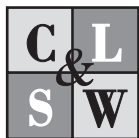


Columbus Education Association



**Master
Agreement
2015-2017**



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AGREEMENT

between

**THE
COLUMBUS BOARD
OF EDUCATION**

and

**THE
COLUMBUS
EDUCATION
ASSOCIATION**

**To be in effect until
midnight of the day
before the first regular
teacher contract day of
August, 2017–2018**

Dear CEA Members:

This is your copy of the new *Master Agreement* between the Columbus Board of Education and the Columbus Education Association. Please read it and use it for your professional and your personal benefit.

Bargaining this contract, while challenging due to the difficult economic times in our community, was successful in that your Core Team was able to secure much-deserved raises. We must not take the results of this Agreement for granted.

This Agreement represents hours of hard work by the CEA officers, representatives, staff and bargaining team members. The sacrifice made is greatly appreciated. While public education and teachers' livelihoods continue to be under attack, your Association continues to work hard and fight to defend our local public schools, our profession and our right to collectively bargain a contract.

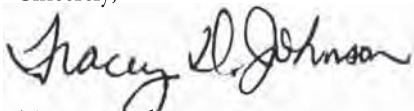
We should be very proud of this Agreement. Even in difficult times, we have moved forward. This contract contains substantive language changes to improve the working conditions for teachers and learning conditions for students. It also maintains benefits for teachers.

A special note of thanks goes to all team members, especially Chief Negotiator Ezetta Murray and Negotiations Chairperson Teri Mullins. They have demonstrated their dedication to create and maintain a strong Association.

We appreciate the contributions so many of our members made to the success of this Agreement. Every phone call, email, meeting and discussion as to the needs of the membership was utilized in bargaining this Agreement.

Any good contract must be enforced to have value. The Board and CEA have made the commitment to support this Agreement. Every member and every administrator is obligated to enforce it. Thank you for your support.

Sincerely,

A handwritten signature in black ink, reading "Tracey D. Johnson". The signature is fluid and cursive, with the first name "Tracey" being more prominent and the last name "Johnson" following in a similar style.

Tracey D. Johnson
CEA President

CEA Negotiations Team

Core Team

Ezetta Murray Chief Negotiator
Teri Mullins Chairperson
Tracey D. Johnson President
Phil Hayes Vice President/Recorder
Ann Aeschbury Member
Robin Lucas Member
Dwayne Zimmerman Member

Team Members

Traci Arway	Bob Hern
Jennifer Brothers	Al Hernandez
Andrew Byrum	Torin Jacobs
Gerry Curran	Michelle Jefferies
Daryl Curry	Courtney Johnson
Cassandra Daniels	Renée Kelly
Carla Davis	Cindy Love
Daria DeNoia	Gary Metzenbacher
Angel Dyer	Micheal Mundew
Claudia Eschelbach	Jenny Plemel
Vicki Evans	J. Howell Sanchez
Shelia Evans	Dominique Vacheresse
Melanie Garvin	Diana Welsh
Susan Guisinger Azad	Julie Whitmore
Tai Hayden	

Contents

Part I

Articles Index	iii-v
Master Agreement	1

Part II

Memoranda of Agreement	151
------------------------------	-----

Part III

Association Building Council	188
Use of Instructional Assistants	197
Forms Index	201

Part IV

Index to the Master Agreement	25_
-------------------------------------	-----

Supporting Advertisers

Cloppert, Latanick, Sauter & Washburn Law Firm ..	IFC
NEA Member Benefits	IBC
United Way	54
Ohio Education Association	55
MidOhio Food Bank	58
Capital District	94
Teachers for Better Schools	97
I Know I Can	112
Education First Credit Union	116
NEA Members A+ Auto & Home Insurance Program ..	120
Delta Dental	124
City Year	126
Medical Mutual of Ohio	134
United Negro College Fund	140

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Columbus Education Association

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Columbus, Ohio 43205

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Part I

Master Agreement

Articles

Chapter 100

101	Recognition	1
102	Responsibility of the Board	2
103	Authority of the Superintendent	2
104	Responsibility of the Association	2
105	Equal Employment Rights	2
106	Continuous Performance Pledge	3
107	Present Policies	3
108	Board/Association Consultation	3
109	Rights of the Association	4
110	Grievance Procedure	10
111	Arbitration	12
112	Agency Fee	13

Chapter 200

201	Academic Freedom	15
202	Association Building Council	15
203	Election of Department Chairpersons	16
204	Length of School Day	17
205	Building Staff Meetings	19
206	Teaching Environment and New Buildings	20
207	Guidelines for Classroom Visitations and Teacher Conferences	22
208	Classroom Atmosphere	23
209	Co-Curricular Activities and Extra Duties	25
210	Teacher-Parent Conferences and Reports to Parents ...	27
211	Assignments and Transfers	28
212	Residence	34
213	Job Sharing	34

Chapter 300

301	Class Size	35
302	Teacher Class Load	37
303	Ability Grouping	38
304	Study Halls	38
305	Special Education	39
306	Foreign Language	40
307	Elementary Art, Vocal Music and Physical Education Programs	40

Chapter 400

401	Teacher Evaluation	41
402	Teacher Contract Forms	49
403	Professional Personnel Records	50
404	Professional Behavior	51

Chapter 500

501	Annual Evaluation	53
502	Libraries	53
503	Alternative Schools	53
504	Teaching Aids	53
505	Integrated Textbooks	56
506	Committee Procedures	56
507	Professional Development	56
508	Professional Development Related to Special Education	57

Articles

Chapter 600

601	Instructional Assistants	59
602	Volunteer Workers	59
603	School Counselors	60
604	School Nurses	60
605	School Nurse Orientation and In-Service	60
606	School Social Workers	60
607	Kindergarten Teachers	60

Chapter 700

701	Sick Leave	61
702	Leaves of Absence	67
703	Sabbatical Leave	76
704	Reductions in Personnel	77

Chapter 800

801	Summer Employment	81
802	Use of College Scrip	82
803	Physical Examination	82
804	Annuity Programs	82
805	Disability Insurance Payroll Deductions	83
806	Health Benefits	83
807	Dental Insurance	86
808	Vision Care Insurance	88
809	Term Life Insurance	89
810	Severance Pay	89
811	Voluntary Employee Separation Assistance Plan (VESA) ..	91
812	STRS-Board “Pick-Up”	93
813	Effective Dates	93
814	Cafeteria Premium Payment Plan	93
815	Employee Assistance Program (EAP)	94

Chapter 900

901	Salary Policies	95
902	Teacher Salary Schedules	98
903	Supplemental Hourly Rate	100
904	Full-Time Hourly Professional Employees	100
905	Pay for Extra Duties	102
906	School Psychologists	109
907	Transportation Mileage Rate	109
908	National Board Certification Stipends	110
909	Performance Advancement System	110
910	Value Added	111
911	Assignment Stipend	111

Chapter 1000

1001	Definition of Tutors	113
1002	Applicability	113
1003	Tutor Contracts	113
1004	Progress Reports	114
1005	Sick Leave	114
1006	Personal Leave for Tutors	114
1007	Calamity Days	114
1008	STRS Service Credit Reporting	114

1009	Insurance and Annuity Programs	115
1010	Hourly Rate	117
1011	Salary Experience	118
1012	Negotiations Procedures	118
1013	Pay Plan Selection	118
1014	Negotiations Procedures	118
1015	Other Provisions	118

Chapter 1100

1101	Applicability	119
1102	Latchkey Contracts	119
1103	Assault Leave	119
1104	Personal Leave	121
1105	Wages	121
1106	Stretch Pay	121
1107	Insurance Programs	121
1108	Vacancy Postings	122
1109	STRS Payments	122
1110	Professional Behavior	122
1111	Other Provisions	123
1112	Agreement	123

Chapter 1200

1201	Instructional Support Substitutes	125
------	---	-----

Chapter 1300

1301	Part-Time Employees	127
------	---------------------------	-----

Chapter 1400

1401	2015–2016 School Calendar (Chart)	129
1402	2015–2016 School Calendar	131
1403	2015–2016 Bi-weekly Payroll and Deduction Schedule for Certificated A and B Plan Employees	132
1404	2016–2017 School Calendar (Chart)	135
1405	2016–2017 School Calendar	137
1406	2016–2017 Bi-weekly Payroll and Deduction Schedule for Certificated A and B Plan Employees	138

Chapter 1500

1501	Procedures for Professional Negotiations	141
1502	Interim Negotiations	145
1503	Reform Panel	146

Chapter 1600

1601	Amendment Procedures	149
1602	Applicable State Law	149
1603	Duration of Agreement	149

AGREEMENT

between the
COLUMBUS BOARD OF EDUCATION
and the
COLUMBUS EDUCATION ASSOCIATION

This Agreement entered into at Columbus, Ohio, this Twentieth day of May 2015, between the Columbus Board of Education of the Columbus City School District (hereinafter referred to as the “Board”) and the Columbus Education Association (hereinafter referred to as the “Association or CEA”).

Chapter 100

Article 101

Recognition

The Board recognizes the Association as the sole and exclusive bargaining representative for all teachers of the District. For purposes of this Agreement, the term “teachers” shall mean the certificated teaching employees of the Columbus City School District including, but not limited to, certificated/licensed teachers, nurses, occupational therapists, physical therapists, dental hygienists, full-time (minimum of six [6] hours per day and a minimum of thirty-seven [37] weeks per year) hourly-rated teachers, part-time employee positions that are scheduled for more than twelve (12) hours each week during the school year and require licensure from the Ohio Department of Education (“part-time teachers”), part-time hourly-rated tutors who work regularly during the majority of the school year, latchkey teachers and instructional support substitutes. “Teachers” shall also mean other regular full-time professional staff members except classified and civil-service type personnel and except instructional assistants and educational media aides. Members of the bargaining unit as defined above may hereinafter be referred to as “teachers” or “members of the bargaining unit.” However, only those provisions of this Agreement which are specifically identified as applicable to hourly-rated tutors, latchkey teachers, instructional support substitutes and part-time teachers shall apply to such employees. The bargaining unit shall include a person hired as a regular contract teacher who (a) fails to pass the appropriate PRAXIS test(s) within the first sixty (60) work days and (b) serves in the same assignment for more than forty-five (45) days so long as the person is continued in that same assignment. All employees herein defined as teachers shall be members of the bargaining unit, but said bargaining unit shall exclude the Superintendent, Deputy Superintendent, assistant superintendents, principals, assistant principals, and other administrative or supervisory personnel. “Other

administrative or supervisory personnel” shall include any certificated or professional employee having the authority to responsibly direct other certificated or professional employees and the authority to hire, transfer, assign, promote, discharge or discipline other certificated or professional employees, or to responsibly recommend such action. If the Board of Education reassigns or removes the work of student safety specialists from the bargaining unit, the Board of Education shall have the obligation to bargain with the Association about the effect(s) of the Board’s decision.

Article 102

Responsibility of the Board

It is recognized by the parties that the Board is invested by the laws of the State of Ohio with the management and control of all the public schools in the Columbus City School District. The authority shall include, but shall not be limited to, the right to hire, discharge or discipline teachers, subject to the terms of this Agreement and applicable law, and the authority to make such rules and regulations, subject to the terms of this Agreement and applicable law, as are necessary for the government of the public schools, the employees of the Board and the pupils of the schools.

Nothing in this Agreement shall constitute a derogation or transfer of the authority of the Board as established by the laws of the State of Ohio.

Article 103

Authority of the Superintendent

The administrative authority of the Board shall be implemented by the Superintendent, Deputy Superintendent, assistant superintendents, principals, assistant principals, and other administrative or supervisory personnel employed by the Board. The Superintendent shall have the sole authority to direct, assign and transfer teachers, subject to the terms of this Agreement and applicable law.

Article 104

Responsibility of the Association

The Association shall represent all teachers of the Columbus City School District equally and without discrimination, regardless of their membership or non-membership in the Association.

Article 105

Equal Employment Rights

Members of the bargaining unit will not be discriminated against in any way in the exercise of their employment rights or their rights under this Agreement because of race, sex, sexual orientation, religion, color, national origin, age, gender identity or expression, ancestry, familial status, military status, disability, genetic information or any other legally protected category. The Board and administration will comply with all federal, state and local fair employment laws.

Article 106

Continuous Performance Pledge

106.01 The Association agrees that it will neither cause nor sponsor any strike, “study day,” “professional holiday,” or other work stoppage during the period of this Agreement. In the event that the Association violates this provision, it shall be subject to appropriate legal penalties and the Board shall be entitled to any other appropriate relief available under law.

106.02 Any teacher who initiates or participates in a strike or other act prohibited by this article will be subject to appropriate legal penalties and the Board shall be entitled to any other appropriate relief available under law.

106.03 The Association will make every reasonable effort to prevent or terminate violations of the pledge.

Article 107

Present Policies

To the extent that any provision of the *Administrative Guide*, other Board policy, regulation or procedure, or building level policy, regulation or procedure conflicts with an expressed provision of this Association-Board Agreement, the provisions of the Association-Board Agreement shall have precedence.

Article 108

Board-Association Consultation

108.01 During the term of this Agreement, the Board or its administrative agents shall make it a practice to advise the Association President or his/her designees prior to the adoption of new or substantially revised citywide policies, programs or procedures of significant importance to and directly involving teachers.

108.02 During the term of this Agreement, the Superintendent and designees shall meet on a regular basis, generally once a month, with not more than five (5) representatives of the Association to discuss matters of policy, procedure and program of the school district. In order to promote a free exchange of views, all matters discussed in such meetings shall be considered confidential by all parties unless otherwise noted in the meetings.

108.03 All administrative forms provided by this Agreement shall be mutually acceptable to the Board and the Association, subject to binding arbitration in case of dispute. The development of such mutually acceptable forms shall include discussion between the parties of the procedures for the use of such forms. In the event mutual agreement on a form does not occur, the Board shall be free to utilize its preferred form until an arbitrator renders a decision.

108.04 All school forms developed by the school district

shall be free of sexual stereotyping. The school system may continue to use supplies of forms presently in stock. The Association may advise the administrator of Labor Relations of any forms in need of revision. No form that is in violation of this article shall be the subject of a grievance unless the form has been identified as provided above. Existing supplies of such a form may be continued in use until liquidated.

Article 109

Rights of the Association

109.01 The President of the Association or his/her designees shall have the right to visit all schools in the District for the purpose of carrying out Association business. Upon entering a school, the President or designee shall first notify the principal of his/her visitation. In the absence of the principal, notification shall be to the assistant principal or a school office employee. In no event shall such visits interfere with or interrupt normal school operations.

109.02

- A. Unless otherwise mutually agreed upon, the Board shall continue to supply the Association by the second work day following the pay date, or as soon as possible thereafter, with electronic media containing personnel information for members of the bargaining unit from the computer personnel file. The electronic media shall contain the following data: employee name, street address, city, ZIP code, race code, areas of certification, hire date, Board date, department code, administrative location code, facility code, pay plan, percent of employment, class code and description, check location code and description, dues deduction types and amounts and date. In the event the Board cannot reasonably continue to supply such information in such manner, the parties will meet to determine a feasible course of action. The Board will not be arbitrary or capricious regarding this matter and will notify the Association as soon as practicable whenever they determine the electronic media will be delayed.
- B. The Board of Education shall supply the Association with names and addresses of all new teachers and their administrative assignments within one (1) week after official Board action employing such teachers.
- C. Twenty-five (25) copies of the annual *Building Staff Assignment Directory* and twenty-five (25) copies of the annual *Employee Directory* will be provided to the Association if and when such publications are normally distributed.
- D. The information provided in A, B and C above shall be only for the private use of the Association.

109.03 *Membership Dues Deduction*

- A. Membership dues of the Association and its district, state and national affiliates, shall be deducted in nineteen (19) equal installments for teachers on plan A and twenty-four (24) equal installments for teachers on plan B on dates defined in Chapter 1400 on the basis of written authorizations supplied by the Association to the Treasurer. The Treasurer shall transmit dues to the Association one (1) Columbus City Schools business day following the pay date in which the pay was received by the employee or as soon as possible thereafter. Such deduction shall be irrevocable for periods of one (1) year except that authorizations may be withdrawn during a period of fifteen (15) days each year ending September 15, providing that notifications of withdrawal are submitted to the Treasurer during such fifteen (15) day period. The Association shall keep on file a copy of each individual's deduction authorization form.
- B. Authorization shall be on a continuing basis from year to year unless withdrawn in keeping with provision 109.03(A) above. Such withdrawal must be submitted in writing to the Treasurer of the Board, with a copy to the Association. The effective date for a new authorization or a change in an existing authorization shall not be later than the earning period following submission of the new or changed authorization.
- C. The Association shall supply the Treasurer with the dues structure for the following school year by July 1 of each year.
- D. The balance of the annual deductions shall be deducted from the final paycheck of a member resigning his/her position, receiving an unpaid leave of absence, leaving a bargaining unit position or terminating his/her employment after the opening of school.
- E. The Association will indemnify the Board and Treasurer against liability for all deductions made in accordance with these provisions.
- F. The Association will compensate the Board in the amount of fifteen cents (\$.15) per member per year for the payroll deduction service to be deducted from the first deduction period each school year.
- G. The Board will provide the Association with a single printout for all organizations showing the members from whom dues were deducted and the appropriate organization. This itemized statement with a transmittal letter will be prepared monthly.
- H. The Association shall have exclusive payroll deduction rights for union dues for members of the bargaining unit.
- I. *Payroll Procedures and Deductions*

1. United Way deductions shall be continuous from year to year until canceled in writing to the Treasurer's Office. Changes will be made by completing new option cards during the annual campaign period.
2. Salary reductions for annuities and Section 125 accounts shall be determined by dividing the yearly amount by the appropriate number of pay dates per employee.
3. Deductions for missed dues and service fees shall be recovered and collected within thirty (30) days of knowledge of the omission. The Association will be promptly notified in writing whenever the above occurs.
4. Amounts for credit union deductions, Association dues, TBS and agency fees shall be electronically transmitted by the next Columbus City Schools business day following the employee's pay date.
5. Amounts for annuities and flexible spending accounts shall be electronically transferred by the third Columbus City Schools business day following the employee's pay date when ACH transfer is available.
6. Bargaining unit members desiring to change from pay plan A to plan B or plan B to plan A must do so during the open change period of June 1 to the end of the first week of the next school year.
7. When an employee's bank account is debited by the Treasurer's Office, a credit with the corrected amount must be made at the same time (or manual check on pay date). Advance notification of these actions should be given to the employee as soon as possible.
8. Errors in sick leave and personal leave shall be reported to the Treasurer's Office on a form mutually agreed to by the Board and the Association. Every effort will be made for necessary corrections to be made in a timely fashion generally on the paycheck following the receipt of the report. The processing date of a payroll may cause this correction to be delayed until the following pay date. Whenever corrections are not made on the next paycheck, the Association will be promptly notified.
9. Every effort will be made to correct errors in deductions and entitlements by the following pay date that the error was reported. The processing date of a payroll may cause this correction to be delayed until the following pay date.
10. Tutors shall be paid biweekly after submitting to

the payroll office a biweekly certification of hours actually worked. Tutors must submit an enrollment sheet to the office of special education on a monthly basis.

11. Printouts of information provided to the Association may be replaced, by mutual agreement, by electronic media.
12. Supplemental wages will be included in the regular paycheck. The federal tax deduction will be calculated according to method B for supplemental wages in the *IRS Circular E, Employer's Tax Guide*.
13. Current practice shall be followed for payment of supplemental duties that are not provided for in Article 905 of the current Agreement with the new biweekly pay plan.
14. Unused sick leave shall be cumulative without limit. For contract teachers, sick leave shall accumulate at a rate of fifteen (15) days per year. All such teachers shall be credited with one and one-half (1.5) days at the end of each month. The accruals will occur September through June.
15. The benefits provided in Article 806, 807 and 809 shall be effective for newly employed members of the bargaining unit on the first day of the month after the first thirty (30) calendar days of employment. Such benefits shall terminate on the last day of the month for which the employee has paid for such coverage. Coverage for members of the bargaining unit electing coverage under Article 805 shall be in accordance with the biweekly payroll and deduction schedule.
16. Payment for performance of extra duties listed in 905.01 shall be made in a single payment as soon as practicable following the completion of the performance of the extra duty. Payments shall be made on the sixth, thirteenth, fifteenth and twenty-first pay dates.
17. Government savings bonds deductions shall be provided by January 1, 1998.
18. Eligible tutors may elect the health benefits provided in Article 806 of this Agreement, the dental insurance coverage provided in Article 807 of this Agreement, and the vision insurance coverage provided in Article 808 of this Agreement. The Board shall pay a proportionate percent of the cost of such insurance, and the eligible tutor shall pay the balance of the premium by the payroll deductions schedule, based upon the number of hours for which the particular tutor is scheduled per week, as follows: fifteen (15) to twenty-five

(25) hours, the Board shall pay fifty (50) percent and the employee fifty (50) percent of the cost; more than twenty-five (25) hours, the Board shall pay seventy-two (72) percent and the employee shall pay twenty-eight (28) percent.

Determination of eligibility and percentage contribution based on hours is set forth in Sections 1008.05–.06.

19. Election of the coverages must be made during the annual open enrollment period for tutors.

20. The joint Association/Board Payroll Committee that includes the Treasurer or his/her designee will meet as often as necessary to review and correct procedures with regard to the bi-weekly payroll system. The parties are committed to arriving at solutions, short of the grievance process, to any unanticipated problems that may arise from implementation of the biweekly payroll.

