls Ticket Manager (1) 5%
Weight Room Supervisor ..... 1.75% per bi-monthly period (10.5%)

MUSIC AND DRAMA

Marching Band Director, High School 8%
Pep Band Director (home boys basketball games) 8%
Concert and Jazz Band Director 4%
Chimes 8%
Marching Band Assistant/Percussion Instructor 5%

Marching and Pep Band Director, Assistant (5 girls games) 4%
Concert/Women's Choir Director, High School 6%
Director of Bands, Middle School 5%
Elementary Band 4%
Elementary Summer Band Lessons 4%
Color Guard Advisor 5%
Director of Vocal Music, High School 8%
Director of Vocal Music, Middle School 5%
Choraliers 8%
Elementary Vocal Music 4%
Elementary Music Program (2) 2%
Director of Dramatics 11%
Director of Dramatics, Assistant 8%
Middle School Drama 5%

CLUBS AND ACTIVITIES (ELEMENTARY AND MS)

PHYT Club 3%
FCCLA 3%
Power of the Pen Advisor, Middle School 3%
Student Council Advisor, Elementary 3%
Student Council Advisor, MS 3%
Yearbook, Middle School 3%
Firelands Challenge Advisor 3%
Elementary Science Club Advisor 3%
Middle School Tech Club Advisor 3%
Middle School Asset Club 3%

CLUBS AND ACTIVITIES (HIGH SCHOOL)

Art Club Advisor 4%
R.E.S.I.S.T. 4%
Class Coordinators
- Senior 4%
- Junior 5%
- Sophomore 3%
- Freshmen 3%

FCCLA 4%
Firelands Challenge Advisor 4%
Key Club Advisor 4%
National Honor Society 4%
School Yearbook Advisor 11%
Spanish Club Advisor 4%
Student Council Advisor, High School 4%
Adult Farmer/FFA/Alumni Advisor (Full-time teacher) 14%
Engineering Club 4%
E-Sports Club (1) 4%

MISCELLANEOUS

Middle School and High School detention monitors ..... 1% per nine weeks
Lead Mentor 4%
Mentors..... 3%
Saturday School .....$25.00 per hour/$50.00 minimum

CURRICULAR (Extended Service)

Middle School Band – 1 day
Middle School Family and Consumer Science – 3 days
Middle School Guidance – 15 days per counselor (2)
Middle School Vocal Music – 1 day
High School Agriculture Education – 60 days Total for 2 Teachers
High School Band Assistant – 5 days
High School Family and Consumer Science – 5 days per teacher (2)
High School Guidance – 15 days per counselor (2)
High School Instrumental Music –10 days
High School Vocal Music – 3 days

The Board of Education shall have the authority to pay a non-certificated/licensed or non-bargaining individuals employed for a supplemental position less than the BEA Supplemental Salary Schedule.

EXHIBIT G

TEACHER JOB DESCRIPTION

I. Qualifications

A. Training
1. Bachelor's Degree
2. Holds an appropriate teaching license as determined by the State Department of Education.

B. Personal Traits
1. Exhibits acceptable and appropriate language
2. Exhibits patience and self-control
3. Exhibits initiative
4. Exhibits flexibility
5. Exhibits enthusiasm for teaching
6. Exhibits tact and diplomacy when dealing with others
7. Provides appropriate role model
8. Maintains personal appearance appropriate to assignment
9 Exhibits punctuality

II. Responsibilities

A. To develop lesson plans with clear objectives which are correlated to appropriate course of study.
B. To make appropriate provisions for substitute teachers.
C. To employ instructional methods and materials appropriate to the stated objectives.
D. To create and maintain a classroom environment which is conducive to learning.
E. To assess students' achievement on an on-going basis and to provide progress reports as required.
F. To develop, in accordance with district and building guidelines, reasonable rules of classroom behavior and procedures which are applied in a consistent manner.
G. To plan and implement lessons and activities that meet the individual needs, interests and abilities of students.
H. To take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
I. To recognize his/her responsibility for the supervision of students throughout the school day.
J. To attend staff, departmental, grade level and committee meetings.
K. To assist in the selection of books, equipment and other instructional materials.
L. To uphold, enforce and follow school rules, administrative guidelines and board policy.
M. To maintain positive communications and respect the necessity for confidentiality.
N. To continue his/her professional growth.

III. Line of Authority

A. The teacher shall be directly supervised by the building principal and/or assistant principal.

IV. Evaluation

A. Evaluation will be based on the teacher's overall performance as delineated in the job description including observations within the classroom and the school environment.

SLP Evaluation Tool

Appendix F. Professional Performance Review Process for the School-Based Speech-Language Pathologist

Appendix A Self-Reflection Professional Performance Review Instrument for the School-Based Speech-Language Pathologist. **Figure 1**

Name of speech-language pathologist: _____ Period of review: _____

Name and title of evaluator: _____ Date of review with evaluator: _____

Assignment and location: _____ Length of time employed in this setting: _____

Sources of information for this performance review: _____

Purpose of the Review (check all that apply) ___ **Self-evaluation** ___ **Supervisor review** ___ **Peer Review**

Current Roles & Responsibilities

Roles

____ Case Manager
____ IEP team member
____ Administrator
____ Mentor/supervisor (CF, other)
____ Advocate
____ Member of IEP team
____ Member of committees (school or schoolwide)
____ Other

Responsibilities

____ Assessment
____ Screening
____ Intervention
____ Prevention
____ School duties (hall, bus, lunch, recess)
____ Consultation
____ Transition services
____ Pre-referral intervention
____ Collaboration with regular education
____ Preparation of third-party billing
____ Research
____ Continuing education
____ Other

Workload

1. Direct service to students in the district
____ Screening
____ Assessment
____ Intervention
____ Total

2. Related services
____ Scheduling
____ Observation
____ Consultation
____ Collaboration
____ Curriculum development
____ Preparation
____ Co-teaching
____ Team meetings
____ IDEA documentation
____ Data collection
____ Medicaid documentation
____ Transition services
____ Supervision
____ Other
____ Total

3. Professional activities and responsibilities
____ Faculty meetings
____ School duties
____ PTO meetings
____ School/district in-service
____ Continuing education
____ Total

Total Workload Time: _____

Appendix F. Professional Performance Review Process for the School-Based Speech-Language Pathologist

Number of hours of service provided (average per week)

____ Inclusion

____ "Pull-out" sessions

____ Classroom intervention (non-IEP)

____ Teacher/parent conferencing

____ Private/charter schools (off campus)

____ Other (e.g., general education support

Caseload size and distribution

____ Current number of students

____ Average per week during school year

Level	No. of Students	Individual	Group	Severe	Moderate	Mild	No. of Session per Month
Birth-3							
Preschool							
K- 4th Grade							
5th-8th Grade							
9th-12th Grade							
18-21							

Composition of the current caseload

_____ Articulation

_____ Fluency

_____ Voice and/or resonance

_____ Hearing

_____ Swallowing

_____ Receptive & expressive language

_____ Social aspects

_____ Cognitive aspects

_____ Augmentative/alternative communication

Appendix F. Professional Performance Review Process for the School-Based Speech-Language Pathologist

Figure 2.

Rating scale: 0= N/A; 1 – I believe I need more information and practice in this area; 2 = I believe this skill is emerging satisfactorily; 3 = I believe this is an area of strength					
Skill	**0**	**1**	**2**	**3**	**Comments**
A. Prevention					
1. Promotes healthy lifestyle practices for the prevention of conditions that result in communication disorders in education settings					
2. Foster others' awareness of communication disorders and their prevention					
B. Identification					
1. Screening a. Administers, scores, analyzes, and interprets results of screening protocols accurately b. Makes appropriate recommendations					
2. Assessment a. Case history i. Obtains information from a variety of sources, including interviews, file review, questionnaires, checklists, and minutes of meetings to gather relevant information ii. Relates case history information to purpose and outcomes of evaluation					
3. Evaluation Protocols a. Includes assessment strategies that are nondiscriminatory and are based on evidence-based practice or scientific principles i. Uses tools, protocols, and strategies that are the most current and evidence-based ii. Strategies and tools are related to the population(s) served. iii. Rationales for protocols are inclusive of evidence–based practice and theoretical principles. iv. Protocols are culturally and linguistically sensitive.					
4. Evaluation procedures a. Administers standardized measures according to the directions outlined by the tests themselves b. Supplements standardized measures with: i. Classroom observations ii. Curriculum-based activities (i.e.,					

Appendix F. Professional Performance Review Process for the School-Based Speech-Language Pathologist