109.04 The Association shall be provided bulletin board space in the area of teacher mailboxes in each school for the posting of notices and other materials relating to Association activities. Such notices and other materials shall not include campaign materials or endorsements for candidates in local, state or national public elections. Such materials may be posted by teachers in teachers' lounges. The bulletin board space shall be identified with the name of the Association and Association faculty representative(s) who has the responsibility for maintaining the bulletin board.

109.05

- A. During the term of this Agreement, principals, assistant principals, school clerks, secretaries and other office personnel shall not distribute nor post materials from any employee union or similar organization except to distribute mail which is addressed to employees by name or except where the employee is posting or distributing materials as a function of such employee's role in such an organization.
- B. The Association shall be included on a regular school building mail route.

109.06 Representatives of the Association shall be permitted to transact Association business on school property at reasonable times with the approval of the principal, without charges, provided that this shall not interfere with or interrupt normal school operations. Such approval shall not be arbitrarily or capriciously withheld.

109.07

- A. The President and/or Vice President of the Association, upon request of the Association by June 1, shall be granted an unpaid leave of absence. Such

leaves shall be granted for one (1) school year and shall be renewed upon request of the Association by June 1 of each year. The specific individuals on such leaves shall not be changed during the school year except as a result of a change in elected officers of the Association and with thirty (30) days notification to the Board. The President and Vice President shall be given full experience credit on the salary schedule for the period of such leave.

- B. Upon request of the Association by June 1, up to ten (10) additional designees of the Association shall be granted unpaid leaves of absence. Such leaves shall be granted for one (1) school year and shall be renewed for one (1) school year upon request of the Association by June 1. The increase from six to 10 designees shall be effective in the 2001-2002 school year. Such designees shall not be changed during the school year.
- C. The Association shall reimburse the Board for the cost of the teacher's and Board's contributions to the State Teachers Retirement System on behalf of each teacher on leave as provided in Paragraphs A and B above, which will include the cost for up to 55 additional days (for a total of up to 250 days in each school year) at the teacher's daily rate of pay based on the salary schedules in Article 902. The continuation of insurance benefits for such teachers shall be contingent upon timely monthly payment of the premium to the Board.

109.08 The Association faculty representatives and/or governors may request the principal's permission to use individual school office equipment and audio-visual equipment when such equipment is not otherwise in use. Such permission shall not be arbitrarily or capriciously withheld.

109.09 Upon written request to the Board prior to September 30, the Association shall be provided a regularly scheduled period of fifteen (15) minutes of air time each week on WCBE Radio after 3:30 p.m. for educational programs and announcements (so long as the Board retains the license for WCBE).

109.10 The members of the Association's Board of Governors and/or the Association's faculty representatives shall be permitted to work on Association business in their assigned school buildings until the arrival of their pupils each morning and immediately after their pupils' departure each afternoon provided such activities do not interfere with the regular school responsibilities of such governors and faculty representatives. In addition, members of the Association's Board of Governors and the Association's faculty representatives shall be permitted to leave their assigned school buildings after their

pupils' departure in the afternoon in order to attend scheduled meetings of the Association provided such scheduled meetings do not interfere with the regular school responsibilities of such governors and faculty representatives. Governors and faculty representatives who leave their assigned school buildings after their pupils' departure in the afternoon shall advise the building administrator of the nature of their departure.

109.11 Representatives of the Board will not interfere with the faculty representative in scheduled hearings where the teacher is entitled to representation as provided in this Agreement. However, nothing in this provision is intended to limit, in any manner, the authority of the principal to give direction or to discipline the faculty representative except as provided in the scope of this article.

109.12 Board representatives will advise the Association President of the payroll deduction procedures which will be followed by the Board for contributions to Teachers for Better Schools (TBS), to the United Negro College Fund (UNCF) and/or to the Ohio Tuition Trust Authority (OTTA). Such procedures will include furnishing the names and addresses to the appropriate organization of teachers making such contributions to TBS and such procedures will be developed in consultation with the Association. The reasonable cost recovery realized by the Board shall not exceed two cents (\$.02) per month per deduction for TBS.

109.13 The Association Senior Faculty Representative in each Columbus school will not be assigned duties during his/her duty period.

109.14 The Association will take the primary responsibility for the distribution, collection and filing of deduction forms or cards for charities named in this article.

Article 110

Grievance Procedure

110.01 During the course of this Agreement, problems may arise concerning the alleged violation, misinterpretation or misapplication of the provisions of this Agreement. When such problems arise, an attempt should be made to settle them informally by the teacher or teachers involved and the immediate administrative supervisor. During the effort to settle such a problem at the informal level, the teacher or teachers involved shall advise the supervisor of the section or sections of the Agreement which relate to the problem. A problem which cannot be resolved informally will be processed as a grievance. The grievant(s) shall not be confined to the section(s) referred to in this section when a formal grievance is filed.

110.02 Each grievance shall be processed in the following manner:

Step 1.

- A. Within ten (10) school days after the occurrence of the incident, which is the subject of the grievance, the teacher involved will reduce the grievance to writing, on a form provided by the Board and will present it to the building principal. Upon receipt, the principal will place a copy of the grievance in the Association faculty representative's school mailbox.
- B. Within four (4) school days after the grievance is submitted, the building principal will discuss the grievance with the teacher involved and attempt to resolve it.
- C. Within four (4) school days after this meeting, the principal shall notify the grievant of the decision in writing on the grievance form.

Step 2.

If the grievant is not satisfied with the decision concerning the grievance at Step 1, the teacher may, within four (4) school days of receipt of such decision, request the principal to forward the grievance to the Superintendent. Upon such requests being made, the principal will forward the grievance to the Superintendent within two (2) school days. The Superintendent shall schedule a hearing within ten (10) school days of receipt of the grievance, and shall notify the grievant and the Association of the time and place of such hearing. Within five (5) school days after such hearing, the Superintendent, or the Superintendent's designated representative at such hearing, shall notify the grievant of the decision in writing.

- 110.03** The failure of a grievant to appeal any decision to the next step within the time set forth for such appeal shall constitute a waiver of the right of further appeal, and a final disposition of the grievance shall be made on the basis of the last decision given. Any of the time limits established in this grievance procedure may be waived by mutual agreement of the parties.
- 110.04** All grievance hearings shall be held outside of the normal teaching hours of the grievant or grievants involved so as not to interfere with their teaching responsibilities. A representative of the Association shall have the right to be present and may, at the option of the grievant, represent the grievant at all steps of the grievance procedure and arbitration. A teacher shall not be represented or accompanied by a representative of any other employee organization at any grievance or arbitration hearing.
- 110.05** In the event there is a grievance which involves a number of teachers in one school, it may be submitted as a group grievance. The teachers involved in the grievance will be named on the grievance form.

110.06 The Association may file a grievance at Step 1 on behalf of an individual or on behalf of a group of teachers in one school, or it may file a group grievance at Step 2 on behalf of itself or on behalf of a group of teachers in more than one school.

110.07 As used above in this grievance procedure, the term “school day” shall mean a day when school is in session for students and teachers. If a grievance occurs in such a way that timelines would take the process beyond the end of the normal school year, or if a grievance arises during the summer break beyond the normal school year, the term “school day” shall mean a weekday (Monday through Friday) excluding legal holidays.

Article 111

Arbitration

111.01 If a grievance is not resolved to the satisfaction of the grievant at Step 2 of the grievance procedure above, the Association may make a written request for arbitration within thirty (30) calendar days after receipt of the decision of the Superintendent or his/her designated representative.

111.02 Within three (3) days after this written request for arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators shall be made jointly to the American Arbitration Association. An arbitrator shall be selected from the list submitted by alternately striking names from the list.

111.03 The arbitrator so selected shall be requested to hold a hearing on the earliest date available, and, unless such time is extended by mutual agreement, shall issue his/her decision not later than thirty (30) days from the date of the hearing. The arbitrator’s decision shall be in writing and shall set forth his/her findings of fact, reasoning, and conclusions on the issue submitted.

111.04 The parties recognize that the Board of Education is legally charged with the responsibility of operating the school system. The sole power of the arbitrator shall be to determine whether the terms of this Agreement have been violated, misinterpreted or inequitably applied, and the arbitrator shall have no power or authority to make any decision which modifies, alters or amends any terms of this Agreement or which is violative of the terms of this Agreement. The arbitrator shall not substitute his/her judgment for that of the Board, except in the following circumstances:

- A. Where an issue to be determined by the arbitrator is an issue of fact;
 - B. Where the issue before the arbitrator involves the interpretation of the terms of this Agreement.
- 111.05** The decision of the arbitrator shall be submitted to the Board and to the Association and, subject to law and the foregoing stipulations of this Agreement, shall be final and binding in respect to the interpretation, meaning or application of any provision of this Agreement. Other recommendations of the arbitrator shall be advisory only and no judgment may be entered thereon.
- 111.06** The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, as well as the related cost of the American Arbitration Association services, shall be borne totally by the loser. The arbitrator shall designate in his/her award the prevailing party, or the predominately prevailing party, and shall submit all charges to the other party for payment. Such charges shall not be divided by the arbitrator between the parties in any manner or under any circumstances without prior approval of both parties. The expenses of witnesses and other representatives shall be borne by the party they represent. A stenographic record of the arbitration proceedings shall be made. Each party shall pay for its own copy of such record, and the parties shall share equally the cost of the arbitrator's copy. The parties may mutually agree to forego a stenographic record.

Article 112

Agency Fee

- 112.01** All teachers who are not members of the Association shall pay a monthly agency fee equivalent to the monthly dues uniformly required of such members, not including initiation fees, fines or assessments, as certified by the Association to the Treasurer before each school year and as further necessary to be accurate. Such payment shall be subject to a rebate procedure provided by the Association meeting all requirements of applicable state and federal law.
- 112.02**
- A. Agency fees shall be automatically deductible in twelve (12) equal installments beginning with the first pay date after January 15.
 - B. The prorated balance due shall be deducted from the final paycheck of a nonmember teacher resigning his/her position, receiving an unpaid leave of absence, leaving a bargaining unit position or terminating his/her employment after the opening of school.
 - C. The Association will compensate the Board in the

amount of fifteen cents (\$.15) per nonmember deducting teacher per year for the payroll deduction service to be deducted from the first deduction period each school year.

- D. The Board will provide the Association with a single printout showing the nonmember teachers from whom such agency fees were deducted. This itemized statement with a transmittal letter will be prepared monthly.

112.03 The foregoing provisions regarding agency fees shall be subject to all requirements of Ohio Revised Code, Section 4117.09(C) and all other applicable law of like subject matter.

112.04 The Association shall indemnify the Board, its members, and its administrative and supervisory employees, including but not limited to, the Treasurer (all hereinafter, “the indemnitees”), for, and hold them harmless from, any and all liability, damages and expenses, including but not limited to, legal fees at customary rates in the community and costs, directly or indirectly incurred by the indemnitees, or any of them, because of any legal action or administrative claim brought against them as a result of the provisions of this article. □

Chapter 200

Article 201

Academic Freedom

201.01 Teachers shall be guaranteed academic freedom.

Such freedom shall be exercised within the bounds of general standards of professional responsibility, and shall not prohibit consultation and direction by Board representatives. The right to academic freedom herein established shall include the right to support or oppose political causes and issues outside of the teaching role and the teacher's school-related activities and relationships.

201.02 During the term of this Agreement, there shall be no general expansion of the citywide standardized testing program prior to discussion with representatives of the Association as provided in Article 108. This provision shall not restrict the Administration from modifying present tests, from substituting new tests for those tests presently being utilized so long as such substitution does not result in a significant increase in teacher duties related to test administration, from making minor additions to present tests, or from discontinuing a particular test and substituting a different test at that or another grade level so long as the new test does not result in a significant increase in teacher duties related to test administration. Teachers shall conduct testing and student assessment as required for the teacher's particular assignment.

201.03 In the event the school administrator changes a student's nine-week grade, the administrator will, as promptly as practical, notify the teacher who gave the original grade. In the event the school administrator changes a student's final grade, the administrator will initial and date such change and, as promptly as practical, notify the teacher who gave the original grade.

Article 202

Association Building Council (ABC)

202.01 Each school or CEA Association unit shall have an Association Building Council (ABC) to be organized during the first month of the school year, consisting of not less than five (5) teachers, which will meet with the principal and members of the staff at least once a month.

202.02 The Association Senior Faculty Representative shall be a member of the Association Building Council. Except as provided otherwise in this Agreement, two other members of the ABC shall be elected by secret ballot of the teachers at a general staff meeting and the remaining two members of the ABC shall be appointed by the principal. Schools having more than thirty (30) teachers shall, at the request of either the Senior Faculty

Representative or the principal, elect one (1) additional ABC member and appoint one (1) additional ABC member as provided above, for every additional twenty (20) teachers or fraction thereof. All members shall serve by consent. The term of office shall be one school year.

202.03 The Association Building Council shall be advisory only and is intended to assist the principal and the school staff in developing policies and programs for the school involved. The ABC shall assume the responsibility for being knowledgeable about matters in this Agreement which relate to its functions.

202.04 The ABC shall elect a chairperson at its first meeting each year. The ABC chairperson shall prepare an agenda prior to each subsequent meeting, after consultation with the principal. The ABC chairperson shall record the business of each meeting and shall make a written report of such business to the teachers. It shall be the responsibility of the principal, utilizing the office staff, to provide each teacher with a copy of the agenda no later than two (2) days after receiving it from the ABC chairperson and a copy of the ABC chairperson's report no later than five (5) days after receiving it from the chairperson. The length of the ABC chairperson's report is to be no more than five (5) single-spaced typewritten pages unless a larger report is deemed necessary by the ABC chairperson and the principal.

202.05 Each professional staff member shall have the right to have matters placed on the ABC agenda and shall have the right to speak to the ABC on an item which the staff member has initiated unless a majority of the ABC shall vote to limit the discussion. The ABC's meetings shall be open to all teachers in the building, except that a majority of the ABC may declare executive session.

Article 203

Election of Department Chairpersons

Prior to June 1 of each school year, the teachers in each of the six (6) designated departments in each regular high school and the Alternative High Schools may meet and elect one or more consenting candidates as nominees for the position of department chairperson in each of their respective departments. In such an event, the names of the elected nominees shall be submitted to the building principal. The building principal shall include consideration of all such nominees, if any, in the final selection of teachers to serve as department chairpersons for the following school year. The selection shall normally be made by the close of the school year and the selection announced to the department members by such date. The basis for the selection of department chairpersons by the principal shall not be arbitrary or capricious.

Article 204

Length of School Day

204.01 Elementary school teachers shall normally be on duty thirty (30) minutes before classes begin, and middle and high school teachers shall normally be on duty fifteen (15) minutes before classes begin. Teachers shall normally remain on duty until they have completed their professional duties, but in no event shall they leave the school prior to fifteen (15) minutes after the close of the scheduled student school day. It is understood that when split sessions are in operation, teachers will leave the schools after their students as soon as possible after 6 p.m.

204.02 The length of the student school day for all elementary schools shall normally be five and one-half (5½) hours per day, excluding the lunch period.

204.03 The length of the student school day for all middle and high schools shall normally be seven (7) hours per day, including one (1) class period for lunch. Middle and high schools shall normally be in session from 8:30 a.m. until 3:30 p.m.

204.04 Except as provided elsewhere in this Agreement, the regular work day for all full-time teachers is to be seven and one-half (7½) hours. Such seven and one-half (7½) hours shall include a duty-free lunch period and planning-preparation time. Teachers may contract individually with the Board for extra-duty assignments that may extend beyond the seven and one-half (7½) hour day. Full-time hourly-rated teachers and those members of the bargaining unit not assigned to a regular school staff shall have a regular workday not to exceed eight (8) hours. In no event shall a teacher's workday begin before 7 a.m. or end after 6 p.m. except as specifically provided elsewhere in this Agreement, unless the teacher so elects from time to time, or unless the teacher elected employment for, or chose assignment to, a position with a posted work day beginning before 7 a.m. or ending after 6 p.m. Kindergarten teachers employed on a half-time contract shall have their responsibilities as established in this article reduced as nearly as practical by fifty (50) percent, recognizing that the student day in a.m. kindergarten classes in many elementary schools has a duration of three (3) hours.

204.05 In schools that vary their schedules from the normal teacher work day of 8:15 a.m. to 3:45 p.m. or from the normal student day of 8:45 a.m. to 3:30 p.m. in elementary schools and 8:30 a.m. to 3:30 p.m. in middle and high schools, teachers shall be provided lunch periods, conference periods, and other released-time periods stipulated by this Agreement for various assignments

approximately equal in minutes per week to those periods provided teachers in schools on normal schedules. Nothing in this provision shall prohibit the Board from developing innovative programs and schedules in certain schools so long as the staff in such a school, by secret ballot, votes approval of such innovation, provided no teacher is required to work in excess of the provisions of Section 204.04 above and provided no teacher is required to work in excess of the teacher's regular contract year. Prior to any such secret ballot vote, the Association Building Council shall study the proposed innovative programs and schedules and shall make recommendations to the staff.

204.06

- A. The lunch schedule for each elementary school shall be developed (if possible) by agreement between the principal and the Association Building Council. Absent an agreement, the final determination shall be made by the principal.
- B. No teacher shall be deprived of at least a thirty (30) minute uninterrupted, duty-free lunch period.
- C. Notwithstanding Paragraph B above, the thirty (30) minute duty-free lunch period may be interrupted if the Administration determines that it is feasible, and an elementary school staff, by majority in a secret ballot vote, elect a forty-five (45) minute lunch period. Such forty-five (45) minute lunch period shall remain in effect for the remainder of the school year and shall continue the following school year unless the Administration determines such continuation is not feasible or the staff elects not to continue the forty-five (45) minute lunch period the following school year.

204.07 It is understood by the parties that during the term of this Agreement, elementary school schedules may be adjusted in order to accommodate transportation needs provided the normal pupil day shall not begin before 8:30 a.m. nor later than 9:00 a.m. In addition, the normal teacher work day, as provided in Section 204.04 and the normal length of the school day, as provided in Section 204.02 shall not be exceeded.

204.08 In the event a court-ordered pupil reassignment plan is implemented, the starting times for schools will be staggered as needed by the Office of Management Services in order to provide for the efficient utilization of buses. It is expected that schools may begin operation as early as 7:30 a.m. or as late as 9:30 a.m. The lunch schedule for elementary schools may vary between 45 minutes and 1 hour and 15 minutes and may be modified by the Office of Management Services. Such modifi-

cation by the Office of Management Services shall only be made on a school-by-school basis where the need exists to accommodate bus schedules. No teacher shall be deprived of at least a thirty (30) minute uninterrupted duty-free lunch period. The thirty (30) minutes before classes and fifteen (15) minutes after classes provided in Article 204.01 will normally be changed to forty-five (45) minutes before classes and fifteen (15) minutes after classes in elementary schools with a one-hour lunch period established as a result of this provision.

Article 205

Building Staff Meetings

205.01 All teachers assigned to a school building will be required to attend two (2) regular building-level staff/in-service meetings per month if called by the principal of that school. In-service meetings tied to the early release of students shall not count as one (1) of these two (2) meetings. In-service meetings will include topics related to multicultural education. Except in the case of emergency, or as provided below, such required staff/in-service meetings will not extend beyond forty-five (45) minutes after the teacher's scheduled workday.

205.02 In addition to the regular building-level staff/in-service meetings, the principal, in consultation with the Association Building Council, may schedule two (2) forty-five (45) minute building level staff meetings per month and/or extend one (1) required building-level staff/in-service meeting per month a maximum of thirty (30) minutes beyond the limitations in 205.01 above for purposes of staff development. Attendance at such additional meetings or extension will be voluntary unless a majority of the staff has voted by secret ballot to require attendance at a particular meeting. In the case of such meeting, at which attendance is required, the Association Building Council shall assist the principal in developing the program and agenda.

205.03 Announcements concerning Association activities may be made by the Association's faculty representative at the conclusion of staff meetings.

205.04 Regular building-level staff/in-service meetings will normally be scheduled on Mondays. If, due to unusual circumstances, there is a need to hold a meeting on a different day, the staff will be advised as far in advance as is practical and reasonable. Except in the case of emergency, the principal shall not schedule building-level staff/in-service meetings in the afternoon of the first Thursday of each month during the regular school year.

205.05 The principal shall designate one full day at the beginning of the school year as being for the teacher's own professional utilization at his/her assigned building.

205.06 Notwithstanding Sections 205.01 and 205.04 above, citywide program teachers who are assigned to school buildings may be required to attend one (1) citywide program after-school staff/in-service meeting on a pupil attendance day during the school year.

Announcement of this meeting shall clearly state that attendance is mandatory. This meeting shall not exceed one and one-half (1 ½) hours in length.

205.07 The parties agree that, in the event the Board determines to pilot a longer school year and/or longer school day during the term of this contract, the parties will bargain this issue in good faith recognizing that time is of the essence. Such pilot programs will not be implemented without agreement of the Association.

Article 206

Teaching Environment and New Buildings

206.01 Copying machine(s) (or technologically more advanced equipment) and computers shall be made available in the teachers' workspace, classrooms and/or teachers' lounges. The number of copiers and their capacity shall be equitably distributed among school buildings consistent with funds appropriated and budgeted for such purpose. Copiers shall be maintained and repaired as soon as possible. The district shall continue to implement secure, advanced technology for teacher access to enter school and student information.

206.02 Each classroom shall have sufficient chalkboard/whiteboard and bulletin board space to complement the teacher's instruction.

206.03 Teachers shall be permitted to have coffee-making devices and coffee and soft drink vending machines in the teachers' lounges as space permits. Teachers shall be permitted to have efficiency-type ranges, microwave ovens and refrigerators in teachers' lounges as space and the availability of utilities permit. All such devices and equipment shall be maintained by the faculty. Teachers shall not be required to perform the custodial duties in the staff lounge and shall not be required to prepare food, clean tables or perform other significant custodial chores in connection with the lunch programs. Teachers who use the staff lounge or use the appliances in the staff lounge may be required to share in the cleaning of the appliances, to keep their personal property cleaned and stored and to leave their eating area in a clean and orderly condition. The expenditure of any profits realized from the above-mentioned vending machines shall be in accordance with guidelines established by the principal in consultation with the Association Building Council where the development of such guidelines are requested by the Association Building Council.

- 206.04** Classroom interruptions by the public address system shall be permitted only in the case of an emergency. Regular announcements shall be made only at the beginning and the close of the school day. Other classroom interruptions for administrative or other purposes shall be held to a minimum.
- 206.05** The parties agree that consistent with Board appropriations, building budgets and the district facilities plan(s), all school buildings should be provided with adequate resources and equipment in a safe infrastructure, with reasonable attention to lighting and snow and ice removal in school parking lots. The Board shall make reasonable efforts, taking into account timing, transportation, cost and other relevant considerations, to address lack of power, heat or water in a building in a manner that is safe and promotes the well being of students and teachers. Complaints about alleged non-compliance with EPA or OSHA regulations are subject only to the administrative complaint procedures at the appropriate local, state and federal agencies.
- 206.06** Not less than one room appropriately furnished and vented shall be reserved as a faculty lounge with workspace unless workspace is provided in another room.
- 206.07** Where an extension telephone for the use of the professional staff is not presently available in a school building, one shall be installed upon request of the Association Building Council. The location of the extension telephone shall be determined by the principal. Such telephones may not be locked during the normal school day or teachers otherwise unreasonably inconvenienced in their use.
- 206.08** The Board recognizes that clerical responsibilities detract from the effectiveness of the classroom teachers; therefore, a continued effort shall be made, with this Agreement, to avoid substantive increases in such clerical work. However, the parties recognize that, in the event reductions in school personnel are necessary, such reductions may adversely impact the Board's effort.
- 206.09** The following shall be provided in each school built or substantively remodeled as a result of the passage of the November 2002 bond issue:
- A. A lunch area for teachers separate from that of pupils;
 - B. Adequate storage facilities in which teachers may store instructional supplies;
 - C. A workroom available for use of teachers containing the equipment and supplies necessary for the preparation of instructional materials.
- 206.10** The expenditure of any profits received from fundraising projects for a school's General Fund in which

teachers were directly involved may be considered by the Association Building Council with appropriate recommendations to the principal.

206.11 Upon request, any teacher shall be advised in a reasonably prompt manner of the status of the various school fund accounts.

206.12 It shall be the responsibility of the building principal to see that the Board of Education's adopted expulsion, suspension and removal regulations are prominently posted in each respective building. This section is not subject to the grievance procedure.

206.13 Elementary classroom teachers required to permanently change classrooms on or after the workday prior to the first student attendance day during a school year, shall be provided one (1) school day without pupils to accomplish such move.

206.14 New and renovated elementary buildings will be designed with rooms for art and music classes. The Board shall make reasonable efforts to designate specific rooms for both art and music in elementary buildings for the particular school year and physical facility.

Article 207

Guidelines for Classroom Visitations and Teacher Conferences

The Association and the Board wholeheartedly support parent and community involvement in schools and encourage members of the community to visit the schools and confer with teachers. However, because of the potential interruption and disruption of children's education posed by uncontrolled classroom visitations and conferences, the Board hereby adopts as its policy the following guidelines for public or parental visitations in classrooms in order to minimize disruption of the educational process.

- A. All visitors must check in at the office upon entering the school.
- B. The visitor shall be escorted to the classroom unless the teacher is expecting the visitor and directions to the visitor will be sufficient. In the latter case, the teacher should be advised by the office so the teacher will know the office is aware of the visitor's presence.
- C. Where practical, visitations should be by prior arrangement with the teacher. Visitors should inform the teacher of the general purpose of the classroom visitation or conference in advance.
- D. Teachers shall have the right to reschedule a visitor when prior arrangements have not been made.
- E. Where practical, the visitor and teacher should arrange a conference to discuss a classroom visitation.
- F. No electronic devices will be used to make any record of the visit or conference except by agreement of the

teacher.

- G. Every effort will be made to minimize the amount of disruption caused by such visits. In the event a problem develops in a given school with regard to application of the guidelines provided in this article, an effort shall first be made by the teachers involved to resolve the problem directly with the principal before the filing of a grievance.
- H. The parties agree and acknowledge being responsive to parental requests for information or a conference is a high priority. If a parent is present at a building and is not being disruptive, the teacher shall make every effort to attend and participate in a conference with the parent if the principal or designee so arranges. If reasonably possible, the conference shall occur outside the student instructional day.

Article 208

Classroom Atmosphere

208.01 The Administration recognizes its responsibility to give all reasonable support and assistance to teachers with respect to the maintenance of control and discipline in the classroom. It is the responsibility of the teachers and Administration to provide an atmosphere within the classroom and within the school building that is conducive to learning. Administrators are to administer the discipline policy for their school or program and are to provide appropriate administrative support to teachers that is legal and consistent with Board policy (currently including the *Guide to Positive Student Behavior*). Teachers and administrators are to abide by such specific Board-adopted disciplinary policy as may now be in existence or may be replaced or modified.

208.02 Teachers shall not administer corporal punishment. Nothing in this Agreement is intended to abridge the rights of teachers provided in Section 3319.41(G) of the Ohio Revised Code.

208.03 The principal, in consultation with his/her Association Building Council, will establish procedures for the administration of all forms of discipline within the school. Such will include procedures related to suspension and recommendation for expulsion. Written building discipline plans shall be in place at the beginning of the school year. Failure of a principal to establish a building discipline plan by the first day of student attendance is grievable at Step 2 of the grievance procedure. In the event the principal is newly appointed, transferred or assigned, such failure must first be brought to his/her attention in writing at least ten (10) calendar days before the grievance is filed in order for the principal to develop or finalize a building plan. Nothing in this

paragraph shall be interpreted as a restriction on the right of the Board or Superintendent to establish future policy or guidelines related to disciplinary procedures, provided such right is exercised without specific violation of this Agreement or law.

208.04 The removal of a student from a curricular or extracurricular activity by a teacher shall be processed according to the provisions set forth in Section 3313.66 of the Ohio Revised Code. A teacher removing a student according to this provision shall communicate such action on a mutually developed form.

208.05 Teachers shall be given released time as required for appearances at administrative hearings and court proceedings arising out of their professional activities, upon as much advance notice as possible to the supervisor or principal.

208.06 When a pupil is initially assigned to a class as a result of a central office decision to change the building assignment of a pupil for disciplinary reasons, teachers who will be regularly assigned to instruct such pupil shall be so advised.

208.07 If a student inflicts bodily injury on a teacher, the student, after required due process, will be expelled and may, if proper circumstances exist, be permanently excluded from school under Section 3313.662 of the Ohio Revised Code, except as provided in federal and state special education laws. However, expulsion is not required in cases of incidental or accidental physical contact. "Bodily injury" for the purposes of this section means physical injury requiring treatment by a medical doctor for a broken bone or sprain, laceration with stitches or other serious bodily injury. The teacher must promptly report his/her injuries in writing to the Office of Human Resources, if possible, and upon request release his/her medical records of the injury(ies) to that office. Nothing in this article alters the rights of the Administration, Board of Education, parents or guardians under federal or state law.

208.08 If a teacher initiates student discipline which results in a legally required hearing, the teacher shall be sent a copy of all written notices sent to the student's parent or guardian with respect to the hearing and appeal process.

208.09 Generally, students will not be transferred to a different building more than once in a school year for disciplinary reasons. Exceptions are unusual circumstances, such as threat of personal injury or damage to a person; or physical injury to a person, as a result of an assault or battery; or where the best interests of the pupil and schools compel a transfer in unusual circumstances. Completion of an assignment to the I-PASS Center is

- not considered a transfer to a different building.
- 208.10** Each principal shall keep a copy of the 190–Corrective Measures Forms that he/she deems to involve Level 3 behaviors separate from other 190 forms. Upon request, such copies shall be made available in a timely manner for the Senior Faculty Representative for review.
- 208.11** The parties have studied and agree to recommend implementation of an alternative educational program for chronically disruptive students. This program will be refined and finalized by further joint review, including consideration of alternatives including, but not limited to, possible creation of a community school, and be implemented no later than the beginning of 2006-07 school year, or earlier when feasible.
- 208.12** Principals shall return all 190 Corrective Measure forms to the originating staff member with the corrective action noted within three (3) work days of receiving it unless there are extenuating circumstances, in which case it shall be returned reasonably promptly.

Article 209

Co-Curricular Activities and Extra Duties

- 209.01** Assignment of teachers to sponsorship of school organizations where such sponsorship extends beyond the teachers' regular school day and assignment of teachers to the extra duties specified in Section 905.01 of this Agreement will be with the consent of the teacher.
- 209.02** In the event volunteers cannot be secured for the necessary supervision of school events which take place outside the teachers' regular work day, teachers may be assigned to supervise at such activities by the school principal, provided such teachers shall be notified of the assignment two (2) weeks in advance where possible. These assignments will be rotated equally among the entire teaching staff of the school so that no teacher will be required to supervise more than five (5) such activities per school year. Such required supervisory assignments shall not extend more than three (3) hours in length or the length of a normal school-related evening activity.
- 209.03** Teachers may voluntarily use their personal automobiles for the purpose of transporting students on field trips, transporting athletic teams or other business of the Columbus City Schools, but may not be required to do so.
- 209.04** When any member of the bargaining unit is absent for a full school day and no substitute is available, the assignment shall, in elementary schools, be divided, and in middle and high schools, rotated among the teaching staff at the school involved. In the event no substitute is available:

- A. Elementary teachers who are assigned students from the absent teacher's class shall be compensated at the rate of six times three-quarters of the supplemental hourly rate [$6 \times (\frac{3}{4}) \times \text{supplemental hourly rate}$] per day divided equally among the teachers receiving the students.
- B. Middle school and high school teachers who are assigned during their conference periods to cover the assignment of the absent teacher shall be paid at the rate of three-quarters ($\frac{3}{4}$) of the supplemental hourly rate for each forty-five (45) minute period.

In the event a self-contained middle school assignment is divided among teachers of other self-contained classes, compensation shall be in accordance with Section 209.04(A) above.

In cases of a sudden illness or an emergency which requires a teacher to leave after the work day has started and said teacher is charged sick leave as defined in Article 701 of this Agreement, teachers receiving the students shall be compensated as in (A) or (B) above, except that the six (6) in the formula in (A) above will be reduced to the number of hours such students were divided during the day.

209.05 Except in an emergency, the Board shall provide a substitute teacher for the classes of a teacher out of school for a full school day in order to attend approved functions such as athletic events, tournaments, club activities, Association leave and other professional leave.

209.06 Nothing in these provisions shall prohibit members from voluntarily assisting each other or from temporarily rearranging assignments for purposes of team teaching or other professional activity with the approval of the school principal.

209.07 No teacher shall be required to join any organization, participate in the activities of any organization or contribute to or support any charity. Nothing in this provision is intended to relieve teachers of their required participation in an annual open house and/or an annual parent grade-level meeting where scheduled, provided such required participation shall be counted towards the number of supervisory activities that may be required in Section 209.02 above.

209.08 Teachers shall not be required to sell or process school pictures, tickets of any kind, candy, insurance or other like items if school aides or volunteers are available to perform these functions.

209.09 During the term of this Agreement, a minimum of one half-time instructional assistant shall be provided for each school for the purpose of reducing the amount of duties teachers are required to perform in the supervision of study halls, school yards, lunchrooms and school halls.

- 209.10** Teachers shall not be required to perform the duties of school treasurer.
- 209.11** No elementary teacher shall be required to conduct more than two (2) textbook and two (2) equipment inventories annually.
- 209.12** Members of the bargaining unit who are required by their assignment to travel on their lunch period shall not be asked to assume extra duties during their lunch period.

Article 210

Teacher-Parent Conferences and Reports to Parents

- 210.01** Each elementary classroom teacher and middle school “self-contained” classroom teacher (self-contained is not intended to suggest a middle school with full-day self-contained classrooms) shall attempt to conduct a minimum of two (2) personal conferences per school year with each of his/her pupil’s parents. Elementary and middle schools shall utilize the two (2) designated school calendar days in connection with such conferences. Other middle school teachers (those teachers who do not have “self-contained” classrooms) may hold small group parent conferences in lieu of individual conferences; however, an attempt shall be made by such teachers to have personal conferences where a need exists.
- 210.02** If a high school pupil or a middle school pupil in an academic course has been given a failing grade in a teacher’s subject area during any grading period and/or the pupil has been designated as a disciplinary problem by a teacher, the teacher involved shall make a concerted effort to conduct at least one (1) personal conference with the pupil’s parents during the current grading period or the following interim reporting period. In addition, all middle and high school teachers are encouraged to conduct further personal conferences during the school year, as possible, with the parents of the other pupils in their teaching area. Such conferences with parents shall be conducted during the school day, at school, or in the home, and shall be reported to the principal on a form mutually approved by the Board and the Association.
- 210.03** The grade reporting system shall be based on four (4) grading periods per school year, with each grading period covering approximately nine (9) weeks. Reports to parents under the nine-week grade report system shall also include certain interim progress reports (outlined below) to be issued approximately in the middle of the grading periods. During the first two grading periods, elementary teachers shall complete such interim progress reports for each student. During the first grading period

of each course, middle and high school teachers shall complete such interim progress reports for each student. Thereafter, interim progress reports shall be required for elementary students and for middle and high school students for one or more of the following reasons:

- A. Unsatisfactory academic performance
- B. Discipline problems
- C. Irregular attendance

Elementary and middle school teachers may utilize conferences occurring on the parent conference day provided in Section 210.01 in place of required interim reports during such grading periods.

210.04 The form(s), procedures, and timelines used for interim progress reports to parents shall be primarily the same ones used during the 1991–92 school year unless modified by mutual agreement of the parties. Minor adjustments to the software that produce non-substantive changes are not considered modifications.

210.05 Pursuant to implementation of a uniform elementary grade card format, the District will phase in implementation of a secure electronic advanced technology for teacher access to enter school and elementary student information between the 2005-06 and 2007-08 school years.

210.06 *Principles for elementary grade card computer entry*

- A. The computer system should be accessible at all times except for routine maintenance and/or scheduled outages.
- B. Teachers should be able to access the system for personal convenience via their personal computers through a net browser. The District shall strive to achieve these goals through education, technology and other means. If the elementary grade card system is generally unavailable for eight (8) or more consecutive hours between the hours of 6 a.m. and midnight or three and one-half (3½) or more consecutive hours during the elementary work day due to system failure during the work week after the end of the grading period, teachers will have an extra work day for the deadline to complete report cards. The District is not responsible for teachers' personal computers or their operation.

Article 211

Assignments and Transfers

211.01 *Posting and Filling Vacancies*

- A. All known teacher vacancies for the following school year shall be posted by the first teacher workday in April. Vacancies to be identified shall be those vacancies after reorganization of the existing staff based on the anticipated needs of the following year. Such postings shall describe the vacant position, including special factors. Examples of such factors are: special knowl-

edge, skills or training and extra duties. The posting shall include the deadline and directions for making application. They shall be posted in each school during the school year, and in each high school summer school center during the summer recess.

Supplemental postings shall be made as needed.

- B. Teachers desiring to be considered for such vacancies shall apply by the timely submitting of a cover letter, copy of current certification for the position, and resume. Such application(s) shall be made to the appropriate administrator describing relevant information about their qualifications for the known vacancy for which they wish to interview. Applicants who are not yet certified/licensed in Ohio shall provide written information about their intended certification.
- C. Teachers whose applications are to be submitted to the Human Resources Department, will be notified by the Human Resources Department, of the receipt of their applications.
- D. Vacancies will be filled utilizing the interview/selection process. The interview/selection panel in a building will consist of the principal, the Senior Faculty Representative, one elected member of the Association Building Council, and two parents/members of the school community, or an alternative panel as agreed at the building between the principal and Association. The administrator shall determine which applicant is selected for the position. If his or her selection does not follow the panel's recommendation, the administrator shall send written notice of the selection to members of the interview panel and to the Association President. The interview/selection panel can utilize subcommittees or delegate any of its responsibilities.
 - 1. Only persons who have completed the joint program training on Article 211 and interviewing may participate on an interview/selection panel. Such training shall remain valid until the parties jointly make significant changes in the Article 211 process.
 - 2. A majority of the interview/selection panel of a building must participate in the interview/selection process. Members of the panel must make themselves reasonably available to participate in the process.
 - 3. The two most senior applicants qualified by certification/licensure for the posted position shall be interviewed. The panel may rely on the seniority dates specified on the applications from applicants.

- E. In the case of assignments to multiple buildings and/or city-wide programs, a similarly constituted interview/selection panel shall be created. A position involving multiple building assignments shall not be treated as a vacancy because of a change in building assignment(s) unless over one-half of the total assignment is changed.
- F. An applicant who accepts an offer to fill a vacancy must complete and sign a selection agreement form.
- G. An applicant who accepts an offer to fill a vacancy is committed to the building or program assignment for three (3) years unless released.
- H. A joint committee, co-chaired by the Executive Director for Human Resources and the President of CEA or their designees, shall be appointed to improve the efficiency of and streamline the procedures for the selection process described in 211.01 (D). The joint committee shall implement any procedural changes on which agreement is reached by December 2004.
- I. *Complaint Review Procedure*
 - 1. If a teacher, CEA or the Administration has a complaint about how the procedures of Sections 211.01 are carried out, the person or entity must file a written complaint within ten (10) calendar days of the occurrence. The complaint must be served promptly on the Administration (Labor Relations) and on CEA and must set forth a specific description of the complaint and the facts surrounding the process to which the complaint is addressed. Complaints must relate directly to an alleged violation of the process contained in Section 211.01, not to the merits of the staff member selected. The complaining person shall have the burden of proving a violation(s).
 - 2. A representative of the CEA and of Labor Relations shall meet promptly, review the complaint and decide whether the complaint moves to a neutral conciliator.
 - 3. Within thirty (30) calendar days of such decision, a hearing will be held before a neutral conciliator agreed upon by the CEA and Board. The conciliator will hold an informal hearing at which the CEA and the Administration may introduce evidence and documents, cross-examine witnesses and make arguments. Based on what he/she has heard and seen at the hearing, the conciliator will issue a decision within ten (10) calendar days. He/she will determine whether there has been a violation of Section 211.01 and what the remedy will be. The

cost of the conciliator will be borne equally by the CEA and the Board. The conciliator's decision will have the force and effect of a final and binding arbitration award. No grievance alleging a violation of Section 211.01 may be filed, separate from this Complaint Review Procedure.

4. If a final selection of a candidate to fill the vacancy in question has been made, the conciliator has no authority to change or overturn the selection.

211.02 *Involuntary Transfers*

Transfers will be on a voluntary basis, whenever possible. However, correct and proper operation of the school district will necessarily require that involuntary transfers be made. In making involuntary transfers, the convenience and wishes of the individual teacher will be honored to the extent that these considerations do not conflict with the instructional requirements and best interests of the school district and the pupils. If the teacher so elects, involuntary transfers will only be made after a conference between the teacher, principal and Executive Director of Human Resources, or his/her designated representative from the Human Resources Department, concerning the basis for this transfer. The teacher involved may be accompanied by an Association representative of his/her choice at such conference. After the date the above conference has been made available by the Human Resources Department, teachers shall be given a minimum of two (2) school days' notice before receiving students in their new assignment if the transfer is to be carried out. Teachers transferred involuntarily during the school year, after students have initially reported, shall be provided two (2) school days without pupils to work in the school they are leaving and to work in their newly-assigned school in preparation for their new teaching duties. At least one of the two such days shall be in the newly-assigned school.

211.03 *Staff Reductions*

- A. Staff reduction transfers which occur because of declining enrollment or because of other personnel reductions at a given school or in a given program shall be based on seniority as provided herein. Seniority shall be measured from the first day of paid status resulting from the most recent employment by the Board as a member of the Association bargaining unit. In case of a tie, the date of Board action to employ shall determine seniority. Except as provided elsewhere, the staff member(s) to be transferred shall be the least senior teacher(s) within the given elementary school's grade level category to be reduced or within the given middle or high school's teaching

area to be reduced.