Rating scale: 0= N/A; 1 – I believe I need more information and practice in this area; 2 = I believe this skill is emerging satisfactorily; 3 = I believe this is an area of strength					
Skill	**0**	**1**	**2**	**3**	**Comments**
authentic tasks) iii. Dynamic assessment procedures iv. Other educationally relevant measures that are aligned with academic standards of the setting c. Scores data accurately from all standardized assessment procedures d. Score data accurately from all other sources e. Analyzes and interprets information from standardized assessment measures f. Analyzes and interprets information from all other measures and sources					
C. Evaluation					
1. Integrates results from all assessment information a. Integrates all results from the evaluation process and develops diagnostic impressions b. Constructs a developmental profile c. Develops a functional needs profile					
2. Recommendations a. Collaborates with members of the educational team to synthesize information from the evaluation to determine: i. If there is a disability and its level of severity ii. The extent of its impact on learning iii. Eligibility for speech, language, and/or hearing services b. Contributes to the IEP process to ensure due process and access to free and appropriate public education in the least restrictive environment for the student					
D. Intervention					
1. Development of intervention plans (i.e., IEPs, IFSPs): a. Collaborates with the educational team to create curriculum-based intervention plans that include: i. Educationally relevant and measurable long-term goals ii. Educationally relevant and measurable short-term goals or benchmarks related to the goals					

Rating scale: 0= N/A; 1 – I believe I need more information and practice in this area; 2 = I believe this skill is emerging satisfactorily; 3 = I believe this is an area of strength					
Skill	**0**	**1**	**2**	**3**	**Comments**
b. Chooses service delivery model(s) that meets the needs of individual students					
2. Service delivery: a. Prepares for intervention sessions thoroughly by: i. Organizing materials ii. Selecting/adapting materials, equipment, devices to meet students' needs iii. Incorporating academic/instruction/curriculum into intervention strategies to achieve communication goals b. Accommodates students' unique learning styles c. Develops strategies for students' successful participation in the classroom/curriculum d. Provides sufficient and effective learning opportunities e. Constructs culturally, linguistically, and developmentally appropriate learning activities f. Uses instructional language that is consistent with students' comprehension levels g. Uses teaching strategies to enhance students' participation and learning in the curriculum (e.g., pacing presentation, providing feedback, redundancy, behavior management) h. Enables students to develop self-monitoring skills i. Provides efficient and effective service delivery and maximizes available time to: i. Achieve students' optimal time-on-task ii. Promote students' progress j. Promotes generalization as an outcome of intervention k. Makes referral for other services when necessary (audiology, medical psychology, social, and vocational services)					
3. Theory-practice relationship a. Selects and defends intervention strategies using evidence-based practice and theory related to the populations served					

Rating scale: 0= N/A; 1 – I believe I need more information and practice in this area; 2 = I believe this skill is emerging satisfactorily; 3 = I believe this is an area of strength					
Skill	**0**	**1**	**2**	**3**	**Comments**
b. Understands theoretical models of intervention (sociolinguistic, developmental, ecological, etc.) c. Matches students' needs for services with appropriate intervention models and makes appropriate modifications					
4. Data collection a. Uses data collection systems that are meaningful and manageable b. Collects quantitative data c. Collects qualitative data d. Interprets and uses data to measure progress related to the general education curriculum and other needs related to the student's disability e. Uses data to modify intervention as necessary					
E. Managerial Skills					
1. Devises and maintains an efficient and effective schedule for meeting roles and responsibilities of a school-based speech-language pathologist					
2. Prioritizes workload					
3. Maintains accurate records					
4. Meets school district's requirements for timely record keeping					
5. Documents clearly and objectively all activities and correspondence relating to children on the caseload					
6. Writes clearly and objectively all activities and correspondence relating to children on the caseload					
7. Organizes workspace, materials, and equipment					
8. Follows established guidelines when enrolling, maintaining, or dismissing children from services					
9. Delivers services promptly and consistently					

Rating scale: 0= N/A; 1 – I believe I need more information and practice in this area; 2 = I believe this skill is emerging satisfactorily; 3 = I believe this is an area of strength					
Skill	**0**	**1**	**2**	**3**	**Comments**
10. Complies with all state, federal, and local regulatory policies relating to the education of children in a school setting (including knowledge and practice of infection control)					
F. Interpersonal Skills and Professionalism					
1. Speaks clearly, using excellent grammar, syntax, and enunciation					
2. Demonstrates appropriate nonverbal communication skills					
3. Demonstrate active listening skills with others (e.g., teachers, parents, students, and colleagues)					
4. Respects needs and cultural values of others					
5. Maintains professionalism during interaction with others (e.g., teachers, parents, students, and colleagues)					
6. Provides information, counseling, and support to individuals, families, educational teams, and others regarding a student's communication disorder					
7. Creates successful transitions for students through collaboration and communication with others					
8. Demonstrates competence in written and oral communication					
9. Completes tasks, responsibilities, and documentation on time					
10. Is responsive to suggestions and feedback					
11. Maintains confidentiality					
12. Identifies needs and develops a plan for own continuing education					
13. Provides professional development presentations for teachers, parents, administrators, and/or community organizations					
14. Plans and executes a continuing education program for ongoing professional growth					

Appendix B. Performance Review

Figure 3.

Speech-language pathologist:: _____ Period of evaluation: _____

Evaluator and title: _____ Date of review: _____

I. Summary of observation: (dates, settings, length of time, activities, etc.)

Rating scale: 0 = not applicable; 1 = unsatisfactory; 2 = inconsistent; 3 = meets expectations; 4 = strength; 5 = demonstrates excellence				
II. Roles and responsibilities (using the evaluation scale of 0-5)	1 (date)	2 (date)	3 (date)	4 (date)
1. Prevention: a. Educates and collaborates with educators, families, parents, and the community to eliminate or inhibit the onset and development of communication disorders by minimizing risks and exposure b. Coordinates, supervises, and/or conducts screenings Comments:				
2. Identification: Participates in the team process of identifying students who may need assessments to determine a continuum of intervention strategies and/or eligibility for special education or related services Comments:				
3. Assessment: Conducts thorough, appropriate, and balanced speech, language, and/or communication assessments using a comprehensive assessment plan. Applies assessment models that incorporate standardized and non-standardized procedures and tools. Collects data using a variety of sources including interviews, curriculum, checklists, portfolios, and observations. Comments:				
4. Evaluation: Interprets data to determine the nature and severity of a student's communication disorder, delay, or difference and its effect on academic and social performance. Summarizes all information relative to the student's history, impairment/disability/handicap, and				

other factors such as age, attention, cognition, sensory deficits, social/emotional development, and cultural and/or linguistic diversity. Contributes to the process of determining eligibility for services and makes appropriate recommendations to the team. Comments:				
II. Roles and responsibilities (using the evaluation scale of 0-5)	1(date)	2 (date)	3 (date)	4 (date)
5. Caseload Management: Uses service delivery options efficiently and effectively. Fulfills the duties of case manager as appropriate. Meets responsibilities and obligations to students on the caseload. Follows risk management procedures. Keeps clear and comprehensive records and informs parents and teachers of students' progress. Comments:				
6. Interpersonal skills and professionalism: Creates a positive learning environment for students and colleagues. Promotes positive interpersonal relationships through open communication, honesty, and respect. Takes responsibility and conducts self in an ethical manner. Advocates for students. Pursues ongoing professional development. Participates in research activities when appropriate. Provides guidance and leadership to school staff. Comments:				
7. Supervision (when appropriate) Assists supervisees/mentees to develop goals for achieving and evaluating skills and knowledge. Evaluates supervisee's skills and knowledge for purposes of periodic performance reviews, completion of certification requirements, and/or professional advancement. Comments:				

EXHIBIT I

MATERNITY LEAVE APPLICATION

Submit this to your principal once completed

Date Submitted _____

Teacher Name_____

Building Assignment _____ Teaching Assignment _____

Supervising Principal _____

Your Total Accrued Sick Leave _____

Your Due Date (as determined by your physician) _____

Your Requested Date to begin leave _____

_____

_____

_____

_____

_____

EXHIBIT J

Medical Insurance Summary of Benefits and Coverage

- Exhibit J-1 - $500 Plan
- Exhibit J-2 - $750 Plan
- Exhibit J-3 - Minimum Value Plan $3,750
- Exhibit J-4 - Premium Savings Optional Plan