- B. Grade level categories in an elementary school shall be kindergarten and grades 1 through 5. Identification of staff reduction teachers shall be based upon grade level assignment prior to reorganization for the following school year.
- C. The staffing level in each teaching area shall be based upon organizational needs in the given school for the following school year. Identification of staff reduction teachers in middle and high schools shall be based upon the teaching area assignment prior to reorganization for the following school year. Seniority shall be the basic criterion for identification of staff reduction teachers within each teaching area. However, the parties recognize that important organizational and staffing needs in a given middle or high school and the complexities created by and the need to utilize multiple-certificated teachers will not constructively permit a rigid adherence to the basic seniority concept. In the event seniority is not followed in the identification of the staff reduction teacher in a given middle or high school, the teacher being transferred shall, upon request, receive written explanation of the major specific considerations leading to such a decision.
- D. In all cases where a staff reduction will occur, a more senior teacher in the grade level category or the teaching area may elect to volunteer for the staff reduction status.
- E. A teacher shall not be designated for staff reduction transfer if such teacher's transfer would result in a racial balance less than the minimum racial balance practiced in the school system during recent years.
- F. The parties agree that the assignment of staff in middle and high schools in a manner which provides a range of staff skills and interests needed for the various extra-duty assignments is an important responsibility of the Administration. In the event, in a given middle or high school, no teacher on the staff is interested in and qualified to perform the duties and functions of a given extra-duty assignment, then a teacher on the staff may be transferred on a staff reduction basis. Seniority shall be the basic criterion for identification of the staff reduction teacher. In the event seniority is not rigidly followed in the identification of the staff reduction teacher, the teacher being transferred shall, upon request, receive written explanation of the major specific considerations leading to such a decision.
- G. Beginning with and during the term of this Agreement, in the event the Administration determines that staff reduction is necessary in the city-wide programs listed below, and as further delineated in a September 1, 1983,

memo (amended June 3, 1992) from the Office of Labor Relations to the Association, teachers who are staff reduced and continue on paid status shall have reassignment rights to such city-wide programs for thirty-six (36) months. Reassignment shall be on the basis of seniority as measured from the most recent date of employment by the Board as a member of the Association bargaining unit without regard for unpaid leaves since such date.

Elementary Field Librarians
Elementary School Counselors
School Social Workers
Professional Specialists
Special Education Teachers (per same program
listing as Special Education Coordinators)
Special Education Consultants
Work Study Coordinators
School Nurses
Staff Development/Human Relations
Psychologists
Occupational Therapists
Physical Therapists
Student Safety Specialists

211.04 *Job Fair*

Any positions remaining vacant after August 15 will be staffed with unassigned personnel. One or more job fairs may be held before the start of the school year. Persons may bid for vacancies on the basis of certification and seniority. The Human Resources Department shall make the final assignment decisions. Vacancies filled through job fair(s) and assignment shall be considered filled for two school years. At the end of the second school year those teachers shall be considered staff reduced.

211.05 *Miscellaneous*

- A. Vacancies that occur on or after the first day of student attendance during the first semester of the school year shall be filled with contract teachers. Vacancies that occur during the second semester may be filled with substitute teachers.
- B. Teachers may express their preferences related to their teaching assignment for the following school year at their assigned building by submitting such preferences in writing to the building principal prior to February 1.
- C. Teachers under contract during a school year will be notified in writing of their teaching assignment for the following school year not later than the close of the current school year. Such notification shall include the teacher's proposed salary, school assignment and subject assignment. Any change in such assignment required by

the needs of the school district will be made known to the teacher, in writing, as soon as possible.

- D. Teachers shall not be involuntarily assigned outside the scope of their teaching certificates/licenses or their major or minor field of certification/licensure, except in an emergency situation. Such emergency assignment shall not continue beyond the remainder of the contract year.
- E. Involuntary transfers resulting from the evaluation process will be made in compliance with Section 211.02 above.
- F. Any position filled by a procedure other than the interview/selection process shall be posted as a vacancy on the first teacher workday following April 1.
- G. A six-member joint Association/Board committee shall be appointed to oversee implementation of Article 211. The joint committee may consider delaying the interview/selection process for teachers in multiple buildings or in city-wide positions, in whole or in part, until 1999.

211.06 *Inter-School Travel*

In arranging schedules for teachers who are assigned to more than one school, every effort shall be made to limit the amount of inter-school travel.

Article 212

Residence

During the term of this Agreement, the Board will not adopt a policy requiring teachers who are members of the bargaining unit at the time of ratification of this Agreement to reside within the Columbus City School District.

Article 213

Job Sharing

213.01 Teachers may be granted job sharing opportunities annually subject to approval of the building principal, Superintendent/designee and the Board. The salary and Board cost for insurance fringe benefits (Articles 806, 807, 808 and 809) will be prorated for job sharers based on their share of 1.0 FTE, effective with the 2010–11 school year.

213.02 A joint committee of two (2) persons appointed by the President of the Association and two (2) persons appointed by the Superintendent will review and modify, if appropriate, the existing guidelines for a Memorandum of Agreement, which shall be implemented when signed by the President of the Association and the Superintendent.

213.03 Job share agreements approved in writing by the teacher(s), principal(s) and Superintendent/designee shall be recommended to the Board of Education for consideration. Approved job share agreements can be altered by mutual written agreement of the parties (job share teachers, principal(s) and Superintendent/ designee). □

Chapter 300

Article 301

Class Size

301.01 Classes shall be organized and maintained in compliance with the Administrative Policy on Class Size and the class size limitations provided in such policy dated August 31, 1992, or as modified in compliance with the provisions included in such policy as shown below:

Administrative Policy on Class Size

Effective August 1, 1997

The following shall constitute the Administrative Policy on Class Size of the Columbus City Schools:

1. All school and grade level regular elementary classes (kindergarten and grades 1–5) will be organized in each school building on the basis of approximately 25 pupils per classroom teacher. Variations will be necessary because of different grade level enrollment totals. Classes which exceed 30 pupils on October 1 will be reduced so that no class will exceed 30 pupils except that if the teacher(s) involved so elect and the principal so elects, a given class(es) may exceed 30 pupils as an alternative to reorganization of the classes within the given school (29 pupils rather than 30 pupils beginning in 1998–1999 for grades K–3). For class size purposes, mainstreamed special education students shall be counted the same as the percent of the pupil day they spend in a regular classroom.
2. All middle school academic classes will be organized in each school building on the basis of approximately 30 pupils per classroom teacher. Variations will be necessary because of different grade level enrollment totals. Classes which exceed 35 pupils on October 1 and class loads which exceed an average of 30 pupils per academic period for an individual teacher on October 1 will be reduced so that no class will exceed such maximums, except that if the teacher(s) involved so elect and the principal so elects, a given class or a given teacher's class load may exceed such maximums as an alternative to reorganization of the classes within the given school. For class size purposes in self-contained classes, mainstreamed special education students shall be counted the same as the percent of the pupil day they spend in a regular classroom.
3. All high school academic classes will be organized in each school building so as to have an average class size in each departmental area of approximately 28 pupils per class. Classes which exceed 36 pupils on October 1 will be reduced so that no class will exceed 36 pupils, except that if the teacher(s) involved so elect and the principal so elects, a given class(es) may exceed 36 pupils as an alternative to reorganization of the classes within the given school.

4. All middle and high school nonacademic classes will be organized in each school building so as to have a class size not in excess of the number of pupil stations in each subject area.
 5. Except in certain activity type classes such as computer, physical education and music, no high school teacher is to instruct more than 180 pupils per day exclusive of study halls. The reorganization necessary to comply with this standard will be completed by October 1.
 6. When a class exceeds the above limits after October 1, the Administration will investigate the specific circumstances and determine the most constructive course of action to reduce, where feasible, the number of pupils to the October 1 class size limits. The investigation will include consideration of enrollment and organizational factors at the building level and will provide for input from the principal and the teacher(s). In cases where a reduction to the October 1 class size limit does not occur, a written explanation will be provided to the teacher upon request.
 7. The Administration shall notify the Association at least sixty (60) days prior to any change in this administrative policy, except that such notification shall not occur prior to April 15 of the year in which the Agreement expires. If such notification is made while negotiations for a successor agreement is in progress, the Association may introduce a class size proposal for negotiations even though a negotiations agenda may have been set, unless the issue class size is already on said agenda.
- 301.02** The maintenance of equitable class size is a matter of proper concern to the teachers, and to the extent that class sizes create substantial inequities in staffing in relation to comparable courses in the same school, such substantial inequities shall be subject to the grievance procedure.
- 301.03** The Association Building Council shall study and make recommendations to the principal in each middle and high school concerning the number of pupil stations in nonacademic classrooms.
- 301.04** The Administration will make a concerted effort to complete the initial class size adjustments within the first eighteen (18) pupil attendance days of the school year.
- 301.05** This article is subject to possible modification as a result of the following:
1. Either party may reopen negotiations using the procedure of Section 1401 if the General Assembly enacts legislation during the term of this Agreement mandating lower class size ratios and providing the funding for class size reductions.
 2. The Superintendent or designee(s) and the Association President or designee(s) shall meet and confer after the 1997–1998 school year to discuss the results of a pilot emphasis project with grades K-3 at

specified schools and to consider modification of administrative policy or of this article with respect to class size limits at those grade levels in light of those results.

Article 302

Teacher Class Load

302.01 The class load for middle and high school teachers shall not exceed six (6) academic class periods per day and/or thirty (30) academic class periods per week. The class load for high school English teachers shall not exceed five (5) class periods per day and/or twenty-five (25) class periods per week.

302.02 Elementary Planning-Preparation Time

- A. Full-time teachers in elementary schools shall have planning-preparation time averaging approximately forty-five (45) minutes per day. Such planning-preparation time shall be considered to be a portion of the unassigned time during the teacher's regular work day.
- B. The District shall continue to provide elementary teacher preparation time (averaging 45 minutes/day) consistent with 302.02(A). During the 2000–2001 school year, the Superintendent/designee shall designate some elementary schools to pilot forty-five (45) minute staff-collaboration periods per week. Staff collaboration periods may be by grade levels (primary/intermediate) or grades. The Superintendent/ designee shall solicit input from the ABC at each school, recommended to be included in the pilot. The building principal and the ABC shall jointly author the final Elementary School Collaboration Time Report, including a school recommendation from each school. A copy of the final Elementary School Collaboration Time Report shall be distributed to the Superintendent/designee, the CEA President/designee and the Director of Labor Relations on or before June 1, 2001.

302.03 Full-time teachers in regular elementary schools teaching kindergarten through fifth grade shall be assured a daily ten (10) to fifteen (15) minute break. Such break shall be free of pupil supervision and other assigned duty responsibilities and shall occur approximately mid-morning or mid-afternoon, as determined by the building principal. Regular or chronic violation of this provision shall be subject to the grievance procedure, provided the building principal and Central Administration have been advised of the claimed violations and given a reasonable period of time in which to correct the problem.

302.04 Where unusual scheduling exists, the daily average of a teacher's weekly schedule shall approximate the above time distributions.

302.05 Each elementary staff shall conduct a written ballot to determine whether there shall be one (1) or two (2) fifteen-(15) minute recesses per day. Recess takes place mid-

morning or midafternoon, not adjacent to the beginning, lunchtime, or end of the school day, unless the school selects to do so through the process of this paragraph. The results of such ballot shall be posted on the school's bulletin board. In the event of a tie, the issue shall be decided by the principal. That status quo shall remain in effect in future years unless the ABC or the principal calls for reconsideration. Reconsideration can only be called for once per school year. However, a change in that status quo can only be implemented after the first two (2) work days of the regular school year with the principal's concurrence.

- 302.06** The parties recognize that a large number of preparations for high school teachers in the academic areas may detract from their teaching effectiveness. Therefore, high school administrators will make an effort, where practical with the assigned staff in relation to the school program, to make teaching assignments to such teachers in a manner that will limit the necessary preparations to three (3) or fewer for distinctively different courses. The parties recognize that certain teaching areas, such as diversified English and foreign language, may tend to have more exceptions to this goal than other teaching areas. The parties also recognize that the financial condition of the school system may negatively impact the Administration's effort in this regard.
- 302.07** Kindergarten through seventh grade classroom teachers who determine that a student may be retained, shall develop and submit a *Diagnostic Performance Summary* plan to the principal prior to June 1. This *Diagnostic Performance Summary* form and procedures will be mutually developed. The parties shall use the draft form discussed during bargaining on May 25, 2000, as a guide for content. The form to be used shall be in a computerized format (if possible). At the elementary level, the form shall replace the fourth interim report for failing students, technology permitting.

Article 303

Ability Grouping

The Association Building Council in elementary schools shall discuss the matter of ability grouping and make appropriate recommendations to the principal.

Article 304

Study Halls

- 304.01** The Board shall continue efforts to reduce the number and size of study halls which have mandatory pupil attendance.
- 304.02** In academic assist programs in middle schools, the number of pupils under the supervision of a teacher shall not exceed the maximum class size for a middle school academic class. Such supervision by a teacher shall count as an assigned duty.

Article 305

Special Education

305.01 A teacher who objects to the decision of an

Individualized Educational Program (IEP) team may appeal such decision to the appropriate special education supervisor by submitting the objection, in writing, on a mutually agreed upon form, to the building principal for transmittal to such supervisor within three (3) school days. The written objection shall include the specific reasons which formed the basis for the objection. In such an event, the special education supervisor will conduct a conference with the teacher in a reasonably timely manner but not to exceed fifteen (15) school days, unless extended by mutual agreement, after receipt of the objection. If the teacher is not satisfied with the disposition of the conference, the principal will, within three (3) school days after the conference, submit the objection to the Director of Special Education. In such an event, the Director of Special Education will conduct a conference with the teacher in a reasonably timely manner but not to exceed fifteen (15) school days, unless extended by mutual agreement after receipt of the objection. The director shall make a final determination with regard to the objection and shall communicate such decision, in writing, to the teacher in a reasonably timely manner but not to exceed ten (10) school days after the conference. In the event the Director of Special Education determines that the volume of appeals makes it impractical for the director to conduct all such conferences, the director may utilize a designee other than the special education supervisor involved in the previous conference.

305.02 Teachers at Alum Crest, Clearbrook and Beatty Park schools will continue to be assigned the services of school instructional assistants at present assignment levels through the term of this Agreement.

305.03 The Association Building Councils at Alum Crest, Clearbrook and Beatty Park schools shall develop and recommend to the principal a training program for their school instructional assistants.

305.04 All bargaining unit members designated as lead teacher for IEP creation will be given two (2) release days each school year to facilitate the completion of the IEPs in a timely manner. The release days are regular work days and will be scheduled by the Administration with prior notification of the dates to the designated lead teachers. In addition, designated lead teachers shall be paid four (4) hours annually at the supplemental hourly rate for attendance at IEP meetings or to complete IEP paperwork outside regular work hours. This amount will be paid on the 21st pay date after the office of special education has verified that the designated lead teacher has completed and turned in IEPs for all of the lead teacher's students. In the event annual IEPs are no longer required, such supplemental compensation shall not be paid.

Article 306

Foreign Language

During the term of this Agreement, the high school city-wide course selection sheets shall include French, Spanish, German and Latin.

Article 307

Elementary Art, Vocal Music and Physical Education Programs

- 307.01** Regular classroom teachers will not normally be required to be physically present when classes are being instructed by an elementary art, vocal music or physical education teacher.
- 307.02** Elementary art, music and physical education teachers will enter grades for pupils in their respective classes at the end of each grading period.
- 307.03** The Board will provide a sufficient number of elementary art, vocal music and physical education teachers to staff the following schedule in regular elementary schools:
- A. Art once a week for thirty (30) minutes for one (1) semester in kindergarten; once a week for sixty (60) minutes for one (1) semester in grades one (1), two (2) and five (5) and once a week for sixty (60) minutes for the full year in grades three (3) and four (4).
 - B. Vocal music once a week for forty (40) minutes in grades one (1) through five (5) for all year and once a week for thirty (30) minutes for all year in kindergarten.
 - C. Physical education once a week for thirty (30) minutes for all year for kindergarten through grade three (3) and once a week for forty (40) minutes for all year in grades four (4) and five (5). □

Chapter 400

Article 401

Teacher Evaluation

401.01

- A. Teachers (except for substitutes and adult education instructors) who instruct students for at least fifty percent (50%) of the teacher's time employed shall be evaluated in accordance with O.R.C. Sections 3319.111 and 3319.112 consistent with the Framework adopted by the Ohio State Board of Education, as that Framework is amended from time to time. The "Teacher and Licensed Support Professional Evaluation" and the "CCS Teacher Performance Rubric" shall constitute the process, criteria and standards used for such teachers. The "Teacher and Licensed Support Professional Evaluation" and the "CCS Licensed Support Professional Performance Rubric" will apply to other members of the bargaining unit. Neither the evaluation process nor rubric will apply to persons employed under Chapters 1000, 1100, 1200 or 1300 of the Master Agreement.
- B. The Superintendent shall make decisions and take actions to implement this provision in the variety of instructional assignments and environments in the District. This authority shall be exercised through the Joint Evaluation Panel (JEP) of CEA and the Board, established by a Memorandum of Agreement between the parties.
- C. The following exceptions exist to the annual evaluation requirement:
 - 1. A teacher who receives a rating of "Accomplished" on his/her most recent evaluation shall be evaluated at least once every three (3) school years, so long as the teacher's student academic growth measure for the most recent school year for which data is available is average or higher, as determined by the department of education.
 - 2. A teacher who receives a rating of skilled on the teacher's most recent evaluation shall be evaluated at least once every two (2) years, so long as the teacher's student academic growth measure for the most recent school year for which data is available is average or higher, as determined by the department of education.
 - 3. In any year that a teacher is not formally evaluated as a result of receiving a rating of accomplished or skilled on the teacher's most recent evaluation, a credentialed evaluator shall conduct at least one observation of the teacher and hold at least one

conference with the teacher.

4. Teachers are not required to be evaluated if they have provided a written resignation for retirement purposes by December 1 that has been accepted by the Board.
 5. Teachers are not required to be evaluated if they are absent half or more of their contracted work days for a particular school year.
- D. The exclusive means for a member of the CEA bargaining unit to challenge his/her evaluation shall be through the Joint Evaluation Panel and expedited arbitration pursuant to the Memorandum of Agreement with the CEA.
- E. Development of growth plans or improvement plans shall be as follows:
1. Teachers with above expected levels of student growth for the previous year will develop a professional growth plan.
 2. Teachers with expected levels of student growth for the previous year will develop a professional growth plan collaboratively with their credentialed evaluator.
 3. Teachers with below expected levels of student growth for the previous year will develop an improvement plan with their credentialed evaluator. The administrator/evaluator will approve the improvement plan.
 4. New teachers to Columbus City Schools and in the PAR program will develop an improvement plan with their PAR consulting teacher.
 5. Teachers who are not in PAR and who have no student growth measure rating for the previous year will develop a professional growth plan.

401.02

- A. An evaluator must be a credentialed employee of the District; provided, however, that the evaluator will be a PAR consultant if the teacher is in the PAR program. The JEP Panel annually shall approve a pool of credentialed evaluators.
- B. The person who is responsible for assessing a teacher's performance shall be:
1. The teacher's immediate supervisor for those teachers with an expected level of student growth or a below expected level of student growth on the student growth measure dimension of the evaluation procedure.
 2. An evaluator selected by the teacher from the District pool of credentialed evaluators for those teachers with an above expected level of student growth on the student growth measure dimension

of the evaluation procedure.

3. The person designated by the Peer Assistance Review (PAR) program as negotiated.
4. In the event a teacher performs work under the supervision of more than one supervisor, one supervisor shall be designated as the evaluating supervisor.

401.03

No later than October 31 of each school year (or in the case of a new teacher or change in the evaluator, within one month) the administration or Joint Evaluation Panel will notify each teacher to be evaluated of the name and position of his/her evaluator.

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

401.05 Special Evaluation:

- A. When the Board or any of its administrative agents deem that a teacher's performance may be seriously unsatisfactory and it is their intention to recommend involuntary transfer, non-renewal of contract, or termination of contract or investigate further with the possibility of making any of the aforementioned recommendations, the building administrator shall notify such teacher of his/her intent in writing on a form mutually agreeable to the Board and the Association. Such notification shall set forth the specific areas of alleged seriously unsatisfactory performance. Following such notification, the administrator shall evaluate the teacher's performance under this paragraph. The administrator will observe the teacher at least twice. Each observation will be for at least thirty (30) minutes. A conference shall be held between the administrator and the teacher to discuss the teacher's performance prior to any final action by the administrator. The teacher may be accompanied or represented by an Association representative at such conference and shall have three (3) days prior notification of the conference. In such conference, the principal may be accompanied by a Board representative if the teacher is accompanied in such conference. Final administrative action in regard to the alleged seriously unsatisfactory performance shall not conflict with any provision of this Agreement.
- B. Unusual Condition—If conditions threaten the physical or emotional well-being of pupils or when conditions result in a significant disruption of, or threat to, the educational program or the well-being of the school, then:
 - (1) the classroom observations provided in (A)

above shall not be required if such observations would not substantively contribute to an evaluation of such unusual condition;

- (2) the Notice of Special Evaluation issued as a part of the special evaluation process shall be accompanied by a written statement identifying the unusual condition, and if applicable, indicating the reason(s) classroom observations would not substantively contribute to an evaluation of such condition.

401.06 No member of the bargaining unit shall have his/her limited contract non-renewed without accomplishment of a special evaluation and without accomplishment of such regular evaluations as are required by this article, provided that nothing in this Agreement shall require accomplishment of such evaluations in order (1) to non-renew limited contracts or to suspend limited contracts and/or continuing contracts, in accordance with Article 704 entitled "Reductions in Personnel;" (2) to terminate a limited contract or continuing contract, in accordance with the Ohio Revised Code; (3) to non-renew a limited contract teacher providing service under a temporary certificate unless such teacher possesses a regular certificate in another teaching area and has previously provided service under such regular certificate in the Columbus City Schools; (4) to non-renew a limited contract teacher advised prior to employment that such non-renewal may occur due to the special nature of the specific assignment for which such teacher is being employed.