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-540-2583. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800-540-2583 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	**$500**/single, **$1,000**/family Network **$500**/single, **$1,000**/family Non-Network	Generally, you must pay all of the costs from providers up to the **deductible** amount before this **plan** begins to pay. If you have other family members on the **plan**, each family member must meet their own individual **deductible** until the total amount of **deductible** expenses paid by all family members meets the overall family **deductible.**
Are there benefit changes related to COVID-19?	Yes, in accordance with Families First Coronavirus Response Act and Ohio Department of Insurance Bulletin 2020-05.	Testing for COVID-19 is covered with no member cost sharing. Also, all treatment related to a COVID-19 diagnosis is covered as an emergency service, at the in-network benefit level.
Are there services covered before you meet your deductible?	**Yes. Certain preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.**	This **plan** covers some items and services even if you haven't yet met the **deductible** amount. But a **copayment** or **coinsurance** may apply. For example, this **plan** covers certain **preventive services** without **cost-sharing** and before you meet your **deductible**. See a list of covered **preventive services** at https://www.healthcare.gov/coverage/preventive-care-benefits/.
Are there other deductibles for specific services?	No	You don't have to meet **deductibles** for specific services.
What is the out-of-pocket limit for this plan?	**Coinsurance Limit:** **$1,000**/single, **$2,000**/family Network **$2,500**/single, **$5,000**/family Non-Network **Out-of-pocket Limit:** **$1,500**/single, **$3,000**/family Network **$3,000**/single, **$6,000**/family Non-Network	The **out-of-pocket limit** is the most you could pay in a year for covered services. If you have other family members in this **plan**, they have to meet their own **out-of-pocket limits** until the overall family **out-of-pocket limit** has been met.

Important Questions	Answers	Why This Matters:
What is not included in the out-of-pocket limit?	**Deductibles**, **premiums**, balance-billed charges and health care this **plan** doesn't cover. Certain specialty pharmacy drugs are considered non-essential health benefits and fall outside the out-of-pocket limits.	Even though you pay these expenses, they don't count toward the **out-of-pocket limit.** The cost of these drugs (though reimbursed by the manufacturer at no cost to you) will not be applied towards satisfying your out-of-pocket maximums.
Will you pay less if you use a network provider?	Yes, See MedMutual.com/SBC or call 800-540-2583 for a list of participating providers.	This **plan** uses a **provider network**. You will pay less if you use a **provider** in the **plan's network**. You will pay the most if you use an **out-of-network provider**, and you might receive a bill from a **provider** for the difference between the **provider's** charge and what your **plan** pays (**balance billing**). Be aware your **network provider** might use an **out-of-network provider** for some services (such as lab work). Check with your **provider** before you get services.
Do you need a referral to see a specialist?	No	You can see the **specialist** you choose without a **referral.**

All **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies. Services with **copayments** are covered before you meet your **deductible**, unless otherwise specified.

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	What You Will Pay: Out-of-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	$25 copay/visit	$25 copay/visit, 30% coinsurance	None
	Specialist visit	$40 copay/visit	$40 copay/visit, 30% coinsurance	None
	Preventive care/screening/ immunization	No charge	$25 copay/visit, 30% coinsurance	You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	10% coinsurance	30% coinsurance	None
	Imaging (CT/PET scans, MRIs)	10% coinsurance	30% coinsurance	None

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	What You Will Pay: Out-of-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you need drugs to treat your illness or condition More information is available at www.ExpressScripts.com	Generic Copay – Retail Generic Copay – Mail Order Generic Copay – Specialty Mail Order Preferred Copay – Retail Preferred Copay – Mail Order Preferred Copay – Specialty Mail Order Non- Preferred Copay – Retail Non- Preferred Copay – Mail Order Non-Preferred Copay – Specialty Mail Order	$7.50 $15 $15 $25 $50 $50 $50 $100 $100	Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply Does Not Apply	Covers up to a 30-day supply Covers up to a 90-day supply Covers up to a 30-day supply Covers up to a 30-day supply Covers up to a 90-day supply Covers up to a 30-day supply Covers up to a 30-day supply Covers up to a 90-day supply Covers up to a 30-day supply
	See HESE Health Benefit Plan Prescription Drug Summary for further information.			
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	10% coinsurance	30% coinsurance	None
	Physician/surgeon fees (outpatient)	10% coinsurance	30% coinsurance	None
If you need immediate medical attention	Emergency room care	$100 copay/visit		None
	Emergency medical transportation	10% coinsurance	30% coinsurance	None
	Urgent care	$40 copay/visit	$40 copay/visit, 30% coinsurance	None
If you have a hospital stay	Facility fee (e.g., hospital room)	10% coinsurance	30% coinsurance	None
	Physician/surgeon fees (inpatient)	10% coinsurance	30% coinsurance	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	Benefits paid based on corresponding medical benefits		None
	Inpatient services	Benefits paid based on corresponding medical benefits		None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you are pregnant	Office visits	No charge	30% coinsurance	Cost sharing does not apply to certain preventive services. Depending on the type of services, copay, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e., ultrasound).
	Childbirth/delivery professional services	10% coinsurance	30% coinsurance	None
	Childbirth/delivery facility services	10% coinsurance	30% coinsurance	None
If you need help recovering or have other special health needs	Home health care	10% coinsurance	30% coinsurance	None
	Rehabilitation services (Physical Therapy)	10% coinsurance	30% coinsurance	(40 visits per benefit period, combined with Occupational Therapy)
	Habilitation services (Occupational Therapy)	10% coinsurance	30% coinsurance	(40 visits per benefit period, combined with Physical Therapy)
	Habilitation services (Speech Therapy)	10% coinsurance	30% coinsurance	(20 visits per benefit period)
	Skilled nursing care	10% coinsurance	30% coinsurance	None
	Durable medical equipment	10% coinsurance	30% coinsurance	None
	Hospice services	10% coinsurance	30% coinsurance	None
If your child needs dental or eye care	Children's eye exam	No charge	$25 copay/visit, 30% coinsurance	None
	Children's glasses	Not Covered		Excluded Service
	Children's dental check-up	Not Covered		Excluded Service

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)		
• Acupuncture	• Dental Care (Adult)	• Non-emergency care when traveling outside of the U.S.
• Children's dental check-up	• Hearing Aids	• Routine Eye Care (Adult)
• Children's glasses	• Infertility Treatment	• Routine Foot Care
• Cosmetic Surgery	• Long-Term Care	• Weight Loss Programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)		
• Bariatric Surgery	• Chiropractic Care	• Private-Duty Nursing

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 877-267-2323 x61565 or cciio.cms.gov. Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit HealthCare.gov or call 800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact your plan at 800-540-2583.

Does this plan provide Minimum Essential Coverage? Yes

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

Does this plan meet the Minimum Value Standards? Yes

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

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

The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

About these Coverage Examples:

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

Peg is Having a Baby
(9 months of in-network pre-natal care and a hospital delivery)

The plan's overall deductible	$500
Specialist copay	$40
Hospital (facility) coinsurance	10%
Other coinsurance	10%

This EXAMPLE event includes services like:
Specialist office visits *(prenatal care)*
Childbirth/Delivery Professional Services
Childbirth/Delivery Facility Services
Diagnostic tests *(ultrasounds and blood work)*
Specialist visit *(anesthesia)*

Total Example Cost	**$12,800**
In this example, Peg would pay:	
Cost Sharing	
Deductibles	$500
Copayments	$0
Coinsurance	$1,000
What isn't covered	
Limits or exclusions	$100
The total Peg would pay is	**$1,600**

Managing Joe's Type 2 Diabetes
(a year of routine in-network care of a well-controlled condition)

The plan's overall deductible	$500
Specialist copay	$40
Hospital (facility) coinsurance	10%
Other coinsurance	10%

This EXAMPLE event includes services like:
Primary care physician office visits *(including disease education)*
Diagnostic tests *(blood work)*
Prescription drugs
Durable medical equipment *(glucose meter)*

Total Example Cost	**$7,400**
In this example, Joe would pay:	
Cost Sharing	
Deductibles	$100
Copayments	$200
Coinsurance	$0
What isn't covered	
Limits or exclusions	$6,000
The total Joe would pay is	**$6,300**

Mia's Simple Fracture
(in-network emergency room visit and follow up care)

The plan's overall deductible	$500
Specialist copay	$40
Hospital (facility) coinsurance	10%
Other coinsurance	10%

This EXAMPLE event includes services like:
Emergency room care *(including medical supplies)*
Diagnostic test *(x-ray)*
Durable medical equipment *(crutches)*
Rehabilitation services *(physical therapy)*

Total Example Cost	**$1,900**
In this example, Mia would pay:	
Cost Sharing	
Deductibles	$500
Copayments	$200
Coinsurance	$60
What isn't covered	
Limits or exclusions	$0
The total Mia would pay is	**$760**

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to

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

reduce your costs. For more information about the wellness program, please contact: 800-540-2583.
*Note: This plan has other deductibles for specific services included in this coverage example. See "Are there other deductibles for specific services?" row above.

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

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-540-2583. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800-540-2583 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	**$750**/single, **$1,500**/family Network **$750**/single, **$1,500**/family Non-Network	Generally, you must pay all of the costs from providers up to the **deductible** amount before this **plan** begins to pay. If you have other family members on the **plan**, each family member must meet their own individual **deductible** until the total amount of **deductible** expenses paid by all family members meets the overall family **deductible.**
Are there benefit changes related to COVID-19?	Yes, in accordance with Families First Coronavirus Response Act and Ohio Department of Insurance Bulletin 2020-05.	Testing for COVID-19 is covered with no member cost sharing. Also, all treatment related to a COVID-19 diagnosis is covered as an emergency service, at the in-network benefit level.
Are there services covered before you meet your deductible?	**Yes. Certain preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.**	This **plan** covers some items and services even if you haven't yet met the **deductible** amount. But a **copayment** or **coinsurance** may apply. For example, this **plan** covers certain **preventive services** without **cost-sharing** and before you meet your **deductible**. See a list of covered **preventive services** at https://www.healthcare.gov/coverage/preventive-care-benefits/.
Are there other deductibles for specific services?	No	You don't have to meet **deductibles** for specific services.
What is the out-of-pocket limit for this plan?	**Coinsurance Limit:** **$750**/single, **$1,500**/family Network **$2,250**/single, **$4,500**/family Non-Network **Out-of-pocket Limit:** **$1,500**/single, **$3,000**/family Network **$3,000**/single, **$6,000**/family Non-Network	The **out-of-pocket limit** is the most you could pay in a year for covered services. If you have other family members in this **plan**, they have to meet their own **out-of-pocket limits** until the overall family **out-of-pocket limit** has been met.

Important Questions	Answers	Why This Matters:
What is not included in the out-of-pocket limit?	**Deductibles**, **premiums**, balance-billed charges and health care this **plan** doesn't cover. Certain specialty pharmacy drugs are considered non-essential health benefits and fall outside the out-of-pocket limits.	Even though you pay these expenses, they don't count toward the **out-of-pocket limit.** The cost of these drugs (though reimbursed by the manufacturer at no cost to you) will not be applied towards satisfying your out-of-pocket maximums.
Will you pay less if you use a network provider?	Yes, See MedMutual.com/SBC or call 800-540-2583 for a list of participating providers.	This **plan** uses a **provider network**. You will pay less if you use a **provider** in the **plan's network**. You will pay the most if you use an **out-of-network provider**, and you might receive a bill from a **provider** for the difference between the **provider's** charge and what your **plan** pays (**balance billing**). Be aware your **network provider** might use an **out-of-network provider** for some services (such as lab work). Check with your **provider** before you get services.
Do you need a referral to see a specialist?	No	You can see the **specialist** you choose without a **referral.**

All **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies. Services with **copayments** are covered before you meet your **deductible**, unless otherwise specified.

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	What You Will Pay: Out-of-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	$25 copay/visit	$25 copay/visit, 30% coinsurance	None
	Specialist visit	$40 copay/visit	$40 copay/visit, 30% coinsurance	None
	Preventive care/screening/ immunization	No charge	$25 copay/visit, 30% coinsurance	You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	10% coinsurance	30% coinsurance	None
	Imaging (CT/PET scans, MRIs)	10% coinsurance	30% coinsurance	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need drugs to treat your illness or condition More information is available at www.ExpressScripts.com	Generic Copay – Retail	$7.50	Does Not Apply	Covers up to a 30-day supply
	Generic Copay – Mail Order	$15	Does Not Apply	Covers up to a 90-day supply
	Generic Copay – Specialty Mail Order	$15	Does Not Apply	Covers up to a 30-day supply
	Preferred Copay – Retail	$25	Does Not Apply	Covers up to a 30-day supply
	Preferred Copay – Mail Order	$50	Does Not Apply	Covers up to a 90-day supply
	Preferred Copay – Specialty Mail Order	$50	Does Not Apply	Covers up to a 30-day supply
	Non- Preferred Copay – Retail	$50	Does Not Apply	Covers up to a 30-day supply
	Non- Preferred Copay – Mail Order	$100	Does Not Apply	Covers up to a 90-day supply
	Non-Preferred Copay – Specialty Mail Order	$100	Does Not Apply	Covers up to a 30-day supply
	See HESE Health Benefit Plan Prescription Drug Summary for further information.			
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	10% coinsurance	30% coinsurance	None
	Physician/surgeon fees (outpatient)	10% coinsurance	30% coinsurance	None
If you need immediate medical attention	Emergency room care	$100 copay/visit		None
	Emergency medical transportation	10% coinsurance	30% coinsurance	None
	Urgent care	$40 copay/visit	$40 copay/visit, 30% coinsurance	None
If you have a hospital stay	Facility fee (e.g., hospital room)	10% coinsurance	30% coinsurance	None
	Physician/surgeon fees (inpatient)	10% coinsurance	30% coinsurance	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	Benefits paid based on corresponding medical benefits		None
	Inpatient services	Benefits paid based on corresponding medical benefits		None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you are pregnant	Office visits	No charge	30% coinsurance	Cost sharing does not apply to certain preventive services. Depending on the type of services, copay, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e., ultrasound).
	Childbirth/delivery professional services	10% coinsurance	30% coinsurance	None
	Childbirth/delivery facility services	10% coinsurance	30% coinsurance	None
If you need help recovering or have other special health needs	Home health care	10% coinsurance	30% coinsurance	None
	Rehabilitation services (Physical Therapy)	10% coinsurance	30% coinsurance	(40 visits per benefit period, combined with Occupational Therapy)
	Habilitation services (Occupational Therapy)	10% coinsurance	30% coinsurance	(40 visits per benefit period, combined with Physical Therapy)
	Habilitation services (Speech Therapy)	10% coinsurance	30% coinsurance	(20 visits per benefit period)
	Skilled nursing care	10% coinsurance	30% coinsurance	None
	Durable medical equipment	10% coinsurance	30% coinsurance	None
	Hospice services	10% coinsurance	30% coinsurance	None
If your child needs dental or eye care	Children's eye exam	No charge	$25 copay/visit, 30% coinsurance	None
	Children's glasses	Not Covered		Excluded Service
	Children's dental check-up	Not Covered		Excluded Service

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)		
• Acupuncture	• Dental Care (Adult)	• Non-emergency care when traveling outside of the U.S.
• Children's dental check-up	• Hearing Aids	• Routine Eye Care (Adult)
• Children's glasses	• Infertility Treatment	• Routine Foot Care
• Cosmetic Surgery	• Long-Term Care	• Weight Loss Programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)		
• Bariatric Surgery	• Chiropractic Care	• Private-Duty Nursing

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 877-267-2323 x61565 or cciio.cms.gov. Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit HealthCare.gov or call 800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact your plan at 800-540-2583.

Does this plan provide Minimum Essential Coverage? Yes

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

Does this plan meet the Minimum Value Standards? Yes

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

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

The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

About these Coverage Examples:

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

Peg is Having a Baby
(9 months of in-network pre-natal care and a hospital delivery)

The plan's overall deductible	$750
Specialist copay	$40
Hospital (facility) coinsurance	10%
Other coinsurance	10%

This EXAMPLE event includes services like:
Specialist office visits *(prenatal care)*
Childbirth/Delivery Professional Services
Childbirth/Delivery Facility Services
Diagnostic tests *(ultrasounds and blood work)*
Specialist visit *(anesthesia)*

Total Example Cost	**$12,800**
In this example, Peg would pay:	
Cost Sharing	
Deductibles	$750
Copayments	$0
Coinsurance	$800
What isn't covered	
Limits or exclusions	$100
The total Peg would pay is	**$1,650**

Managing Joe's Type 2 Diabetes
(a year of routine in-network care of a well-controlled condition)

The plan's overall deductible	$750
Specialist copay	$40
Hospital (facility) coinsurance	10%
Other coinsurance	10%

This EXAMPLE event includes services like:
Primary care physician office visits *(including disease education)*
Diagnostic tests *(blood work)*
Prescription drugs
Durable medical equipment *(glucose meter)*

Total Example Cost	**$7,400**
In this example, Joe would pay:	
Cost Sharing	
Deductibles	$100
Copayments	$200
Coinsurance	$0
What isn't covered	
Limits or exclusions	$6,000
The total Joe would pay is	**$6,300**

Mia's Simple Fracture
(in-network emergency room visit and follow up care)

The plan's overall deductible	$750
Specialist copay	$40
Hospital (facility) coinsurance	10%
Other coinsurance	10%

This EXAMPLE event includes services like:
Emergency room care *(including medical supplies)*
Diagnostic test *(x-ray)*
Durable medical equipment *(crutches)*
Rehabilitation services *(physical therapy)*

Total Example Cost	**$1,900**
In this example, Mia would pay:	
Cost Sharing	
Deductibles	$750
Copayments	$300
Coinsurance	$40
What isn't covered	
Limits or exclusions	$0
The total Mia would pay is	**$1,090**

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to

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

reduce your costs. For more information about the wellness program, please contact: 800-540-2583.
*Note: This plan has other deductibles for specific services included in this coverage example. See "Are there other deductibles for specific services?" row above.