401.07

- A. The evaluation and any related actions involving teachers during the period of assignment to the Peer Assistance and Review Program (PAR Program) shall be in accordance with the procedures established by the PAR Program Panel, which shall be consistent with O.R.C. 3319.111 and 3319.112 to the extent such laws apply. Such related actions shall include action by the Board based on recommendations by the PAR Program Panel regarding intern teachers and action by the Board based on reports by the PAR Program Panel regarding teachers who have been previously assigned to the PAR Program for intervention.
- B. The provisions of this Article 401 shall apply to teachers assigned to the PAR Program only in the event of administrative action which is not in accordance with the PAR Program Panel procedures. Such administrative action shall only be initiated where the basis for such action is primarily related to concerns other than classroom teaching performance.

- C. Any teacher may request to be assigned to the PAR Program by submitting a written request to the Association President. If the teacher requesting assignment to the PAR Program has been given a Notice of Special Evaluation and has more than five (5) years of continuous Columbus teaching experience, such teacher shall be accepted into the intervention phase of the PAR Program. The final determination of whether to admit a teacher with five (5) or less years of continuous Columbus teaching experience to the PAR Program will be made by the PAR Panel.
- D. Only teachers who have a summative evaluation rating of Ineffective on their most recent evaluation form may be recommended for PAR Intervention by an administrative-initiated referral.

401.08

Teachers eligible for continuing service status shall be those teachers who qualify under the Ohio Revised Code, which currently (August, 2013) reads as follows:

- A. Teachers eligible for continuing service status shall be those teachers qualified as described in division (D) of section 3319.08 of the Revised Code, who within the last five years have taught for at least three years in the district, and those teachers who, having attained continuing contract status elsewhere, have served two years in the district, but the board, upon the recommendation of the superintendent, may at the time of employment or at any time within such two-year period, declare any of the latter teachers eligible. Ohio Revised Code 3319.11(B)
- B. A continuing contract is a contract that remains in effect until the teacher resigns, elects to retire, or is retired pursuant to former section 3307.37 of the Revised Code, or until it is terminated or suspended and shall be granted only to the following:
 - (1) Any teacher holding a professional, permanent, or life teacher's certificate;
 - (2) Any teacher who meets the following conditions:
 - (a) The teacher was initially issued a teacher's certificate or educator license prior to January 1, 2011.
 - (b) The teacher holds a professional educator license issued under section 3319.22 or 3319.222 or former section 3319.22 of the Revised Code or a senior professional educator license or lead professional educator license issued under section 3319.22 of the Revised Code.

- (c) The teacher has completed the applicable one of the following:
 - (i) If the teacher did not hold a master's degree at the time of initially receiving a teacher's certificate under former law or an educator license, thirty semester hours of coursework 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;
 - (ii) If the teacher held a master's degree at the time of initially receiving a teacher's certificate under former law or an educator license, six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the state board shall adopt.
- (3) Any teacher who meets the following conditions:
 - (a) The teacher never held a teacher's certificate and was initially issued an educator license on or after January 1, 2011.
 - (b) The teacher holds a professional educator license, senior professional educator license, or lead professional educator license issued under section 3319.22 of the Revised Code.
 - (c) The teacher has held an educator license for at least seven years.
 - (d) The teacher has completed the applicable one of the following:
 - (i) If the teacher did not hold a master's degree at the time of initially receiving an educator license, thirty semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the state board shall adopt;
 - (ii) If the teacher held a master's degree at the time of initially receiving an educator license, six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the state board shall adopt. Ohio Revised Code 3319.08(D)
- C. Upon the recommendation of the Superintendent that a teacher eligible for continuing service status be reemployed, a continuing contract shall be entered into between the Board and such teacher unless the

Board by a three-fourths (3/4) vote of its full membership rejects the recommendation of the Superintendent. The Superintendent may recommend reemployment of such teacher, if continuing service status has not previously been attained elsewhere, under an extended limited contract for not to exceed two years, provided that written notice of the intention to make such recommendation has been given to the teacher with reasons directed at the professional improvement of the teacher on or before June 1, and provided that written notice from the Board of its action on the Superintendent's recommendation has been given to the teacher on or before June 1, but upon subsequent reemployment only a continuing contract may be entered into. If the Board does not give such teacher written notice of its action on the Superintendent's recommendation of an extended limited contract for not to exceed two years before June 1, such teacher is deemed reemployed under a continuing contract at the same salary plus any increment provided by the salary schedule. Such teacher is presumed to have accepted employment under such continuing contract unless the teacher notifies the Board in writing to the contrary on or before June 15, and a continuing contract shall be executed accordingly.

- D. A teacher eligible for continuing contract status employed under an additional extended limited contract for not to exceed two years pursuant to written notice from the Superintendent of the Superintendent's intention to make such recommendation is, at the expiration of such extended limited contract, deemed reemployed under a continuing contract at the same salary plus any increment granted by the salary schedule, unless the Board, acting on the Superintendent's recommendation as to whether or not the teacher should be reemployed, gives such teacher written notice of its intention not to reemploy the teacher on or before June 1. Such teacher is presumed to have accepted employment under such continuing contract unless the teacher notifies the Board in writing to the contrary on or before June 15, and a continuing contract shall be executed accordingly.
- E. A limited contract may be entered into by the Board with each teacher who has not been in the employ of the Board for at least three years and shall be entered into, regardless of length of previous employment, with each teacher employed by the Board who holds a provisional or temporary certificate/license.

- F. Any teacher employed under a limited contract, and not eligible to be considered for a continuing contract is, at the expiration of such limited contract, deemed reemployed under the provisions of this section at the same salary plus any increment provided by the salary schedule unless the Board, acting on the Superintendent's recommendation as to whether or not the teacher should be reemployed, gives such teacher written notice of its intention not to reemploy the teacher on or before June 1. Such teacher is presumed to have accepted such employment unless the teacher notifies the Board in writing to the contrary on or before June 15, and a written contract for the succeeding school year shall be executed accordingly.

The failure of the parties to execute a written contract shall not void the automatic reemployment of such teacher. The failure of the Superintendent to make a recommendation to the Board under any of the conditions set forth in this section, or the failure of the Board to give such teacher a written notice pursuant to this section shall not prejudice or prevent a teacher from being deemed reemployed under either a limited or continuing contract as the case may be under the provisions of this section.

401.09

- A. Notwithstanding Sections 3319.11(B)(3), 3319.11(C), 3319.11(D), 3319.11(E), 3319.11(G), and 3319.111 of the Ohio Revised Code as enacted by Am. Sub. H.B. No. 330, or any subsequent amendment thereto, the limited or extended limited contract of a teacher may be non-renewed by the Board without evaluations, hearing, or written Board decision or order thereafter if the written statement describing the circumstances that led to the intention of the Board not to reemploy the teacher provided to the teacher pursuant to Ohio Revised Code Section 3319.11(G)(2) or otherwise recites as a basis for non-renewal (1) a reason for a reduction in personnel or the non-renewal of a limited contract set forth in Article 704 of this Agreement, (2) that the teacher's current contract entails service being provided under a temporary certificate without the teacher's possessing a regular certificate in another teaching area under which the teacher has previously provided service in the Columbus City Schools or (3) that the teacher has been advised prior to employment that such non-renewal may occur due to the special nature of the specific assignment for which such teacher was employed.
- B. Except as provided above in Section 401.01(D), a

teacher may file a grievance under Article 110 of this Master Agreement for an alleged violation of this Article 401. This Article supersedes and replaces Subsections 3319.11(G)(3–7) of the Ohio Revised Code.

Article 402

Teacher Contract Forms

402.01 *Regular Teacher Contracts*

All bargaining unit members shall be offered an appropriately worded individual teaching contract.

402.02 *Supplemental Contracts*

- A. Teachers who have supplemental contracts to perform extra duty assignments provided in Article 906, shall be notified by April 30 if such contract is not to be renewed for the following school year. All other supplemental contracts shall automatically be non-renewed following the performance of the service authorized by the Board, and no action or notification by the Board shall be required in connection with such non-renewal.
- B. The regular distribution of supplemental contracts shall be on or before June 15 of each year.
- C. Supplemental contracts shall contain language which clearly establishes the right of the Board to declare such contracts null and void in the event the school where the service was to be provided is closed. In the event a school is closed, all such contracts for service at the closed school shall be declared null and void, but the Step will not change if the teacher is reemployed in the same supplemental position but at a different school within the District within two years.
- D. Supplemental contracts shall not be awarded until there is sufficient evidence available to the Administration of adequate participation. This provision specifically applies to situations where the supplemental contract was not issued the previous year or where participation the previous year was not adequate.
- E. 1. Teachers who have completed three (3) or more consecutive years of service in a school in the extra-duty position of senior head coach, football, basketball, baseball, track, volleyball, softball, or wrestling shall be eligible for a three (3) year supplemental contract upon the expiration of their contract. Such three (3) year supplemental contracts shall be offered to such eligible teachers by June 15. No teacher shall be eligible for such three (3) year supplemental contract for more than one (1) such coaching position.
2. Teachers who are eligible for such three (3) year

supplemental contracts shall be offered written reasons for a decision leading to a recommendation not to initially issue or not to renew such a supplemental contract. Any failure to observe this provision in regard to the offering of written statements relative to the non-issuance or non-renewal of such a three (3) year supplemental contract shall be subject to the grievance procedure set forth in this Agreement.

- F. The parties agree to maintain the past practices regarding the discontinuation of supplemental contracts and prorating of pay when there are insufficient participants for the activity to either begin or continue. This practice has been the most common with freshman and reserve coaching positions and least common with head coaching positions.

402.03 All teacher contracts, provided in Sections 402.01 and 402.02 of this article, shall have language mutually agreed to by the Association and the Board.

Article 403

Professional Personnel Records

403.01 When a complaint is made by the parent of a student or any other member of the public concerning a teacher's conduct, service, character or personality, which is deemed serious enough to become a matter of formal record, the teacher shall be informed of the complaint by the principal, and the teacher and principal shall attempt to resolve the complaint of the complaining party.

403.02 When a principal or other administrator finds it necessary to make a notation in a teacher's file which reflects adversely upon the teacher's conduct, service, character or personality, the teacher shall be offered an opportunity to read such notation. The teacher shall acknowledge having read such notation by signature on the actual document filed, with the understanding that such signature does not indicate agreement with its contents. The teacher shall also have the right to answer such notation and said answer shall be attached to the file copy.

403.03 Each teacher or his/her designee shall be guaranteed the right to examine and review his/her personnel file. Prior arrangements for such examination shall be made with the administrator of Human Resources or his/her designee.

403.04 Upon written request from a teacher, the administrator of Human Resources shall give consideration to removing a notation which reflects adversely upon the teacher from the teacher's file provided the notation has been in said file for a minimum of two (2) years. If sustained demonstrated improvement in the area noted has

occurred, such removal shall generally be granted. In the event the request for removal is denied, the written reasons for denial shall be provided to the teacher, and the basis for the denial shall not be arbitrary or capricious. The parties understand that it is unlikely that notations that result from very serious circumstances will be removed. Nothing in this section pertains to ratings or comments on evaluations.

Article 404

Professional Behavior

404.01 A teacher shall be entitled, upon his/her request, to have present an Association faculty representative or other representative of the Association when the teacher is being given a formal reprimand or warning, is being disciplined for any alleged infraction of rules, delinquency, or unprofessional performance, or is being given a recommendation that such teacher resign or take a leave of absence without pay. The request for the presence of a representative of the Association shall not delay such proceedings for more than five (5) school days. A teacher also shall be entitled, upon his/her request, to have present an Association faculty representative or other representative of the Association when Board personnel in authority seek information which that teacher reasonably could believe may lead to his/her discipline. The request for the presence of a representative of the Association shall not delay such inquiry by the building administrator(s) for more than one (1) school day, or by central office or external district authority for more than two (2) school days.

404.02 A teacher shall not be given a formal written reprimand or warning, or be disciplined for any alleged infraction of rules, delinquency, or unprofessional performance, without just cause. Any such action shall be subject to the grievance procedure set forth in this Agreement, except that any such action taken in connection with Article 401 shall not be grieved with non-compliance with this paragraph cited as a claimed violation.

404.03 The termination of the contract of a teacher shall not be subject to the grievance procedure set forth in this Agreement. Teachers whose contracts are terminated shall have recourse to their rights under Section 3319.16 of the Ohio Revised Code or any successor section.

404.04 The reasons for a decision leading to a recommendation not to reemploy a non-tenured teacher shall be made available in writing to the affected teacher at his/her option.

- 404.05** Any failure to observe the provisions of Section 404.04 of this article in regard to the giving of written statements relative to reemployment shall be subject to the grievance procedure set forth in this Agreement.
- 404.06** In general, direct, verbal criticism of a teacher by an administrator in front of students or parents tends to reduce the teacher's effectiveness in maintaining an orderly teaching environment. As a result, the parties agree that this practice should be avoided where reasonably practical. Agreement to avoid such criticism where reasonably practical is in no way intended to limit the right of the administrator to give direction to members of the teaching staff. In the event a teacher believes that such criticism has occurred, the teacher may request a conference with the administrator to discuss the incident. Following such a conference, in the event the teacher believes that such criticism has again occurred, the teacher may request a conference with the administrator and a representative of the Superintendent. In either conference, the teacher may be accompanied and represented by a representative of the Association, and the administrator may be accompanied by a Board representative if the teacher elects representation.
- 404.07** Members of the bargaining unit shall not be subjected to repeated and/or extreme verbal abuse by administrators or other agents of the Board. □

Chapter 500

Article 501

Annual Evaluation

The Association, through the Association Building Councils, shall have the right to make an evaluation of each school as to the professional environment, democratic procedures, teacher involvement and co-curricular programs in the school. This evaluation will be set forth on a form developed by the parties and administered during the month of February. The results of the survey will be submitted to the principal and school staff, the Superintendent and the Association office no later than April of each year. Handwritten comments solicited as a part of this evaluation will be typewritten before such comments are returned to the building. Reasonable safeguards will be taken to assure anonymity of the evaluators. During the 1997–1998 school year, a joint committee will review the current building survey and make recommendations, if any, to the parties.

Article 502

Libraries

502.01 The Board will provide an adequate Instructional Materials Center in each existing and new elementary school as a part of the building program resulting from such bond issue.

502.02 Standards for Instructional Materials Centers shall be established by the Joint Committee on Libraries and recommended to the Board of Education.

Article 503

Alternative Schools

During the term of this Agreement, the Board shall continue the operation of the existing alternative schools, except that the Board may determine to close an alternative school if the enrollment in such a school is less than seventy-five (75) percent of rated capacity as a result of insufficient student applications for such school.

Article 504

Teaching Aids

504.01 Notice of nominations of textbook selection committees shall be made system-wide. Nominees for textbook selection committees shall be elected by the teachers of the schools involved in the subject areas and grade levels affected. These elections shall be conducted at each school by the principal and the Association Building Council. Nominees for textbook committees may also be submitted by the Administration at the election of the Administration. Selection of the textbook committee members shall be made by a joint committee composed of an equal number of Board and Association members, except that the Administration shall have the right to designate one (1) member of each textbook committee.

504.02 The present Test Selection Committee will be continued. However, the Association will have the right to

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appoint fifty (50) percent of the representatives to the committee.

504.03 All committees included in this article, including textbook selection committees, shall adhere to the provisions of the article entitled “Committee Procedures.”

Article 505

Integrated Textbooks

In conformance with previous policy statements made by the Columbus Board of Education, a concerted effort will continue to be made in the selection process to provide textbooks and other teaching materials which avoid male and female role stereotyping, which reflect an integrated society and which portray both in printed text and illustrations the contributions made to American society by all elements of the society.

Article 506

Committee Procedures

506.01 Committees formed or continued as a result of this Agreement shall function in a democratic fashion with chairpersons elected by the committee members.

506.02 There shall be no ex-officio members. The times, places, agenda and all other procedural or substantive decisions or recommendations of these committees shall be made by vote of the members.

506.03 Such committees may call upon the Association or the Board for consultants as needed, but the composition of the committees may not be changed without mutual consent of the Association and the Board.

506.04 The term “joint committee” as used in this Agreement shall mean, unless it is otherwise stipulated, a committee composed of equal numbers of Board-appointed and Association-appointed members. Such committees shall adhere to the procedures set forth in Sections 506.01, 506.02, and 506.03.

506.05 By August 15, 2015, the President of the Association and the Superintendent shall appoint two (2) persons to an ad hoc committee that will review the purpose and responsibilities of all joint CEA-board or CEA-central office administration committees and pay equity for committee work. The ad hoc committee shall make recommendations to the President and Superintendent by May 1, 2016. If approved in writing by the President and the Superintendent, the changes will be implemented for the 2016–17 school year.

Article 507

Professional Development

507.01 The parties believe that professional development is an ongoing process that promotes and supports both professional and personal growth for all teachers and is aimed at increasing student progress/growth. The parties agree to examine strategies and mechanisms that will increase training time of teachers other than the workdays set forth in

Section 1401.03. Strategies and mechanisms shall include, but not limited to, courses offered by the District and CEA, customized courses developed in partnership with institutions of higher education, distance learning and video programming. Professional development will focus on building teacher quality to increase student progress/growth.

507.02 The Joint Professional Development Committee will continue to work cooperatively to determine content for district-wide professional development in-service on the “waiver days.” The joint committee will strive to schedule these days on a Tuesday, Wednesday or Thursday that does not precede or follow a three-day weekend, holiday or vacation. The joint committee will strive to provide college credit or CEUs for professional development.

507.03 The parties agree that these principles in paragraphs 507.01 and 507.02 will guide the Joint Professional Development Committee in the planning and the implementation of professional development.

Article 508

Professional Development Related to Special Education

508.01 It is the understanding of the parties that the District should be receiving additional federal funds for specified uses, including special education, on a one-time basis in the 2009–10 and 2010–11 school years. The parties agree that it would be desirable to use some of those funds, if available and sufficient for the purpose, for one to three days (7–21 hours exclusive of lunch) for professional development related to special education for the CEA bargaining unit during that two-year period. Pay for this professional development shall be at the supplemental hourly rate.

508.02 The times and dates for this professional development shall have two or more alternatives for each block of time and shall be determined by consultation between the parties.

508.03 Because the precise amount and permitted use of these funds is not fully known (May 2009), the parties shall in consultation with one another determine whether and the extent to which this section is implemented once the required information is known. Likewise, the parties shall consult about using some of these funds for the purchases of additional hand-held PDAs, testing and instructional materials and for professional development.

508.04 The Joint Professional Development Committee shall oversee the implementation of these professional development days/hours. □



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I can’t be smart”**

-10 year old pantry client



lin4 children don't know
where their next meal
is coming from.

Many families are struggling, especially during the summer months when kids don't have access to school meals. Although hunger lives in all of our communities, scheduled neighborhood produce markets allow for our hungry neighbors to obtain fresh produce. Access to juicy watermelons, crunchy carrots and crispy lettuce makes it so that these kids can be smart year round.

**You, your class, your peers can adopt
a scheduled produce market in
FOUR easy steps:**

- 1** Go to:
midohiofoodbank.org/getfresh
- 2** Sign up and fund a market
- 3** Share with friends/family/
other educators
- 4** Help feed 200 hungry families

midohiofoodbank.org/getfresh

Chapter 600

Article 601

Instructional Assistants

601.01 The employment and use of instructional assistants shall also be in accordance with Section 3319.088 of the Ohio Revised Code, guidelines established by the State Board of Education and guidelines established by the Board. If it becomes necessary to revise the guidelines established by the Board during the term of this Agreement, such revisions will be made only after consultation with the Association in keeping with Article 108.01 of this Agreement. During the term of this Agreement, the number of instructional assistants employed shall be left to the judgment of the school administration, except as provided elsewhere in this Agreement.

601.02 In addition to the system-wide guidelines established by the Board, guidelines, written job descriptions and the assignment of instructional assistants to provide assistance to teachers, nurses, librarians and other school personnel will be established in each school building by the principal with the advice of the local Association Building Council.

601.03 Guidelines and written job descriptions established by the Board or building principal shall not conflict with the content or intent of the instructional assistant statute or guidelines established by the State Board of Education.

601.04 In those schools in which there are sufficient instructional assistants available, the supervision of all study halls, school yards, lunchrooms and school halls shall be performed by instructional assistants under the direction of a teacher. Therefore, to the extent feasible, the use of teachers will be directed toward the fullest possible utilization of their professional training and capabilities and their non-teaching duties correspondingly minimized.

601.05 The Association Building Council shall consider and recommend to the principal appropriate procedures for the participation of teachers in the interview and selection of instructional assistants.

Article 602

Volunteer Workers

In each school which uses volunteer workers, the principal, in consultation with his/her Association Building Council, may develop guidelines for such workers. The utilization of volunteer workers in a teacher's classroom shall be at the option of each teacher.

Article 603

School Counselors

603.01 Counselors shall not be required to construct the master schedule for their assigned school.

603.02 During the term of this Agreement, the Board shall meet and may exceed the counselor staffing requirements mandated by the state.