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

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-540-2583. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800-540-2583 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	**$3,750**/single, **$7,500**/family Network **$3,750**/single, **$7,500**/family Non-Network	Generally, you must pay all of the costs from providers up to the **deductible** amount before this **plan** begins to pay. If you have other family members on the **plan**, each family member must meet their own individual **deductible** until the total amount of **deductible** expenses paid by all family members meets the overall family **deductible.**
Are there benefit changes related to COVID-19?	Yes, in accordance with Families First Coronavirus Response Act and Ohio Department of Insurance Bulletin 2020-05.	Testing for COVID-19 is covered with no member cost sharing. Also, all treatment related to a COVID-19 diagnosis is covered as an emergency service, at the in-network benefit level.
Are there services covered before you meet your deductible?	**Yes. Certain preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.**	This **plan** covers some items and services even if you haven't yet met the **deductible** amount. But a **copayment** or **coinsurance** may apply. For example, this **plan** covers certain **preventive services** without **cost-sharing** and before you meet your **deductible**. See a list of covered **preventive services** at https://www.healthcare.gov/coverage/preventive-care-benefits/.
Are there other deductibles for specific services?	No	You don't have to meet **deductibles** for specific services.
What is the out-of-pocket limit for this plan?	**Coinsurance Limit:** **$2,500**/single, **$5,000**/family Network **$6,250**/single, **$12,500**/family Non-Network **Out-of-pocket Limit:** **$6,250**/single, **$12,500**/family Network **$10,000**/single, **$20,000**/family Non-Network	The **out-of-pocket limit** is the most you could pay in a year for covered services. If you have other family members in this **plan**, they have to meet their own **out-of-pocket limits** until the overall family **out-of-pocket limit** has been met.

Important Questions	Answers	Why This Matters:
What is not included in the out-of-pocket limit?	**Deductibles**, **premiums**, balance-billed charges and health care this **plan** doesn't cover. Certain specialty pharmacy drugs are considered non-essential health benefits and fall outside the out-of-pocket limits.	Even though you pay these expenses, they don't count toward the **out-of-pocket limit.** The cost of these drugs (though reimbursed by the manufacturer at no cost to you) will not be applied towards satisfying your out-of-pocket maximums.
Will you pay less if you use a network provider?	Yes, See MedMutual.com/SBC or call 800-540-2583 for a list of participating providers.	This **plan** uses a **provider network**. You will pay less if you use a **provider** in the **plan's network**. You will pay the most if you use an **out-of-network provider**, and you might receive a bill from a **provider** for the difference between the **provider's** charge and what your **plan** pays (**balance billing**). Be aware your **network provider** might use an **out-of-network provider** for some services (such as lab work). Check with your **provider** before you get services.
Do you need a referral to see a specialist?	No	You can see the **specialist** you choose without a **referral.**

All **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies. Services with **copayments** are covered before you meet your **deductible**, unless otherwise specified.

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	What You Will Pay: Out-of-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	$50 copay/visit	$50 copay/visit, 50% coinsurance	None
	Specialist visit	$100 copay/visit	$100 copay/visit, 50% coinsurance	None
	Preventive care/screening/immunization	No charge	$50 copay/visit, 50% coinsurance	You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	30% coinsurance	50% coinsurance	None
	Imaging (CT/PET scans, MRIs)	30% coinsurance	50% coinsurance	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need drugs to treat your illness or condition More information is available at www.ExpressScripts.com	Generic Copay – Retail	$10	Does Not Apply	Covers up to a 30-day supply
	Generic Copay – Mail Order	$20	Does Not Apply	Covers up to a 90-day supply
	Generic Copay – Specialty Mail Order	$400	Does Not Apply	Covers up to a 90-day supply
	Preferred Copay – Retail	$50	Does Not Apply	Covers up to a 30-day supply
	Preferred Copay – Mail Order	$100	Does Not Apply	Covers up to a 90-day supply
	Preferred Copay – Specialty Mail Order	$400	Does Not Apply	Covers up to a 90-day supply
	Non- Preferred Copay – Retail	$100	Does Not Apply	Covers up to a 30-day supply
	Non- Preferred Copay – Mail Order	$200	Does Not Apply	Covers up to a 90-day supply
	Non-Preferred Copay – Specialty Mail Order	$400	Does Not Apply	Covers up to a 90-day supply
	See HESE Health Benefit Plan Prescription Drug Summary for further information.			
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	30% coinsurance	50% coinsurance	None
	Physician/surgeon fees (outpatient)	30% coinsurance	50% coinsurance	None
If you need immediate medical attention	Emergency room care	$300 copay/visit		None
	Emergency medical transportation	30% coinsurance	50% coinsurance	None
	Urgent care	$100 copay/visit	$100 copay/visit, 50% coinsurance	None
If you have a hospital stay	Facility fee (e.g., hospital room)	30% coinsurance	50% coinsurance	None
	Physician/surgeon fees (inpatient)	30% coinsurance	50% coinsurance	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	Benefits paid based on corresponding medical benefits		None
	Inpatient services	Benefits paid based on corresponding medical benefits		None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you are pregnant	Office visits	No charge	50% coinsurance	Cost sharing does not apply to certain preventive services. Depending on the type of services, copay, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e., ultrasound).
	Childbirth/delivery professional services	30% coinsurance	50% coinsurance	None
	Childbirth/delivery facility services	30% coinsurance	50% coinsurance	None
If you need help recovering or have other special health needs	Home health care	30% coinsurance	50% coinsurance	None
	Rehabilitation services (Physical Therapy)	30% coinsurance	50% coinsurance	(40 visits per benefit period, combined with Occupational Therapy)
	Habilitation services (Occupational Therapy)	30% coinsurance	50% coinsurance	(40 visits per benefit period, combined with Physical Therapy)
	Habilitation services (Speech Therapy)	30% coinsurance	50% coinsurance	(20 visits per benefit period)
	Skilled nursing care	30% coinsurance	50% coinsurance	None
	Durable medical equipment	30% coinsurance	50% coinsurance	None
	Hospice services	30% coinsurance	50% coinsurance	None
If your child needs dental or eye care	Children's eye exam	No charge	$50 copay/visit, 50% coinsurance	None
	Children's glasses	Not Covered		Excluded Service
	Children's dental check-up	Not Covered		Excluded Service

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)		
• Acupuncture	• Dental Care (Adult)	• Non-emergency care when traveling outside of the U.S.
• Children's dental check-up	• Hearing Aids	• Routine Eye Care (Adult)
• Children's glasses	• Infertility Treatment	• Routine Foot Care
• Cosmetic Surgery	• Long-Term Care	• Weight Loss Programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)		
• Bariatric Surgery	• Chiropractic Care	• Private-Duty Nursing

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 877-267-2323 x61565 or cciio.cms.gov. Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit HealthCare.gov or call 800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact your plan at 800-540-2583.