Article 604

School Nurses

604.01 School nurses shall be covered by all applicable provisions of this Agreement on the same basis as all other members of the bargaining unit.

604.02 An Association Building Council shall be established for the administrator of Nursing Services in the same manner and to function with the same responsibilities and constraints as are set forth for the Association Building Council in Article 202 of this Agreement.

Article 605

School Nurse Orientation and In-Service

605.01 The Board shall continue with this Agreement to place one nurse in charge of orientation. This nurse shall assist the supervisor of nurses and be responsible for orientation of new nurses.

605.02 All school nurses may attend in-service meetings sponsored by nursing associations or other groups concerned with health problems, provided such attendance has been approved by the supervisor of nurses. This provision does not prohibit school nurses from applying for and being granted professional leave.

Article 606

School Social Workers

Each school social worker shall be provided work space in a room in at least one of his/her assigned schools with access to a telephone and a filing cabinet or desk that can be locked.

Article 607

Kindergarten Teachers

Half-time kindergarten teachers who have been reemployed for the following school year and who desire a full-time position for the following school year shall indicate their desire to the administrator of Human Resources by June 1. Such teacher shall be granted a full-time position in a vacancy requiring a certification/license held by the teacher, provided the Board would otherwise have employed a new teacher for such vacancy. □

Chapter 700

Article 701

Sick Leave

701.01 *General Rules Pertaining to Sick Leave*

- A. Unused sick leave shall be cumulative without limit. For contract teachers, sick leave shall accumulate at a rate of fifteen (15) days per year. All such teachers shall be credited with one and one-half (1.5) days on the second pay-day of each month. The accruals will occur September through June. The effective date for deducting sick leave credit shall be the final day of each pay-reporting period.
- B. Each new full-time teacher shall be credited with five (5) days of sick leave, which may be used in case any such employee is unable to work because of personal illness or illness or death in his/her immediate family, after beginning his/her employment but before he/she has accumulated that amount of sick leave in the manner provided in Paragraph A above. If any of said five (5) days of sick leave is used, it shall be deducted from the total sick leave which he/she may accumulate during the first year of service as provided in Section 701.01(A) above.
- C. Sick leave for regular teachers employed on other than a full-time basis shall be credited and deducted at the proportionate rate set forth in their contract of employment.
- D. It shall be the responsibility of each teacher to transfer any unused sick leave from a previous employer to the office of the Treasurer of the Columbus Board of Education. When a former teacher in the Columbus School System returns to the employ of the Board, his/her unused accumulated sick leave, if any, shall be automatically reinstated. Such transfer or reinstatement of sick leave will be accepted by the Board provided the teacher's most recent employment takes place within ten (10) years of the date of the last termination from Ohio public service and provided such sick leave was earned in Ohio public service.

701.02 Sick leave with pay may be used only for the purposes provided in paragraphs A, B, and C below:

- A. For absence of the teacher due to personal illness, pregnancy, injury or exposure to contagious disease which could be communicated to others. Up to twenty (20) consecutive school days, or up to thirty (30) consecutive school days if the teacher is required to travel to another country for the adoption, may be taken as sick leave at the time of legal adoption of a child.
- B. For absence of the teacher due to illness or injury of someone in the teacher's immediate family. Immediate family is defined as father, mother, brother, sister,

son, daughter, wife, husband, grandmother, grandfather, grandson, granddaughter, father-in-law, mother-in-law, legal guardian, or foster or step-parents of said teacher; and all dependents as defined by IRS living in the home or any person living in the home to whom a teacher becomes the primary caregiver. A physician must certify the primary caregiver.

1. If a teacher is absent not more than three (3) consecutive school days because of the illness of a member of the teacher's immediate family, the teacher need only make the report of absence required by Section 701.06(A) of this Agreement in order to be eligible for sick leave with pay for such absence.
 2. If a teacher is absent in excess of three (3) consecutive school days for this reason, the teacher must provide the administrator of Human Resources, with a doctor's certificate setting forth the identity of the patient, the nature of the illness involved and the need for the absence of the teacher in order for the teacher to be eligible for sick leave with pay for such absence.
- C. For absence due to death in the immediate family of a teacher. Death in the immediate family of a teacher is defined to mean the death of the father, mother, brother, sister, son, daughter, husband, wife, grandmother, grandfather, grandson, granddaughter, aunt, uncle, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law, legal guardian or foster or step-parents of the said teacher; or dependents as defined by IRS. Absence due to death in the immediate family shall not exceed five (5) consecutive school days.
- D. *Assault Leave*

In addition, a teacher may use up to forty (40) days of assault leave due to injury resulting from a physical assault on a teacher which occurs on Board premises or which occurs off Board premises in connection with the performance of assigned duties, subject to the following stipulations:

1. The teacher's conduct was within the bounds of general standards of professional behavior.
2. The building administrator or other appropriate administrator was notified as soon as possible of the occurrence.
3. The teacher submits to the Human Resources Department the certificate required in case of sick leave absence, accompanied by the physician's statement required in Paragraph (4) below.
4. The teacher provides a physician's statement

describing the nature and duration of the resulting disability and the necessity of absence from regular employment, with the findings of the physician subject to review by the Board physician.

5. In the event the foregoing conditions are satisfied, none of the first forty (40) days of absence resulting from such occurrence shall be deducted from the teacher's accumulated sick leave or personal leave.
6. Workers' Compensation cannot be received simultaneously with sick leave benefits.
7. Any assault leave request that is in dispute will be determined by a joint committee of three administrators and three Association representatives. The three administrators shall not include the administrator who made the initial decision to deny the request, and the three Association representatives shall not include the requesting teacher. The initial decision may be reversed by a two-thirds (2/3) vote of the full committee. The joint committee's decision shall be final and binding.

701.03 *Use of Sick Leave Notification*

- A. When any member of the bargaining unit is to be absent for a full school day, or a longer period, such absence shall be reported to the principal or to the Substitute Employee Management System, if designated by the principal, at least one hour and thirty minutes prior to the teacher's normal required reporting time or as soon as possible thereafter by any teacher who wishes to use sick leave in accordance with the above procedures. The teacher shall not be required to state, during this notification, the cause or type of illness involved. If possible, however, the teacher will estimate the duration of his/her absence.
- B. In the event the estimated duration of the absence is expected to be continuous for a period in excess of two weeks (10 school days), or when an absence has been continuous for such a period, the teacher shall advise the Administration of the estimated duration of disability by submitting the designated form to Human Resources by the tenth (10th) day of absence and include a physician's statement. The teacher will provide the Office of Human Resources with written notice at least three (3) school days before intending to return to work.

701.04 A teacher who has been absent on a Monday through Thursday shall inform his/her principal or school clerk by 2 p.m. on the day before he/she wishes to

return. The administrator shall assume that a teacher who is absent on Friday or the day before the start of a vacation period will return on the next Monday or the first working day after the vacation unless the teacher notifies the principal or his/her designee on Sunday or the last vacation day not later than 7 p.m. that he/she will not return to duty on the next day. Whenever it can be determined by the teacher on a Friday or the school day prior to the starting of a vacation that he/she will not be returning to duty on the next scheduled school day, the teacher should let the principal or school clerk know by 2 p.m. that he/she will not be returning so that the same substitute teacher can be continued.

701.05 Absence on Saturdays, Sundays, paid holidays and paid non-work days shall not be charged against sick leave.

701.06 *Certificates Required in Case of Sick Leave Absence*

- A. When a teacher is absent, a report for such absence, signed by the teacher, shall be completed by such employee on a form supplied by the Board. Such form shall be filed with the principal or immediate supervisor within three (3) school days following the last day of such absence or three (3) days after the close of a school year, whichever occurs first.
- B. If medical attention was required, the teacher shall list the name and address of the attending physician and the dates when the physician was consulted on the form provided in Section 701.06(A) above.
- C. Such report shall be made in a manner which will satisfy the requirements of Section 3319.141 of the Ohio Revised Code. The filing of any willfully false statement by a teacher shall be considered by the Board as grounds for disciplinary action in such form and manner as the Board may deem advisable.
- D. Teachers who have been out of school because of serious illness, extending over a period of two or more weeks, must have the approval of the Superintendent before returning to regular school work. The Superintendent or designated central office administrator may require medical or psychological verification of the teacher's ability to return to work and any limitations on the teacher's return. In meeting the medical (or psychological) verification requirement, generally the written certification of the teacher's physician or psychologist is sufficient. In circumstances where the Superintendent or central office designee requires additional explanation, the teacher shall provide a written report from his or her physician or psychologist to the Superintendent or central office designee.

- E. Members of the bargaining unit shall not be asked or required to sign a statement authorizing a doctor or hospital to release medical records unless the absence due to illness, injury or pregnancy of the member of the bargaining unit has been challenged, in which case the teacher shall be furnished with the written reasons for such a challenge and the need to examine medical records.
- F. The purpose of this section is to provide tools for management to curb sick leave abuse. These tools shall not be utilized in an arbitrary, capricious, or harassing manner.
1. If the principal or supervisor has a question about a teacher's use of sick leave, the principal or supervisor shall hold a conference with the teacher, at which the teacher shall be represented by the Senior Faculty Representative at that building or Association designee. This step must precede (2) and/or (3) below.
 2. The Superintendent may (but need not always) require written certification to justify use of sick leave from the teacher's physician when:
 - a. There is a pattern of use such as, but not limited to, workdays before or after a holiday or vacation period, on Mondays or Fridays, or a certain time of year; or
 - b. There is reasonable suspicion of sick leave abuse; or
 - c. The teacher has been absent using sick leave for consecutive workdays; or
 - d. The teacher has been absent using sick leave for more than ten (10) days total during the same school year; or
 - e. The teacher is on an extended absence and the Superintendent has reasonable grounds to question the continued absence, once every thirty (30) calendar days.
 3. The Superintendent may (but need not always) require the teacher to be examined at Board expense by a physician or psychologist designated by the Superintendent when:
 - a. The Superintendent wishes to verify the teacher's fitness for return to work; or
 - b. There is reasonable suspicion of sick leave abuse; or
 - c. The teacher is on duty, but there is a reasonable question whether the teacher is able to perform essential functions of the job; or
 - d. Where the teacher's personal physician or psychologist certification under (2) above

requires additional explanation. The Board-designated physician or psychologist shall provide a written report to the Superintendent.

4. Under this Section (F), the Superintendent includes the Superintendent or his/her designated central office administrator.

701.07 *Catastrophic Illness/Injury*

Sick Leave Donation Procedure

A member of the bargaining unit who has exhausted all accumulated paid leave as a result of a catastrophic illness or injury of a temporary nature may be granted additional sick leave days through the donation of accumulated unused sick leave by other bargaining unit members who volunteer to do so in accordance with the following guidelines:

- A. For purposes of this procedure, the term “catastrophic illness or injury” shall include illnesses, disabilities, injuries and/or surgeries which are calamitous in nature, constituting a great misfortune, where the lack of immediate treatment will result in a life threatening or life debilitating circumstance for the employee or immediate family. Examples of catastrophic diagnosis include, but are not limited to the following:
 - Accident resulting in multiple fractures or amputation of limb
 - AIDS
 - ALS (amyotrophic lateral sclerosis)
 - Cancer
 - Cerebral palsy, muscular dystrophy
 - Condition causing paralysis
 - Hemophilia
 - Mental illness (requiring hospitalization)
 - Rare disease
 - Severe burn involving over 20 percent of the body
 - Severe head injury requiring hospitalization
 - Spinal cord injury
 - Stroke or cerebrovascular accident
- B. A joint Association/Board committee consisting of three (3) members of the bargaining unit appointed by the Association and three (3) administrators shall be appointed on a yearly basis to review requests under this provision. In order to approve a request for catastrophic illness/injury sick leave donation, a two-thirds (2/3) vote of the entire committee must prevail. The joint committee will establish rules and procedures for the allocation and disposition of donated leave under this Section 701.07. All rules and decisions of the joint committee require a two-

thirds (2/3) vote of the entire committee.

- C. Applications for catastrophic illness/injury sick leave donation must be jointly submitted to the administrator of Labor Relations and the Association President. Applications will include, but not be limited to, the following information:
 - 1. Nature of illness/injury
 - 2. Physician(s') statement as to the condition and the need for sick leave
 - 3. Projected date of return to duty
 - 4. Explanation of previous sick leave usage
 - 5. Any other pertinent information that applicant can submit to the committee for its consideration
- D. The committee shall meet and make a determination regarding the request. The bargaining unit member shall be informed of the committee's decision in writing within three (3) days of the meeting. The decision of the committee shall be final.
- E. The Association will assume the responsibility for solicitation of donations for approved bargaining unit members, subject to procedures established by the joint committee. A form shall be mutually developed to solicit donations. Bargaining unit members may donate any amount of their unused sick leave to the affected member. A maximum of forty-five (45) days may be granted to the applicant. If additional sick leave donation beyond the forty-five (45) days maximum is needed, the bargaining unit member must reapply for consideration by the committee. One renewal will be considered by the committee. All donation forms will be submitted by the Association to the administrator of Labor Relations.
- F. The joint committee shall not grant donated sick leave so as to delay the disability retirement of a teacher.
- G. All information and reports relating to the applications under this policy shall remain confidential to the extent allowed by law.
- H. A teacher using donated sick leave shall not earn or accrue any sick leave under Section 701.01.

701.08 The Joint Committee on Sick Leave Bank, established in the Memorandum of Understanding in the 2003 Addendum, shall continue its study of a sick leave bank. If determined to be administratively feasible, the bank will be implemented at the beginning of the 2005–2006 school year.

Article 702

Leaves of Absence

702.01 *Ill Health*

- A. The Superintendent or designated central office adminis-

- trator may require medical or psychological verification of written application for a leave of absence, without pay, for ill health. In meeting the medical (or psychological) verification requirement, generally the written certification of the teacher's physician or psychologist is sufficient. In circumstances where the Superintendent or designated central office administrator requires additional explanation, the teacher shall provide a written report from his or her physician or psychologist to the Superintendent or designated central office administrator.
- B. Such request for leave, if approved, shall be granted for the remainder of the semester or the remainder of the school year, or for an entire school year, with the possibility of a renewal of the leave, upon written request, according to the provisions of Section 3319.13 of the Ohio Revised Code. An earlier termination of this leave, if requested in writing by the employee, shall be at the discretion of the Superintendent and in accordance with the needs and interests of the schools.
- C. At least thirty (30) days before a teacher on a leave of absence for ill health expects to resume his/her duties, the teacher, or someone acting in his/her behalf, must request in writing the reinstatement of said teacher to the staff. In requesting reinstatement, said teacher does not forfeit his/her right to request an extension of his/her leave of absence for ill health. Failure to comply with this regulation shall be deemed an automatic resignation.
- D. Not less than ten (10) days before termination of leave, a doctor's statement must be submitted by the teacher. The Superintendent or designated central office administrator may require medical or psychological verification of the teacher's ability to return to work and any limitations on the teacher's return. In meeting the medical (or psychological) verification requirement, generally the written certification of the teacher's physician or psychologist is sufficient. In circumstances where the Superintendent or designated central office administrator requires additional explanation, the teacher shall provide a written report from his or her physician or psychologist to the Superintendent or designated central office administrator.
- E. Whenever any teacher has been absent from active service a sufficient number of days to exhaust his/her accumulated sick leave days and continues in absence without applying for a leave of absence under this section, the Superintendent shall investigate the facts of the case and shall have authority to recommend to the Board that an unrequested leave of absence be granted according to the provisions set forth in Section 3319.13 of the Ohio

Revised Code. Any teacher who refuses to comply with the terms of such a leave of absence shall be considered to have terminated his/her contract. Such refusal shall not deny the teacher's rights to request a hearing under Section 3319.13 of the Ohio Revised Code if the teacher files with the Treasurer a written demand for such a hearing within ten (10) days of the Board's approval of the Superintendent's recommendation that a leave of absence be granted hereunder. Notwithstanding any other provision of this contract, a teacher returning from ill health leave under this Subsection (E) shall be immediately placed on active status if his/her position has been filled by a substitute teacher.

702.02 *Maternity/Paternity/Adoptive Leave*

A teacher anticipating the birth or adoption of a child to the family may request and shall be granted an unpaid maternity, paternity, or adoptive leave of absence, provided the following stipulations have been met:

- A. Such request shall be submitted on the designated form to the administrator of Human Resources, at least thirty (30) days prior to the beginning date of the requested leave.
- B. A maternity or paternity leave request shall be accompanied by a statement from the attending physician indicating the anticipated date of birth of the child and the expected date of disability; or
- C. The request for adoptive leave shall be accompanied by a statement from the adoption agency.
- D. The requested duration of such leave shall be for the remainder of the semester in which the leave commences and not to exceed the four subsequent semesters. All such leaves must terminate at the end of a school year. The teacher may submit a request to the administrator of Human Resources, for return to service at any time during the leave. Such request shall be in writing and shall be at least thirty (30) days in advance of the desired return date. Such teacher shall be returned to service on the requested date or on the earliest following date when a vacancy occurs requiring a certification/license held by the teacher, provided the Board would otherwise have employed a new teacher for such vacancy.
- E. The teacher shall notify the administrator of Human Resources, in writing, of his/her intention to return to service at least 120 days before he/she expects to resume his/her duties except, when delivery occurs during such 120 days, notification shall be no more than thirty (30) days after delivery. The teacher shall be informed of receipt of such notification of intent to return. Failure on the part of the teacher to com-

ply with this regulation may be deemed by the Board as an automatic resignation.

- F. In the case of an adoptive leave, if the adoption is canceled after a replacement for the adopting teacher has been arranged, the adopting teacher may request early reinstatement from leave and such request will be given priority consideration by the Administration.

702.03 *Exchange Teaching*

- A. An employee on a regular teacher's contract shall be eligible for leave of absence for a period of one (1) full semester, or one (1) full year beginning with the opening of the semester or year, only after he/she has filed a written request for such leave of absence at least two (2) months prior to the beginning of a requested leave, and the leave has been granted on the recommendation of the Superintendent. No compensation may be paid to a teacher while absent on such leave of absence unless the exchange-teaching leave involves the use of some teacher from outside the Columbus area as a replacement for the employee on leave. In the latter case, the replacement must be approved by the Superintendent before the leave can be approved and the employee will be on paid leave with full compensation and benefits paid by the Board, as long as the replacement is on paid leave, with full compensation and benefits paid by the sending district. Credit on the salary schedule shall be given for time spent in exchange teaching. The granting of such leaves of absence shall be determined by the Superintendent on the basis of the value of such a leave to the Columbus City Schools.
- B. Termination of such a leave of absence shall be by written request of the teacher to the Superintendent not less than 120 days prior to the time that the teacher expects to return to duty in the Columbus City Schools. Failure to comply with this regulation shall be deemed an automatic resignation.
- C. The above policies with reference to exchange teaching also apply to employees granted leaves of absence for the purpose of teaching in the Armed Forces Dependents Schools.
- D. In the light of any present or future federal or state legislation regarding exchange teaching, exceptions may be made to the above regulation on the recommendation of the Superintendent and the approval of the Board.

702.04 *Professional Study or Travel*

- A. Leaves of absence for professional study or travel may be granted to teachers on the basis of either one (1)

full semester or one (1) full year. Application for such a leave is to be made no less than sixty (60) days in advance. An applicant for leave for professional study shall outline, in writing, the program of study to be pursued. Such a program shall, in general, include a full college load or its equivalent, and the Superintendent shall recommend the approval of such leave only if it appears that the program of study is of such a nature as to contribute directly to improved educational conditions in the Columbus City Schools.

- B. Leaves of absence for travel shall be requested in writing, in which the scope or nature of the travel shall be outlined in detail. Such applications must show clearly how the travel will contribute directly to improved classroom instruction and the reasons why such travel cannot be accomplished when schools are not in session.
- C. In no case shall leave of absence for professional study or for travel be granted for periods of less than one (1) semester, except at the discretion of the Superintendent, and only when it can be shown that the program of the Columbus City Schools will not suffer as a result of the granting of such leave. Absence for either of the above reasons, without leave having been granted, shall be considered as termination of contract by the teacher.
- D. Termination of the above two (2) kinds of leave shall be only on written request of the teacher on leave, said request being filed with the Superintendent not less than 120 days prior to the return to duty of the teacher. Failure to comply with this regulation shall be deemed an automatic resignation.
- E. Any teacher who, while on leave for professional study or for travel, shall engage in employment comparable to his/her employment with the Columbus City Schools shall be considered to have terminated his/her contract. Reinstatement to active paid status following either of the above types of leaves shall be made only if the Superintendent shall find that there has been substantial compliance with the originally approved program of study or travel. No compensation shall be paid to any teacher while absent on either of the above leaves.

702.05 *Military Leave*

- A. In accordance with Section 3319.14 of the Ohio Revised Code, military leave of absence, without pay, shall be granted to any regular contract teacher who shall be inducted, called to active duty or who enlists for military duty with any branch of the armed forces

of the United States.

- B. Any teacher whose teaching services in the Columbus City Schools has been interrupted by active duty service in the armed forces shall be reemployed in accordance with the provisions of Section 3319.14 of the Ohio Revised Code and shall be given full credit on the salary schedule for such service.
- C. Military leave shall be granted pursuant to Section 5923.05 of the Ohio Revised Code.

702.06 *Special Leaves*

In order to accommodate special and clearly defined needs of the Columbus City School District, the Superintendent may recommend that the Columbus Board of Education grant a leave of absence, without pay, to a contract teacher in accordance with the following procedures:

- A. The Superintendent shall submit to the Board of Education a statement defining the specific needs of the Columbus City School District that can be accommodated through the granting of such a leave of absence.
- B. The Superintendent shall identify and select from the staff of contract teachers such personnel as he/she deems capable of accommodating such needs of the Columbus City School District and shall recommend to the Board of Education that such personnel be granted leaves of absence.
- C. The Superintendent shall have discretion to authorize such personnel to accept employment with remuneration paid by an agency other than the Columbus Board of Education during such a leave if, in the judgment of the Superintendent, such employment provides specialized training for such personnel that cannot be obtained in a more feasible manner by such personnel as employees of the Columbus Board of Education.
- D. Before such a leave of absence shall become effective, such personnel shall sign a statement indicating their intention to return to the service of the Columbus City School District upon termination of such a leave of absence.
- E. Such a leave of absence shall be for a period of up to one (1) full school year. Extension of such leaves shall be subject to the recommendation of the Superintendent and the approval of the Board of Education.
- F. Time spent by personnel on such a leave of absence shall be recognized by the Columbus City School District for salary purposes and shall not affect the tenure status of such personnel.

G. Termination of such a leave shall be effected in writing by the Superintendent.

702.07 *Special Leave Without Publicly Stated Reasons*

The Superintendent may, in the Superintendent's sole discretion, grant a special leave to a teacher without the reasons being stated in writing. Such a leave, if granted, cannot exceed one (1) school year and, while it will not affect tenure, it will be without pay and, upon return, the teacher will not be entitled to a salary increment. The Superintendent in granting such leave can establish terms and conditions of the teacher's return.

702.08 *Returning From Leave*

The following provisions apply except as provided in Article 704 entitled "Reductions in Personnel:"

- A. A teacher returning from any leave of absence enumerated in Section 702.01 through Section 702.07 of this article shall be placed immediately on the payroll if the termination date is known at the time that the leave of absence was granted. If the termination date of the leave of absence was not known at the time that the leave was granted, the Board will not be required to place the teacher on the payroll until thirty (30) days after the termination date. Said termination date is the date on which the teacher is available for assignment and has so informed the administrator of Human Resources, in compliance with the requirements of the teacher's specific leave.
- B. The teacher returning from any leave of absence as enumerated in Section 702.01 through Section 702.07 of this article shall be given the same consideration in assignment as provided teachers in a staff reduction status.

702.09 To accomplish school needs, short-term periods of absence, without loss of pay, may be granted by the Superintendent, to attend local, state and national meetings, to participate in civic activities and to provide community service. Only upon recommendation of the Superintendent and approval of the Board may personnel be reimbursed for expenses incurred in attending such meetings or providing such services.

702.10 Upon written request to the Superintendent, a leave of absence without payment of salary shall be granted to a teacher who has illness in the immediate family. Such leave shall be granted for the remainder of the semester or school year, or for an entire school year, and may be renewed upon written request. A written request for reinstatement shall be filed with the Superintendent at least thirty (30) days prior to the return to duty of the teacher.

702.11 Religious Leave

A teacher may be absent, with pay, on a day identified by a duly constituted religious body as a religious holiday, provided the duly constituted religious body has established that in order to properly observe such religious holiday no work should be performed on such day and provided the employee is an active member of such religious body. Requests for such absence shall be made of the Human Resources Department at least five (5) school days prior to the holiday. Such absence shall not exceed three (3) days during the school year, which days shall not be deducted from any other leave.

702.12 Personal Leave

- A. Each teacher shall be credited with two (2) personal leave days each school year and may use personal leave days for absence due to personal reasons. Personal leave days shall not be deducted from sick leave, and unused personal leave days shall be cumulative from year to year. If possible, a teacher will give his/her principal or immediate supervisor twenty-four (24) hours advance notice of his/her intention to take such leave. When a staff member is absent for personal reasons, a report of such absence, signed by the teacher, shall be filed with the principal or immediate supervisor within three (3) days following the last day of such absence or three (3) days after the close of a school year, whichever occurs first. Such report shall contain certification by the teacher that his/her absence was not for one of the reasons proscribed below. The filing of a false statement by a teacher shall be considered by the Board as grounds for disciplinary action in such form and manner as the Board may deem advisable. The following do not constitute valid reasons for the use of personal leave:
1. Gainful employment or other income-producing activity;
 2. Any activity in connection with a strike, "study day," "professional holiday," or any other work stoppage or any concerted action related to such activities.
- B. For purposes of Section 702.12(A), a school year is from August 1 to the following July 31. Teachers employed after January 1 in a given school year shall be credited with one (1) day of personal leave in that school year. Teachers employed after April 1 in a given school year shall not be credited with personal leave in that school year.
- C. Absence on Saturdays, Sundays, paid holidays and paid non-work days shall not be charged against personal leave.

702.13 *Jury Duty Leave*

Teachers, upon written request to the Superintendent, shall be eligible for leave for the number of days or partial days needed to accept jury duty. Upon submission of proof of jury service and any funds received for jury service, the teacher shall be paid his/her regular salary for the number of days involved. Such leave shall not be deducted from any other leave.

702.14 *Association Leave*

The Board shall authorize a pool of up to a total of 215 days of leave with pay per year for the use of members of the bargaining unit who are elected to represent the Association or who are chosen to serve on programs or to represent the Association in any official capacity at meetings, conferences or conventions attended by representatives of the Association. Such leaves will be granted upon written application made not less than five (5) school days in advance to the administrator of Human Resources, and in no event shall more than three (3) teachers be granted such leaves at the same time from any school.

702.15 *National Service Leave*

- A. Leaves of absence for national service programs (Peace Corps and VISTA), without pay, shall be granted to regular contract teachers for a period of one (1) full semester or one (1) full year. Written application for such leave must be filed with the Superintendent no later than two (2) months prior to the beginning of the requested leave period. Credit on the salary schedule shall be given for time spent in teaching while on a national service leave.
- B. Termination of a national service leave shall be by written request of the teacher to the Superintendent not less than 120 days prior to the time that the teacher expects to return to duty in the Columbus City Schools. Failure to comply with this regulation shall be deemed an automatic resignation.
- C. At the time a teacher returns from national service leave, he/she shall file with the Superintendent official evidence of his/her Peace Corps or VISTA service. Such official evidence is to include dates of service and duty assignments.

702.16 The Professional Leave Committee established by a Memorandum of Agreement in 1986 will continue to function as set forth in said memorandum and as agreed to by the parties. Further, the Board will provide \$200,000 per school year to fund this professional leave provision.

Article 703

Sabbatical Leave

703.01 Upon written application made not later than March 1 of any school year, and with the approval of the Superintendent and the Board of Education, not more than fifteen (15) teachers shall be granted sabbatical leaves for the following school year.

703.02 All applications for sabbatical leaves will be reviewed for recommendation to the Superintendent and Board by a committee consisting of three (3) representatives of the Board and three (3) representatives of the Association. The committee shall consider, among other qualifications, the following:

- A. The proposed program of the applicant as related to professional graduate study, travel, writing or research.
- B. The value of the proposed program to the Columbus City Schools, its pupils and the individual applicant.
- C. The applicant's total length of service with the Columbus City Schools.

703.03 Teachers approved for a sabbatical leave will be notified of their approval by April 30 or as soon thereafter as possible. Teachers on a sabbatical leave shall be entitled to a salary equal to the difference between the teacher's regular contract salary in effect at the time the sabbatical leave is approved and the minimum bachelor's degree salary in effect at the time the sabbatical leave is approved.

703.04 A teacher on sabbatical leave will be given an employment contract for the year of leave.

703.05 In order to be eligible for a sabbatical leave, a teacher must have been employed in the Columbus City Schools for at least five (5) years.

703.06 Teachers requesting such leaves must accompany their application with a detailed plan for the use of their sabbatical leaves. Within sixty (60) days after the expiration of his/her leave, a teacher will make a written report to the Superintendent detailing the use which was made of his/her leave. If the leave was granted for graduate study, the teacher will present to the Superintendent a transcript from the university or college attended.

703.07 As a condition of being granted a sabbatical leave, a teacher must agree to teach in the Columbus City Schools for a period of one (1) school year upon returning from leave. Failure to do so will require the teacher to refund to the Board all payments received from the Board during the leave period.

703.08 Teachers on sabbatical leave shall be given full credit on the salary schedule for the period of leave.

703.09 All such sabbatical leaves shall be granted in conformity with the provisions of Section 3319.131 of the Ohio Revised Code.

Article 704

Reductions in Personnel

704.01 In the event a reduction in the number of teachers is necessary which requires the Board to suspend contracts, such reductions shall be implemented in conformity with Paragraph (A) below, whether in its present form or as revised in compliance with Paragraph (B) below.

- A. When by reason of decreased enrollment of pupils, return to duty of regular teachers after leaves of absence, or by reason of suspension of schools or territorial changes affecting the District, a Board of Education decides that it will be necessary to reduce the number of teachers, it may make a reasonable reduction. In making such reduction, the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent who shall, within each teaching field affected, give preference to teachers on continuing contracts and to teachers who have greater seniority. Teachers, 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 teaching positions become vacant or are created for which any of such teachers are or become qualified.
- B. During the term of this Agreement, any change to Section 3319.17 of the Ohio Revised Code shall automatically and simultaneously change Paragraph (A) in precisely the same manner without any consultation or agreement by the Board and Association.

704.02 The non-renewal of limited contract teachers resulting from program cancellations or other cutbacks not related to the evaluation or performance of personnel in the bargaining unit shall be accomplished on the basis of seniority in the system within the areas of certification/licensure affected by the reduction. Such teachers shall be considered in a layoff status and shall be recalled in the order of seniority as positions are available in their areas of certification/licensure. Seniority shall be measured from the first day of paid status as a member of the bargaining unit resulting from the most recent employment by the Board of Education without regard for unpaid leaves since such date. In case of a tie, the date of Board action to employ shall further determine seniority for lay-off only. The Board shall recall all teachers on layoff status in the various areas of certification prior to employment of any new teachers in such certification areas.

Stipulations:

- A. In the event two or more teachers have equal seniority, all determinations in the order of non-renewal and recall within the equal group shall be made by the administration. In such event, the administration may give consideration to areas of certification/licensure, to past Columbus teaching assignments, to past teaching experience in other Districts, and to race or sex where staff balance is a consideration.
- B. As teaching positions become available, teachers who have been reassigned as a result of the reductions of other personnel, may again be reassigned at the discretion of the Administration to a teaching position more closely conforming to their assignment prior to the reduction transfer. More closely conforming is not intended to include geographical location of assignment.
- C. Teachers on layoff status with multiple certifications/licenses who are needed to fill an existing vacancy requiring such multiple certifications/licenses may be considered on a recall list of the teachers on layoff status who have such needed multiple certifications/licenses. Male and female physical education teachers may be considered separately for layoff and recall purposes. Music teachers shall be considered as vocal and instrumental for purposes of layoff and recall (as well as assignment) based upon their election. Current music teachers shall make their election during the fall of 1979 and new employees shall make their election during the first year of employment. Election shall be made on a form which indicates the purposes of the election and which provides for the election of instrumental, vocal or both.
- D. Teachers on a layoff status shall be responsible for keeping the administrator of Human Resources informed as to their current address and telephone number. Notification of recall by the administrator of Human Resources shall be to such address, and failure to contact the administrator of Human Resources, within fourteen (14) calendar days of the date of mailing shall remove the teacher from layoff status. The administrator of Human Resources will also attempt a telephone contact of the teacher. Further, failure to accept the offered assignment shall remove the teacher from layoff status. Acceptance of an extra-duty assignment shall not be required as a part of such offered assignment. Teachers on layoff status may work as substitute teachers in the Columbus City Schools without jeopardizing their layoff status.

- E. Teachers who are reemployed from a layoff status shall have all seniority rights restored to their status which were in effect on their last date of employment including, but not limited to, salary, transfer and evaluation rights. As an example, a teacher with one year of experience prior to layoff would be given credit for one year of teaching experience on the salary schedule at the time of recall.
- F. All rights provided in this provision for teachers on a layoff status shall be limited to thirty-six (36) months.
- G. It is understood by the parties that it may be necessary to non-renew a larger number of teachers in various areas of certification/licensure than will ultimately be required. In practice, because non-renewal must occur prior to April 30 for the following school year, and because many resignations and retirements do not occur until after that date, many of the staff members who are notified of non-renewal may be recalled prior to the beginning of the following school year. However, the administration shall have the right to utilize substitute teachers in a limited number of positions during September before determining that such positions will be permanently needed and filled by teachers on a layoff status. In addition, substitute teachers may continue to be utilized in the same manner as in the past. In particular, this would include the use of substitute teachers:
 - 1. For teachers who are on sick leave;
 - 2. For the balance of the school year in vacancies occurring during the second semester; and
 - 3. For the balance of the school year in vacancies occurring throughout the school year provided there is a reasonable expectation that layoffs may be necessary the following September.
- H. A teacher on an unpaid leave of absence shall be considered on layoff status if during the period of such unpaid leave the teacher would have been laid off under the provisions of this article had the teacher been on paid status. Further, such teacher shall be returned to paid status after the completion of such leave on the same basis as other teachers on layoff status as provided in this article.
- I. A six-member joint Association/Board committee shall be appointed to advise the administration on problems which may result from the implementation of this provision as such problems are identified by the administrator of Human Resources or the Association.

704.03 The non-retention in employment or the reduction of assignment below six (6) hours per day on a regular

basis of full-time hourly professional employees (teachers) resulting from program cancellations or other cut-backs shall be accomplished on the basis of seniority among full-time hourly professional employees in the system within the program and area of certification affected by the reduction with the following stipulations:

- A. Seniority shall be measured from the first day of paid status in the earliest year of continuous employment by the Board of Education. To qualify as a year of continuous employment, the employee must have worked a minimum of 37 weeks with a minimum of six (6) hours per day on a regular basis during the year.
- B. Such teachers shall be considered in a layoff status and shall be recalled in the order of seniority as contract or full-time hourly positions are available for which they are certified. Such teachers as may be recalled to contract teaching positions may, at the option of the Board, be reassigned at the end of the school year to a full-time hourly teaching position.
- C. All provisions of Section 704.02 of this article not in conflict with Section 704.03 shall also apply to full-time hourly professional employees.
- D. Any full-time hourly professional employee whose assignment is reduced to less than six (6) hours per day on a regular basis shall be considered on layoff status; however, such employee may elect to remain in the less than full-time position without prejudicing his or her rights under 704.03(B) above. □

Chapter 800

Article 801

Summer Employment

801.01 Each fall, during the term of this contract, summer school teaching employment for the following summer shall be made available to at least as many teachers as taught during the previous summer school term. Such teachers will receive a separate, supplemental contract for teaching in the summer school at the supplemental rate of pay established in this Agreement. In the event summer school pupil enrollment does not result in the need for all teachers receiving such supplemental contracts, such contracts of such teachers as are not needed will be null and void beginning with the least senior teacher. Supplemental contracts issued in accordance with this provision will contain language clearly establishing the right of the Board to declare such contracts null and void for reasons herein contained.

801.02 The employment of any summer school staff shall be made in accordance with the following:

Priority I. The selection of applicants will be based on seniority within the bargaining unit with the following stipulations:

- A. Employed in only one program in the Columbus City Schools during the summer
- B. Fully certified/licensed in the area applying
- C. Is willing to work the entire term
- D. Continuity of programs (classes) from regular school to summer school
- E. Have application filled out completely and in by the published deadline
- F. The most recent formal evaluation free of unsuccessful ratings
- G. Has not taught summer school for more than two (2) of the previous four (4) summers

Priority II. Members of the bargaining unit not meeting all of the stipulations in Priority I will be selected by the Administration to complete the summer school teaching staff.

801.03 Summer school teaching pay shall be in accordance with the supplemental hourly rate of pay established in this Agreement for the number of hours required in the given assignment.

801.04 Each summer school teacher shall have available supplies and equipment in amounts and kinds comparable to the supplies and equipment available to teachers of similar courses during the regular school year.

801.05 Administrative, supervisory and executive personnel will not be assigned to summer school teaching positions if qualified teachers are available to fill such positions.

801.06 Specialized programs or experiences offered in the summer outside the courses of study approved for regular instruction by the Board of Education are not covered by Section 801.02.

Article 802

Use of College Scrip

Scrip shall be issued according to the following priorities and stipulations:

Priority I. Present full-time professional staff members in M.A. or Ph.D. programs who must finish course work during the upcoming quarter or lose credits, and present full-time professional staff members, including vocational teachers, who must attend the university to maintain their present position because of certification/licensure requirements.

Priority II. Professional staff members on sabbatical leaves. (Such staff members shall be given sufficient scrip for full-time attendance, subject to availability.) Priority II also includes certificated staff enrolled in a master's or doctoral program in a college of education.

Priority III. All other applicants, not in Priority groups I and II listed above, shall be considered on the basis of seniority in the Columbus City School System.

Stipulations:

- A. A joint Association/Board committee shall be appointed to resolve problems which may arise in the credit bank system and to apply the above-mentioned priorities if limitations or restrictions shall be deemed necessary by the committee.
- B. An application form which reflects the above priorities and which indicates whether or not the applicant is an Association member, shall be mutually developed by the parties. Association membership shall in no way relate to the priorities established above.

Article 803

Physical Examination

803.01 The cost of a physical examination of a teacher which is required by the Board shall be borne by the Board of Education. The Board shall have the right to designate the doctor to administer such required physical examination.

803.02 For the purposes of this article, the term physical examination does not include the initial employment physical examination required of all teachers new to the Columbus City Schools.

Article 804

Annuity Programs

804.01 The Board shall continue to provide payroll reduc-

tions from the annual salary of any regular teacher for any tax deferred annuity which is available from a company conforming to the Board's General Policies, Tax Deferred Annuities, revised April 1975; provided, however, that no deductions to a company will continue unless at least ten (10) employees have tax-deferred annuity deductions for that company. Any tax-deferred annuity deductions made for employees to a company with fewer than ten (10) employees as of June 1, 2000, shall be discontinued when the deduction contract authorization that is in effect on June 1, 2000, expires or on June 30, 2001, whichever occurs earlier. Members of the bargaining unit may change annuity companies or amounts entirely at the member's discretion.

804.02 The amount of the salary reduction shall be in conformance with applicable laws and rules of the Internal Revenue Service. The amount of the salary reduction shall be agreed to between the member of the bargaining unit and the annuity company. The Association and the member of the bargaining unit shall hold the Board harmless in regard to the amount of salary reduction, provided that the reduction is made in accordance with an amendment to a salary contract signed by the member of the bargaining unit and a representative of the annuity company. The Treasurer shall transmit all such salary reduction funds to the designated companies in accordance with Section 109.03(I)(5) of this Agreement.

Article 805

Disability Insurance Payroll Deductions

- A. The Association will indemnify the Board and Treasurer against all liability for all deductions and for all acts of the insurance carrier made in accordance and connection with this program.
- B. This article does not apply to annuity deductions.
- C. Teachers may enroll in voluntary payroll deductions during the annual open enrollment period. A teacher upon written notice can cancel such deductions at any time.

Article 806

Health Benefits

806.01 The Board shall provide one or more health benefit plans to teachers. As of January 1, 2010, the only such plans are the Preferred Provider Organization ("PPO") plan and the Exclusive Provider Organization ("EPO") plan. Those two plans, along with the prescription drug plan(s), will remain in effect as they existed in May 2009 until changed by the decision of the Joint CEA/Board of Education Insurance Committee established in

Section 806.05 below. The Board will implement best practices at the time they are required by the State's School Employees Health Care Board to be effective.

806.02 During the term of this Agreement, a member of the bargaining unit married to, or the domestic partner of another employee of the Board, both of whom are eligible for the benefits provided in Section 806.01 above and who have no dependents, shall be provided two (2) single plans or one (1) single plus one plan at the option of such employees. In addition, such personnel shall be provided family coverage effective on the first day of the month in which they acquire a dependent eligible for coverage, provided they advise the Board of their eligibility for family coverage no later than thirty (30) days after becoming eligible for the change in status.

806.03 During the term of this Agreement, members of the bargaining unit may elect to enroll in a health maintenance organization offered by the Board as an alternative to the program provided above in Section 806.01. Such election shall be in accordance with the following:

- A. The employee shall pay, by the biweekly payroll deduction schedule, the difference between the cost of the health maintenance organization and the Board's cost for such employee coverage as provided in Section 806.04 below.
- B. Teachers may change their status under this program with regard to enrollment, withdrawal, or change to other plans during the enrollment period.

806.04 The Board shall contribute the amounts derived from the following percentages toward the monthly funding ("premium") cost for health benefits for one-half time or more teachers and for full-time hourly professional based on the "benchmark plan." The "benchmark plan" is the PPO unless and until the plans are changed by the Joint CEA/Board of Education Insurance Committee. If the Joint CEA/Board of Education Insurance Committee offers three or more plans, the "benchmark plan" will be the second to lowest cost plan.

<u>Plan Coverage</u>	<u>Board Contribution of Benchmark Plan Cost</u>
Single	90%
Single plus one (except as below)*	90%
Single with spouse or domestic partner enrolling for primary coverage to begin with the 2009–10 contract year or thereafter	70%
Family (except as below)*	90%
Family with spouse or domestic partner enrolling for primary coverage to begin with the 2009–10 contract year or thereafter	70%

*The three-tiered premium structure (adding “single plus one”) will take effect January 1, 2010. Teachers who were CEA bargaining unit members in May 2009 shall, so long as they are continuously employed as teachers by the Board, be entitled to enroll a spouse for primary coverage with 90% Board contribution if a “qualifying event” occurs that allows changes in enrollment outside the open enrollment period.