Does this plan provide Minimum Essential Coverage? Yes

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

Does this plan meet the Minimum Value Standards? Yes

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

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

The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

About these Coverage Examples:

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

Peg is Having a Baby
(9 months of in-network pre-natal care and a hospital delivery)

The plan's overall deductible	$3,750
Specialist copay	$100
Hospital (facility) coinsurance	30%
Other coinsurance	30%

This EXAMPLE event includes services like:
Specialist office visits *(prenatal care)*
Childbirth/Delivery Professional Services
Childbirth/Delivery Facility Services
Diagnostic tests *(ultrasounds and blood work)*
Specialist visit *(anesthesia)*

Total Example Cost	**$12,800**
In this example, Peg would pay:	
Cost Sharing	
Deductibles	$3,750
Copayments	$0
Coinsurance	$2,500
What isn't covered	
Limits or exclusions	$100
The total Peg would pay is	**$6,350**

Managing Joe's Type 2 Diabetes
(a year of routine in-network care of a well-controlled condition)

The plan's overall deductible	$3,750
Specialist copay	$100
Hospital (facility) coinsurance	30%
Other coinsurance	30%

This EXAMPLE event includes services like:
Primary care physician office visits *(including disease education)*
Diagnostic tests *(blood work)*
Prescription drugs
Durable medical equipment *(glucose meter)*

Total Example Cost	**$7,400**
In this example, Joe would pay:	
Cost Sharing	
Deductibles	$100
Copayments	$400
Coinsurance	$0
What isn't covered	
Limits or exclusions	$6,000
The total Joe would pay is	**$6,500**

Mia's Simple Fracture
(in-network emergency room visit and follow up care)

The plan's overall deductible	$3,750
Specialist copay	$100
Hospital (facility) coinsurance	30%
Other coinsurance	30%

This EXAMPLE event includes services like:
Emergency room care *(including medical supplies)*
Diagnostic test *(x-ray)*
Durable medical equipment *(crutches)*
Rehabilitation services *(physical therapy)*

Total Example Cost	**$1,900**
In this example, Mia would pay:	
Cost Sharing	
Deductibles	$1,100
Copayments	$500
Coinsurance	$0
What isn't covered	
Limits or exclusions	$0
The total Mia would pay is	**$1,600**

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to

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

reduce your costs. For more information about the wellness program, please contact: 800-540-2583.
*Note: This plan has other deductibles for specific services included in this coverage example. See "Are there other deductibles for specific services?" row above.

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

The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 800-540-2583. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800-540-2583 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	**$1,000**/single, **$2,000**/family Network **$2,000**/single, **$4,000**/family Non-Network	Generally, you must pay all of the costs from providers up to the **deductible** amount before this **plan** begins to pay. If you have other family members on the **plan**, each family member must meet their own individual **deductible** until the total amount of **deductible** expenses paid by all family members meets the overall family **deductible.**
Are there benefit changes related to COVID-19?	Yes, in accordance with Families First Coronavirus Response Act and Ohio Department of Insurance Bulletin 2020-05.	Testing for COVID-19 is covered with no member cost sharing. Also, all treatment related to a COVID-19 diagnosis is covered as an emergency service, at the in-network benefit level.
Are there services covered before you meet your deductible?	**Yes. Certain preventive care and all services with copayments are covered and paid by the plan before you meet your deductible.**	This **plan** covers some items and services even if you haven't yet met the **deductible** amount. But a **copayment** or **coinsurance** may apply. For example, this **plan** covers certain **preventive services** without **cost-sharing** and before you meet your **deductible**. See a list of covered **preventive services** at https://www.healthcare.gov/coverage/preventive-care-benefits/.
Are there other deductibles for specific services?	No	You don't have to meet **deductibles** for specific services.
What is the out-of-pocket limit for this plan?	**Coinsurance Limit:** **$3,000**/single, **$6,000**/family Network **$6,000**/single, **$12,000**/family Non-Network **Out-of-pocket Limit:** **$7,150**/single, **$14,300**/family Network **$8,000**/single, **$16,000**/family Non-Network	The **out-of-pocket limit** is the most you could pay in a year for covered services. If you have other family members in this **plan**, they have to meet their own **out-of-pocket limits** until the overall family **out-of-pocket limit** has been met.

Important Questions	Answers	Why This Matters:
What is not included in the out-of-pocket limit?	**Deductibles**, **premiums**, balance-billed charges and health care this **plan** doesn't cover. Certain specialty pharmacy drugs are considered non-essential health benefits and fall outside the out-of-pocket limits.	Even though you pay these expenses, they don't count toward the **out-of-pocket limit.** The cost of these drugs (though reimbursed by the manufacturer at no cost to you) will not be applied towards satisfying your out-of-pocket maximums.
Will you pay less if you use a network provider?	Yes, See MedMutual.com/SBC or call 800-540-2583 for a list of participating providers.	This **plan** uses a **provider network**. You will pay less if you use a **provider** in the **plan's network**. You will pay the most if you use an **out-of-network provider**, and you might receive a bill from a **provider** for the difference between the **provider's** charge and what your **plan** pays (**balance billing**). Be aware your **network provider** might use an **out-of-network provider** for some services (such as lab work). Check with your **provider** before you get services.
Do you need a referral to see a specialist?	No	You can see the **specialist** you choose without a **referral.**

⚠ All **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies. Services with **copayments** are covered before you meet your **deductible**, unless otherwise specified.

Common Medical Event	Services You May Need	What You Will Pay: Network Provider (You will pay the least)	What You Will Pay: Out-of-Network Provider (You will pay the most)	Limitations, Exceptions, & Other Important Information
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	$25 copay/visit	$25 copay/visit, 30% coinsurance	None
	Specialist visit	$40 copay/visit	$40 copay/visit, 30% coinsurance	None
	Preventive care/screening/immunization	No charge	$25 copay/visit, 30% coinsurance	You may have to pay for services that aren't preventive. Ask your provider if the services you need are preventive. Then check what your plan will pay for.
If you have a test	Diagnostic test (x-ray, blood work)	10% coinsurance	30% coinsurance	None
	Imaging (CT/PET scans, MRIs)	10% coinsurance	30% coinsurance	None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need drugs to treat your illness or condition More information is available at www.ExpressScripts.com	Generic Copay – Retail	$5 copay	Does Not Apply	Covers up to a 30-day supply
	Generic Copay – Mail Order	$10 copay	Does Not Apply	Covers up to a 90-day supply
	Preferred Copay – Retail	$30 copay	Does Not Apply	Covers up to a 30-day supply
	Preferred Copay – Mail Order	$60 copay	Does Not Apply	Covers up to a 90-day supply
	Non- Preferred Copay – Retail	$60 copay	Does Not Apply	Covers up to a 30-day supply
	Non- Preferred Copay – Mail Order	$120 copay	Does Not Apply	Covers up to a 90-day supply
	Specialty Generic Copay	10% - $100 max. copay	Does Not Apply	Covers up to a 30-day supply
	Specialty Generic Copay – Mail Order	10% - $200 max. copay	Does Not Apply	Covers up to a 90-day supply
	Specialty Preferred Copay – Retail	20% - $150 max. copay	Does Not Apply	Covers up to a 30-day supply
	Specialty Preferred Copay – Mail Order	20% - $300 max. copay	Does Not Apply	Covers up to a 90-day supply
	Specialty Non-Preferred Copay – Retail	20% - $250 max. copay	Does Not Apply	Covers up to a 30-day supply
	Specialty Non-Preferred Copay – Mail Order	20% - $500 max. copay	Does Not Apply	Covers up to a 90-day supply
	See HESE Health Benefit Plan Prescription Drug Summary for further information.			
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	10% coinsurance	30% coinsurance	None
	Physician/surgeon fees (outpatient)	10% coinsurance	30% coinsurance	None
If you need immediate medical attention	Emergency room care	$250 copay/visit		None
	Emergency medical transportation	10% coinsurance	30% coinsurance	None
	Urgent care	$40 copay/visit	$40 copay/visit, 30% coinsurance	None
If you have a hospital stay	Facility fee (e.g., hospital room)	10% coinsurance	30% coinsurance	None
	Physician/surgeon fees (inpatient)	10% coinsurance	30% coinsurance	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	Benefits paid based on corresponding medical benefits		None
	Inpatient services	Benefits paid based on corresponding medical benefits		None

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you are pregnant	Office visits	No charge	30% coinsurance	Cost sharing does not apply to certain preventive services. Depending on the type of services, copay, coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e., ultrasound).
	Childbirth/delivery professional services	10% coinsurance	30% coinsurance	None
	Childbirth/delivery facility services	10% coinsurance	30% coinsurance	None
If you need help recovering or have other special health needs	Home health care	10% coinsurance	30% coinsurance	None
	Rehabilitation services (Physical Therapy)	10% coinsurance	30% coinsurance	(40 visits per benefit period, combined with Occupational Therapy)
	Habilitation services (Occupational Therapy)	10% coinsurance	30% coinsurance	(40 visits per benefit period, combined with Physical Therapy)
	Habilitation services (Speech Therapy)	10% coinsurance	30% coinsurance	(20 visits per benefit period)
	Skilled nursing care	10% coinsurance	30% coinsurance	None
	Durable medical equipment	10% coinsurance	30% coinsurance	None
	Hospice services	10% coinsurance	30% coinsurance	None
If your child needs dental or eye care	Children's eye exam	No charge	$25 copay/visit, 30% coinsurance	None
	Children's glasses	Not Covered		Excluded Service
	Children's dental check-up	Not Covered		Excluded Service

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services.)		
• Acupuncture	• Dental Care (Adult)	• Non-emergency care when traveling outside of the U.S.
• Children's dental check-up	• Hearing Aids	• Routine Eye Care (Adult)
• Children's glasses	• Infertility Treatment	• Routine Foot Care
• Cosmetic Surgery	• Long-Term Care	• Weight Loss Programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)		
• Bariatric Surgery	• Chiropractic Care	• Private-Duty Nursing

Your Rights to Continue Coverage: There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: the Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 877-267-2323 x61565 or cciio.cms.gov. Other coverage options may be available to you, including buying individual insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit HealthCare.gov or call 800-318-2596.

Your Grievance and Appeals Rights: There are agencies that can help if you have a complaint against your plan for a denial of a claim. This complaint is called a grievance or appeal. For more information about your rights, look at the explanation of benefits you will receive for that medical claim. Your plan documents also provide complete information to submit a claim, appeal, or a grievance for any reason to your plan. For more information about your rights, this notice, or assistance, contact your plan at 800-540-2583.

Does this plan provide Minimum Essential Coverage? Yes

Minimum Essential Coverage generally includes plans, health insurance available through the Marketplace or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of Minimum Essential Coverage, you may not be eligible for the premium tax credit.

Does this plan meet the Minimum Value Standards? Yes

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

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

The coverage example numbers assume that the patient does not use an HRA or FSA. If you participate in an HRA or FSA and use it to pay for out-of-pocket expenses, then your costs may be lower.

About these Coverage Examples:

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

Peg is Having a Baby
(9 months of in-network pre-natal care and a hospital delivery)

The plan's overall deductible	$1,000
Specialist copay	$40
Hospital (facility) coinsurance	10%
Other coinsurance	10%

This EXAMPLE event includes services like:
Specialist office visits *(prenatal care)*
Childbirth/Delivery Professional Services
Childbirth/Delivery Facility Services
Diagnostic tests *(ultrasounds and blood work)*
Specialist visit *(anesthesia)*

Total Example Cost	**$12,800**
In this example, Peg would pay:	
Cost Sharing	
Deductibles	$1,000
Copayments	$0
Coinsurance	$1,200
What isn't covered	
Limits or exclusions	$100
The total Peg would pay is	**$2,300**

Managing Joe's Type 2 Diabetes
(a year of routine in-network care of a well-controlled condition)

The plan's overall deductible	$1,000
Specialist copay	$40
Hospital (facility) coinsurance	10%
Other coinsurance	10%

This EXAMPLE event includes services like:
Primary care physician office visits *(including disease education)*
Diagnostic tests *(blood work)*
Prescription drugs
Durable medical equipment *(glucose meter)*

Total Example Cost	**$7,400**
In this example, Joe would pay:	
Cost Sharing	
Deductibles	$100
Copayments	$200
Coinsurance	$0
What isn't covered	
Limits or exclusions	$6,000
The total Joe would pay is	**$6,300**

Mia's Simple Fracture
(in-network emergency room visit and follow up care)

The plan's overall deductible	$1,000
Specialist copay	$40
Hospital (facility) coinsurance	10%
Other coinsurance	10%

This EXAMPLE event includes services like:
Emergency room care *(including medical supplies)*
Diagnostic test *(x-ray)*
Durable medical equipment *(crutches)*
Rehabilitation services *(physical therapy)*

Total Example Cost	**$1,900**
In this example, Mia would pay:	
Cost Sharing	
Deductibles	$1,000
Copayments	$300
Coinsurance	$10
What isn't covered	
Limits or exclusions	$0
The total Mia would pay is	**$1,310**

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to

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

reduce your costs. For more information about the wellness program, please contact: 800-540-2583.
*Note: This plan has other deductibles for specific services included in this coverage example. See "Are there other deductibles for specific services?" row above.

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

Bellevue City Schools

Teacher Evaluation System

We are committed to a high quality education for all students by providing a rigorous and relevant curriculum, positive relationships with our stakeholders and accountability. Every student will develop the skills and knowledge to succeed in an evolving global society.

Bellevue City Schools Evaluation Team Members

Nate Artino: Bellevue High School Principal

John Bollinger: Bellevue Middle School Principal

Sue Eastman: Bellevue High School Teacher

Logan Hurst: Bellevue High School Teacher

Amanda Kozak: Bellevue High School Teacher

Carie LaPata: Bellevue Middle School Teacher

Anthony Panfalone: Bellevue Middle School Assistant Principal/AD

April Proctor: Bellevue Elementary School Teacher

Troy Roth: Bellevue City Schools Superintendent

Kim Swartz: Bellevue City Schools Director of Curriculum & Instruction

Shannon Turner: Bellevue Elementary School Principal

Jennifer Walker – Bellevue Elementary School Teacher

Bellevue City Schools Teacher Evaluation System Guidelines

House Bill 1, passed in 2009, directed the Educator Standards Board to recommend model teacher and principal evaluation systems for State Board of Education review and adoption.. The Ohio Teacher Evaluation System (OTES) was created in response to this mandate. Bellevue City Schools has implemented the full OTES model for teacher evaluation. Bellevue City Schools formed the OTES committee to make district level decisions regarding OTES. The OTES committee meets yearly to review data and select district level protocols.

OTES 2.0

In March 2017, the Educator Standards Board made recommendations for updating the Ohio Teacher Evaluation System. Ohio Senate Bill 216, which took effect in late 2018, reflects the recommendations for OTES 2.0. The Bellevue Board of Education passed an updated board policy in May 2020 to align with OTES 2.0. The BEA Master Agreement indicates that Bellevue City Schools will begin implementation of OTES 2.0 during the 2021-22 school year. Outlined in Ohio Revised Code, the requirements for OTES 2.0 include:

- Evaluation of teachers who hold teaching licenses and spend at least 50 percent of their time in student instruction.
- Alignment of an evaluation system with the ***Ohio Standards for the Teaching Profession*** adopted under Ohio Revised Code.
- At least two formal observations of at least 30 minutes each and at least two classroom walkthroughs in which a credentialed evaluator observes a teacher
- Assignment of a rating on each evaluation according to these levels of performance: **Accomplished, Skilled, Developing, or Ineffective**.
- Evaluation of every teacher, to be completed by May 1, with a written evaluation report provided to the teacher by May 10.
- Options for less frequent evaluation of teachers who received **Skilled or Accomplished** ratings the prior school year in the same district, while still providing them feedback on their practice.
- Use of at least two measures of high-quality student data that provide evidence of student learning attributable to the teacher being evaluated.
- Allocation of district financial resources to support professional development informed by evaluation results.

OTES 2.0 Definitions

"OTES" - Stands for the Ohio Teacher Evaluation System as adopted by the Ohio State Board of Education in 2020, or as otherwise modified by the State Board of Education.

"Teacher" - For purposes of this policy, "teacher" means licensed instructors who spend at least fifty percent (50%) of his/her time providing content-related student instruction and who is working under one (1) of the following:

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

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

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

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

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

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

"Credentialed Evaluator" - means the appropriately qualified individual, assigned by the District, who is responsible for completing the evaluation process for a teacher. For purposes of this policy, each teacher subject to evaluation will be evaluated by a person who:

A. meets the eligibility requirements under R.C. 3319.111(D); and

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

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

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

"High-Quality Student Data" – means locally-determined data that provides evidence of student learning attributable to the teacher who is being evaluated. When applicable to the grade level or subject area taught, High-Quality Student Data (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 also include data obtained from the list of Ohio Department of Education approved student assessments.

High-quality student data may not include student learning objectives (SLOs) or shared attribution measures.

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

"Evaluation Cycle" - means the period of time for the completion of the evaluation procedure. The evaluation cycle is completed when performance assessments are conducted for the current school year and the teacher is assigned a final holistic rating.

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

"Evaluation Instruments" - refers to the forms developed by the ODE, including the "Teacher Performance Evaluation Rubric".

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

"Final Evaluation Rating" - means the final holistic evaluation rating that is assigned to a teacher pursuant to terms of this policy. The evaluation rating is assigned at the conclusion of the evaluation cycle.

Standards-Based Teacher Evaluation

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

Each teacher evaluation will result in an evaluation rating of:

A. **Accomplished;**

B. **Skilled;**

C. Developing; or

D. Ineffective.

The specific standards and criteria for distinguishing between these ratings/levels of performance shall be the same as those developed by the State Board of Education, which are incorporated herein by reference.

The Superintendent shall annually file a report with the Ohio Department of Education (ODE) the number of teachers for whom an evaluation was conducted as well as the number of teachers assigned each rating as set forth above, aggregated by teacher preparation programs from which and the years in which the teachers graduated. The Board will utilize the ODE's guidelines for reporting this information.

The Board may elect not to evaluate a teacher who was on leave from the School District for fifty percent (50%) or more of the school year.

The Board may elect not to evaluate a teacher who has submitted a notice of retirement that was accepted by the Board no later than December 1st of the year the teacher was scheduled to be evaluated.

Professional Growth Plans and Professional Improvement Plans

Based upon the results of the annual teacher evaluation, each teacher must develop either a professional growth plan or be placed on a professional improvement plan as follows:

A. A teacher whose final holistic rating is "accomplished" on his/her most recent evaluation will develop a professional growth plan and may choose his/her credentialed evaluator from those available to the Board for that purpose, utilizing the components determined by the District.

B. A teacher whose final holistic rating is "skilled" will develop a professional growth plan collaboratively with his/her credentialed evaluator and will have input on his/her evaluator for the next evaluation cycle, utilizing the components determined by the District.

C. A teacher whose final holistic rating is "developing" will develop a professional growth plan guided by his/her assigned credentialed evaluator, utilizing the components determined by the District.

D. A teacher whose final holistic rating is "ineffective" will be placed on a professional improvement plan by their assigned evaluator, utilizing the components determined by the District.

E. A teacher who is new to the profession or new to the District will develop a professional growth plan collaboratively with his/her credentialed evaluator, utilizing the components determined by the District.

F. The District administration has discretion to place a teacher on an Improvement Plan at any time based on an overall final evaluation rating of "Developing" or "Ineffective".

Use of High-Quality Student Data

At least two (2) measures of high-quality student data will be used as evidence of student learning. The teacher will select student data that will be used in consultation with the evaluator, and will provide evidence that demonstrates the teacher has used the data in accordance with this policy. The evaluator may use the data as evidence to determine a performance rating in any component of the evaluation where applicable.

When applicable to the grade level or subject area(s) taught by a teacher, high-quality student data will include the value-added progress dimension. High-quality student data will meet the following criteria:

A. aligns to learning standards

B. measures what is intended to be measured

C. is directly attributable to the teacher being evaluated for course(s) and grade level(s) taught

D. demonstrates evidence of student learning (achievement and/or growth)

E. follows protocols for administration and scoring

F. provides trustworthy results; and

G. is fair and unbiased

Teachers must provide evidence to their evaluator which demonstrates that they have used high-quality student data in the following ways:

A. critically analyze and reflect upon results to support improvement and enhancement of student learning

B. assess student learning needs and styles, including the strengths and weaknesses of an entire class as well as individual students in each class

C. inform and adapt instruction to meet student needs; and

D. measure student learning achievement and growth, as well as progress toward achieving state and local standards.

In addition to value-added data, the superintendent may select high-quality data from among state-approved vendor assessments or other locally determined measures or instruments that meet the definition and criteria outlined above.

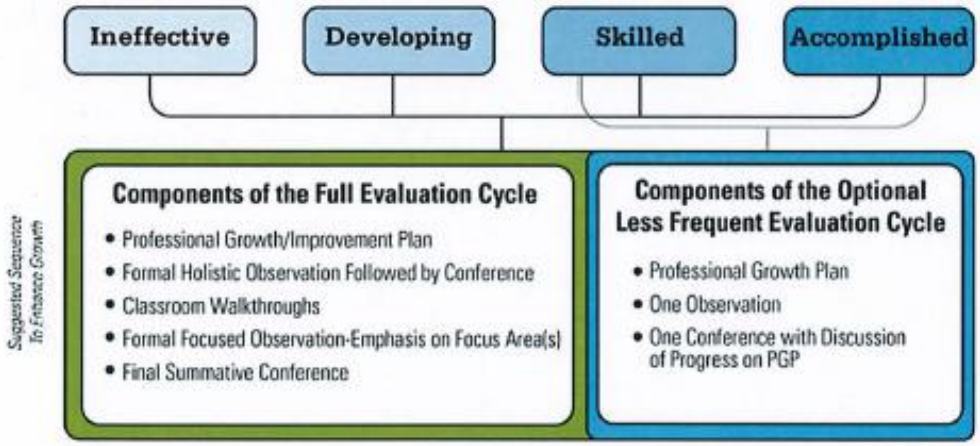
Annually, the Superintendent ~~shall~~ **may** develop a list of approved high-quality student data in consultation with experts in the field of education and with the District's evaluation committee.

For the purpose of selecting high-quality student data, the Board defines the term "expert" to include members of the District's administrative team, credentialed evaluators, as well as employees or consultants hired by the educational service center, or another private or public entity to provide expertise on student growth and learning and OTES Committee Members.

High Quality Student Data

The teacher and evaluator will collaborate to determine what high quality student data will be used based on the criteria outlined above.

Bellevue City Schools Ohio Teacher Evaluation System 2.0 Procedures



Teachers will be notified by September 15 each year indicating who their evaluator will be for the year.

Self-Assessment: Optional

Holistic and Focus Area Observations:

The first formal observation will be a holistic observation where the evaluator assesses all areas of the rubric demonstrated during the observation as well as information gained from any pre-

observation conference or other sources selected by the evaluator.

The second and any subsequent formal observation(s) will be focused observations in which the evaluator emphasizes identified focus area(s). Identified focus areas will be selected after completion of the holistic observation, and may include area(s) of relative strength and/or area(s) targeted for improvement. Teachers with a final evaluation rating of Accomplished (from the previous year) will select their own focus area(s). A teacher with a final evaluation rating of Skilled (from the previous year) will select focus area(s) in collaboration with his/her evaluator. A teacher with a final evaluation rating of Developing (from the previous year) will be guided by his/her evaluator in determining focus area(s). A teacher with a final evaluation rating of Ineffective (from the previous year) will have focus area(s) selected by the evaluator. A teacher new to the profession will select focus area(s) in collaboration with his/her evaluator." Evaluators will collect evidence during the focused observation to assess the identified focus area(s). Evaluators will also document evidence to support the final evaluation rating.

Observation Cycles to Begin: September/October

Notification Timelines:

Teaching staff will be notified a minimum of 5 work days prior to the optional pre-conference unless the time of the conference is mutually agreed upon by the teacher and evaluator.

Pre-Conference (Optional): To be held no more than 3 days prior to the lesson unless the time of the conference is mutually agreed upon by the teacher and evaluator.

Pre-conferences will not be held the day of the 30 minute formal observation unless the time of the conference is mutually agreed upon by the teacher and evaluator.

Holistic and/or Focused Observation: Must be at least 30 minutes in length. Number of formal observations per year is dependent on what type of contract the teacher holds (limited, multi-year, or continuing)

Full Cycle Walk-Throughs: Informal observation tool that provides immediate, written feedback provided on the Ohio Evaluation System portal. The feedback will be signed (pinned) by the teacher and evaluator within the portal.

Walk-throughs will not exceed 10 minutes in length

Administrator conducting the walk- throughs will also be the administrator doing the observation. Any unique or unusual circumstance will be addressed through a conference with the teacher, BEA, and administration.

Full Cycle Post-Conference: To take place within 3-5 school days following the formal observation unless the time of the conference is mutually agreed upon by the teacher and evaluator.

Formative Feedback: Staff will be given a copy of the teacher performance rubric and formative rating for each formal observation within 3 school days following the post conference unless the time of the conference is mutually agreed upon by the teacher and evaluator.

Final Summative Rating: Staff will be given the final summative rating, as required by law, by May 10. (Accomplished, Skilled, Developing, Ineffective).

OTES 2.0 Evaluation Cycles

I. Full Evaluation Cycle

- Professional Growth/Improvement Plan
- Formal Holistic Observation Followed by a Conference
- Classroom walkthroughs
- Formal Focused Observation-Emphasis on Focused Areas (s)
- Final Summative Rating

II. Less Frequent Evaluation Cycle

- Professional Growth Plan
- One Focused or Holistic Observation
- One Conference with Discussion on Progress on PGP

Evaluation Schedules

. Teacher received an **Accomplished** rating on most recent Full Evaluation Cycle:

- Two years of Less Frequent Evaluation Cycle in the Final Year of a Contract

II. Teacher received a **Skilled** rating on most recent Full Evaluation Cycle:

- One year of Less Frequent Evaluation Cycle in the Final Year of a Contract

III. Teacher with a rating of **Developing** or **Ineffective** on most recent Full Evaluation Cycle:

- Full Evaluation Cycle

IV. Teachers on a **one year** contract or on **final year** of multi-year contract:

- Professional Growth Plan
- Holistic Observation followed by a conference
- Holistic Observation followed by a conference
- Classroom Walkthroughs
- Focused Observation - with emphasis on focused area
- Final Summative Rating