It is the parties’ intent to limit health and prescription drug (“insurance”) benefit cost increases to less than eight percent (8%) annually. Beginning in the fall of 2009, if the insurance plan consultant recommends increases in per employee per month (PEPM) funding for the calendar year beginning on the next January 1 of eight percent (8%) or more, the Joint CEA/Board of Education Insurance Committee shall determine what plan design changes to make, if any, to bring the PEPM funding increase below eight percent (8%) for the year beginning January 1. The Joint Committee may agree on plan design changes, higher contribution rates or a combination of both. If the Joint CEA/Board of Education Insurance Committee does not make such agreement, the funding increases above eight percent (8%) shall become employee surcharges through payroll deduction in addition to the employee cost for insurance set forth above. The parties’ agreements about domestic partners or children of domestic partners shall terminate and be of no force and effect on the first (1st) day of the next health insurance year that is at least one hundred and twenty (120) days after any legal change that makes marriage of same-sex domestic partners in Ohio legal.

806.05 *Joint CEA/Board of Education Insurance Committee*

The parties agree to continue to maintain a joint insurance committee, consisting of five (5) persons appointed by the Association President and four (4) persons appointed by the Superintendent. The Association President and the Superintendent shall each name a co-chair.

- A. Mission: To provide leadership and guidance in the management of the district’s health benefits provided for the CEA bargaining unit.
- B. Decisions: All attempts will be made to utilize consensus decision making strategies; however, in lieu of such, at least 2/3 vote of the full committee membership will be required to pass a resolution or reach agreement.

- C. Scope: The joint committee shall make recommendations to the Board of Education on matters including, but not limited to, plan design, wellness programs, coverage for other members of the teacher's household, funding levels, premiums and employee contribution levels for the CEA bargaining unit. These recommendations, if approved and signed by the CEA President and Superintendent, shall be binding as if negotiated and ratified.
- D. Meetings: Meetings will be scheduled as needed by the co-chairs. Each meeting will have a regular recorder (non-voting). A quorum is required consisting of at least three (3) members from the Association and two (2) members from Administration. The joint committee will make recommendations on the selection of providers and consultants.

Article 807

Dental Insurance

During the term of this Agreement, the Board shall continue the current dental insurance program, as specifically modified below, for members of the bargaining unit electing and eligible for such coverage, in accordance with the following provisions and stipulations:

- A. The Board shall pay ninety (90) percent of the cost of the unitary rate for regular contract employees employed a minimum of one-half time or more and for full-time hourly professional employees. Such employees shall pay ten (10) percent of the cost of such coverage by the payroll deduction schedule.
- B. In the event the Board elects to change the insurance carrier during the term of this Agreement, the benefits provided under such insurance programs shall not be reduced.
- C. The dental insurance program shall be as follows:

1. *Description of Covered Services*

Subject to the exclusions and limitations hereinafter stated, the following is a brief description of covered dental services when such services are rendered by a licensed dentist and when necessary and customary, as determined by the standards of generally accepted dental practice:

This program pays the following percent of the Usual, Customary and Reasonable Fees

2. *Basic Dental Services*

Preventive:100%

Prophylaxis (cleaning, scaling and polishing, not more often than once in any six-month period), topical application of fluoride solutions, space maintainers, oral examinations, and emergency

(palliative) treatment.

Diagnostic:100%

X-rays and other diagnostic procedures to evaluate the existing condition to determine the required dental treatment. Also included are diagnostic casts, when necessary.

Oral surgery:80%

Procedures for extractions and other oral surgery, including pre- and post-operative care.

Restorative:80%

Provides amalgam, synthetic porcelain and plastic restorations for treatment of carious lesions.

Restorative crowns, onlays and other cast restorations are benefits only when other materials will not satisfactorily restore the tooth.

Endodontics:80%

Procedures for pulpal therapy and root canal filling.

Periodontics:80%

Procedures for treatment of the tissue supporting the teeth.

Prosthodontics:50%

Procedures for construction of bridges, partial and complete dentures.

Orthodontics:50%

Procedures for the correction of malposed teeth.

3. *Deductible*

There are no deductibles.

4. *Maximum Benefit*

Each eligible patient shall be entitled to a \$1,500.00 benefit per calendar year, except that Orthodontics shall be limited to a lifetime maximum benefit of \$1,000.00 per patient.

5. *Exclusions*

- Dental services which are compensable under Worker's Compensation or other similar laws
- Surgical services with respect to congenital or developmental malformations and dentistry for purely cosmetic reasons
- Any prosthodontic service started prior to the date the patient became eligible
- General anesthesia other than for oral surgery
- Prescription drugs and appliances other than the prosthodontic appliances
- Sealants, oral hygiene instruction and dietary instruction
- Plaque control programs
- Myofunctional therapy
- Treatment for disturbance of the temporomandibular joint

- Procedures, appliances or restorations necessary to increase vertical dimension and/or restore or maintain the occlusion—such procedures include, but are not limited to, equilibration, periodontal splinting, restoration of tooth structure lost from attrition and restoration of malalignment of the teeth
- All other services not specified.

6. *Limitations*

- Full-mouth X-rays are a benefit once in a three-year period.
- Bitewing X-rays are a benefit once in each six months.
- Prophylaxis is a benefit once in each six months.
- Gold restorations are provided when amalgams, silicates or plastics cannot satisfactorily restore a tooth.
- Prosthodontics and crowns are a benefit once in any five-year period.
- The allowance for a standard prosthodontic appliance will be allowed toward the cost of an implant.

7. *Predetermination of Benefits*

If other than brief and routine dental services are needed, an Attending Dentist's Statement (claim form) listing the proposed services should be submitted to Delta Dental Plan of Ohio in advance of the dentist completing such services. The Predetermination of Benefits procedure will enable Delta Plan of Ohio to verify eligibility and state the amount of benefit payable by your program.

Article 808

Vision Care Insurance

Effective January 1, 1998, or as soon thereafter as feasible, and for the duration of this Agreement, the following vision care coverage shall be provided at Board expense for all members of the bargaining unit.

Prepaid Program

(Provides benefits through participating and non-participating providers)

Participating Providers

Exam\$10 copayment
 Materials\$10 copayment
 Frequency:

Examonce every 24 months
 Lensesonce every 24 months
 Framesonce every 24 months
 (Subject to plan limitations on participating providers)

Non-Participating Providers

Plan will reimburse up to these levels:

Eye examination	\$35
Single-vision lens, up to	\$25
Bifocal lens, up to	\$40
Trifocal lens, up to	\$55
Lenticular lens, up to	\$80
Frame, up to	\$35
Contact lenses (necessary for vision correction)	\$210
Contact lenses (elective)	\$105

Services obtained through non-participating providers are subject to the same copayments and limitations as through plan limitations on participating doctors.

Article 809

Term Life Insurance

809.01 The Board shall provide, at Board expense, \$50,000 group term life insurance for members of the bargaining unit employed on a full-time basis and shall provide, at Board expense, \$25,000 group term life insurance for members of the bargaining unit who are contract teachers employed on a half-time basis or more but less than full time.

809.02 Members of the bargaining unit may elect to buy additional group term life insurance in addition to that provided in Article 809.01. The parties shall provide opportunity for individuals to purchase additional term life insurance in the maximum amount permitted by the carrier. To the extent possible, coverage shall be offered to bargaining unit members without need of physical exams. This additional insurance shall be paid through payroll deduction with the employee paying the total cost of the voluntary additional life insurance, effective January 1, 2010. Election of this additional coverage or deletion of this additional coverage shall be made each year only during the open enrollment period with an effective date of the following January 1.

Article 810

Severance Pay

810.01 Members of the bargaining unit who have been employed by the Board for at least five (5) consecutive years may, at the time of their separation from service with the Columbus City Schools, elect to be paid in cash for the value of their accrued but unused sick leave and personal leave credit in accordance with Section 810.02 below. The following stipulations shall apply:

- A. Only those members of the bargaining unit whose effective date of retirement with the State Teachers Retirement System is no later than one hundred twenty (120) calendar days after the last paid day of

service, the last day of an unpaid leave of absence with the Columbus City Schools or while on layoff status as defined in Article 704 of this Agreement, shall be eligible to be paid for such accrued but unused sick leave/personal leave credit.

- B. Such payment shall be based on the eligible member's rate of pay at the time of separation.
- C. Payment for sick leave and personal leave on this basis shall be considered to eliminate all sick leave and personal leave credit accrued by the eligible member at that time.
- D. Such payment shall be made only once to any employee.
- E. Such payment shall be made on the first payroll date, if feasible, otherwise the second payroll date, following the effective date of the teacher's retirement with STRS, and in no case will the payment be made outside of the two and one-half month period after the employee's last paid contract day.

810.02 The cash payment to an eligible member or beneficiary receiving severance pay shall be determined by and shall include the following:

- A. Fifty (50) percent of the member's accrued but unused personal leave days.
- B. The following percentage of the member's accrued but unused sick leave if the member gives the Human Resources Department written notice of intent to retire by February 1 when the effective date of retirement is from May 31 to October 31 inclusive, or if the member gives the Human Resources Department written notice after September 1 and ninety (90) days before the effective date of retirement, when the effective date of retirement is between November 1 and May 31.

<i><u>Accumulated Sick Leave</u></i>	<i><u>Percentage Applicable to the Specified Number of Days</u></i>
0-10025%
>100-20030%
>200-30035%
>300-40040%
>40045%

- C. However, twenty (20) percent of the member's accrued but unused sick leave if the member gives the Human Resources Department written notice of intent to retire after February 1 of a school year when the effective date of retirement is from May 31 to October 31 inclusive, or if the member gives the Human Resources Department less than ninety (90) days notice before the effective date of retirement, when the effective date of retirement is to be between

November 1 and May 31. Exceptions to this provision shall be subject to written mutual agreement of the parties.

- 810.03** Severance pay benefits for an eligible member of the bargaining unit who dies while on active status or on leave of absence shall be paid to the member's life insurance beneficiary. A member shall be eligible for this benefit if, at the time of death, the member was eligible for superannuation retirement benefits.

Article 811

Voluntary Employee

Separation Assistance Plan (VESA)

- 811.01** The Board of Education shall solicit the written interest of eligible teachers in participating in the voluntary employee separation assistance plan (VESA). The purpose of a separation program is to reduce the average number of years of service for as many employees as possible in order to reduce cost. The program must not add additional costs to the existing budgets. This program can only be offered once in a five (5) year period. This is a special period certain, dollar certain guaranteed annuity. A teacher is eligible to participate if his or her regular teaching salary for the 1997-1998 school year is at least \$46,000. By November 10, 1997, the Board of Education shall send a letter inviting each eligible teacher to indicate in writing whether he or she wishes to participate in VESA.
- 811.02** Individual teachers shall provide their expression of interest in participating in the VESA plan by filing the signed form provided by the Board of Education with the administrator of Human Resources by December 1, 1997. Only eligible participants who file timely completed forms expressing their interest in participating in VESA may participate in the VESA plan. Only eligible participants who file timely completed forms expressing their interest in participating in VESA may participate in the VESA plan workshop(s) given between December 1, 1997, and January 15, 1998.
- 811.03** A consultant jointly retained by the Association and the Board of Education then shall analyze the cash flow and cost-saving data which will be derived from the timely filed statements of interest and shall provide its analysis to the Association and the Board of Education by December 15, 1997. If that analysis shows a net savings over the next five fiscal years (1999-2003) equal to at least \$5,000,000, the Board of Education shall proceed to implement VESA.
- 811.04** If the Board proceeds to implement VESA, the Board of Education shall notify eligible employees who

timely filed expressions of interest in participating in VESA a written notice containing the following elements on approximately January 15, 1998: (a) confirming the teacher's eligibility to participate in VESA; (b) the Board of Education's intention to proceed to implement VESA; (c) the deadline for the teacher to complete and file the election form for participation in VESA; and (d) that the election to participate in VESA shall include an irrevocable statement of resignation, subject only to Subsection 811.07 below. The notice shall be accompanied by a form to be completed by the employee. The form shall include a statement of the deadline by which the form must be filed with the administrator of Human Resources (that deadline being February 1, 1998) and the fact that filing of the form will constitute an irrevocable resignation, subject only to Subsection 811.07 below.

811.05 The filing of the individual teacher's form electing participation in VESA plan by February 1, 1998, constitutes an irrevocable resignation effective at the conclusion of the 1997–1998 regular teacher work year, unless the Superintendent or designee elects the District's option to extend VESA participation into the 1998–1999 school year under Subsection 811.07 below.

811.06 The Board may limit the number of participants in VESA in the 1997–1998 school year (that is, those whose resignations are effective at the conclusion of the 1997–1998 regular teacher work year) to a total of four hundred (400) teachers. Within that total, the Superintendent may further limit the number of teachers from assigned teaching fields during the 1997–1998 school year who may participate in VESA, after consultation with the Association.

811.07 The Superintendent, by written notice to the Association on or before March 1, 1998, may elect to extend the option for teachers to participate in VESA into the 1998–1999 school year. Teachers eligible to participate in VESA during the 1998–1999 school year shall be those who: (a) filed a timely completed intent to participate form by December 1, 1997; (b) filed a completed election to participate form with the administrator of Human Resources by February 1, 1998; (c) who remained eligible to participate by having a regular teaching salary in 1998–1999 of at least \$46,000; and (d) who are precluded from participating in VESA in the 1997–1998 school year because of numerical limits. Such teachers electing to participate in VESA in 1998–1999 must submit a completed election to participate in 1998–1999 form to the administrator of Human Resources by February 1, 1999. The Superintendent may

elect to limit participation in VESA to a specified number of teachers from assigned teaching fields in 1998-1999, after consultation with the Association.

Article 812

STRS-Board “Pick-Up”

STRS-Board “Pick-up” shall be implemented and effective beginning with the first pay period of the 1983–84 school year for teachers on pay plans A and B and effective with the pay period beginning September 1, 1983, for teachers paid on a monthly basis. This change in procedure will be of no cost to the Board and is solely for the purpose of reducing current tax for members of the bargaining unit and will remain in effect so long as Revenue Ruling No. 77-462 remains substantially unchanged. Teachers are individually responsible for reviewing the relationship between this article and their other tax deferral arrangements, if any.

Article 813

Effective Dates

The benefits provided in Articles 806, 807, 808, and 809 shall be effective for newly employed members of the bargaining unit on the first day of the month indicated on the schedule of payroll and deduction dates on the line corresponding to the first earnings period in which the new employee works. Such benefits shall terminate on the last day of the month indicated on the schedule of payroll and deduction dates on the line corresponding to the last earnings period in which the employee worked. Coverage for members of the bargaining unit electing coverage under Article 805 shall be in accordance with the schedules above.

Article 814

Cafeteria Premium Payment Plan


Effective with pay dates beginning January 1, 1993, the Board shall sponsor and administer a Cafeteria Premium Payment Plan established in accordance with Internal Revenue Code Section 125 for members of the bargaining unit. Under this plan, all employee payroll deductions towards the premium(s) for health (Article 806), dental (Article 807), vision (Article 808), life (Article 809), and/or disability (Article 805) insurance(s) will be paid into the Cafeteria Premium Payment Plan. It is the intention that such employee payroll deductions will be excluded from an employee’s gross income under Section 125 of the Internal Revenue Code. This Cafeteria Premium Payment Plan is provided solely for the purpose of reducing current income tax for members of the bargaining unit who contribute employee payroll deductions for insurance premiums. The Board will have no liability to the members of the bargaining unit for the tax treatment of such employee payroll deductions, and is assuming no additional portion of the

cost of such benefits. This Cafeteria Premium Payment Plan will continue to be sponsored by the Board only to the extent that Section 125 of the Internal Revenue Code or the regulations promulgated thereunder remain substantially unchanged.

Article 815

Employee Assistance Program (EAP)

Within sixty (60) days of the effective date of this Agreement, a committee will be established for the purpose of continuing the development of an Employee Assistance Program (EAP) for all Columbus City School employees. The Association shall have a right to appoint at least as many members to this committee as any other employee organization represented. The committee will oversee the EAP or establish another body which will oversee the EAP. □



CAPITAL DISTRICT

Capital President:
Kristin Crombie Stotik

Capital Vice President:
Gerry Curran

***“Leading the District Through
Professional Development.”***

Chapter 900

Article 901

Salary Policies

901.01 It is the conviction of the Board and the

Association that salaries should be at a level which will enable teachers to assume a place in the community in keeping with the importance of their work and which will provide security for their later years.

901.02 Progress toward maximum salaries shall be made by increments.

- A. A full increment shall be granted to members who have served 120 or more school days within a given school year.
- B. Those teachers currently employed by the Board who have received credit for partial increment shall continue to receive the amount of that partial increment in effect prior to this Agreement.
- C. Salary column placement for training beyond the bachelor's degree shall be effective the earning period following the submission of the required documentation to the Human Resources Department.

901.03 Half-time contract teaching shall qualify for a year of teaching experience for salary credit purposes with the following stipulations:

- A. The teacher has served 120 or more school days within each of two school years.
- B. The two years being combined shall be for services in the Columbus City Schools.
- C. This provision shall be applied to qualifying service provided after July 1, 1983.

901.04 Credit for years of teaching experience outside the Columbus City School District for salary purposes, up to a maximum of five (5) years, shall be granted to teachers with a Trades and Industries certificate who are initially employed to teach under such certificate, in accordance with the guidelines established under Section 904.05. After initial employment, members of the bargaining unit reassigned into a Trades and Industries teaching area or reassigned out of a Trades and Industries teaching area shall not have their outside teaching experience for salary purposes re-evaluated on the basis of such guidelines. This section shall be applicable to all teachers, with a vocational education teaching certificate/ license and hire date of July 1, 1992, or later, who are initially employed to teach under such certificate. OWE and OWA shall not be considered a Trades and Industries or vocational teaching area for purposes described in this section. Experience credit for vocational teachers hired on or after July 1, 2000, based upon documented other related employment or related self-employment, up to ten (10) years' experience. If years of experience are used as a substitute for a degree and the teacher subsequently obtains a degree after July 1, 2000,

those years of experience shall be given to the teacher as experience credit on the experience steps.

901.05 Members of the bargaining unit possessing a bachelor's degree and providing service in a Trades and Industries teaching area shall be placed on the 150 Hours and Bachelor's Degree track for salary purposes. OWE and OWA shall not be considered a Trades and Industries teaching area for purposes described in this section.

901.06 Recognition of training shall be on the basis of transcripts of credit.

901.07 Credit for years of public school teaching experience shall be granted in full up to five (5) years and, for teachers hired on or after July 1, 2000, may be granted up to ten (10) years. A "year" shall consist of at least one hundred and twenty (120) days for at least seven (7) hours per day during a school year. Public school teaching experience, for purposes of this provision, shall include teaching experience in all public schools, teaching experience in accredited armed forces and U.S. State Department Dependency Schools, and teaching experience in the Peace Corps and VISTA. Service credit may be given to physical therapists, school social workers, nurses, occupational therapists and speech therapists for private employment or self-employment prior to employment by the Board, with at least eight months' full-time employment or self-employment in a twelve-month period counting as one year.

901.08 Eligibility for the Master's Degree Plus 30 Semester Hours track shall be based on credit earned after the date of the master's degree.

901.09 Eligibility for the Master's Degree Plus 30 Semester Hours track and the Ph.D. Degree track shall be granted for graduate study in the field of education or graduate study which is generally related to the teacher's area of certification.

901.10 The annual contract salary for members of the bargaining unit on teachers' payroll plan A or teachers' payroll plan B shall be divided into twenty-one (21) equal checks for teachers on payroll plan A and twenty-six (26) equal checks for teachers on payroll plan B and such members shall have the option of receiving their checks on plan A or plan B. The confidentiality of individual checks shall be maintained through the use of pay envelopes or other procedures mutually agreed upon by the parties.

901.11 Notwithstanding Article 901, during the term of this Agreement, placement on the salary schedules in Article 902 shall be at the Bachelor's Degree, 3-years experience step, unless and until such time as the training and experience places a teacher at a higher salary. No teacher placed at the Bachelor's Degree, 3-years experience step shall be placed on that step for more than three consecutive school years. Teachers who move to

the Bachelor's Degree, 4-years experience column shall be deemed to have 4-years experience when they exit the Bachelor's Degree, 3-years experience step for purposes of future placement in the Bachelor's Degree column but in that column only.

901.12 Teachers paid in accordance with Sections 902.01, 902.05, and 902.09 who are eligible for placement on the Ph.D. track shall be paid 6.4 percent more than the Master's Degree Plus 30 Semester Hours track from the 0-years experience level through the 14-years experience level.

901.13 Teachers shall be paid by direct deposit to a bank, subject to the following:

A. The employee must select at least one (1) but not more than two (2) bank(s), savings and loan(s) or credit union(s) which are members of the Federal Reserve Wire System and willing and able to accept direct deposits.

B. The Board shall furnish the employee with a direct deposit statement of earnings for the pay period.

901.14 Supplemental wages will be included in the regular paycheck. The federal tax deduction will be calculated according to method B for supplemental wages in the *IRS Circular E, Employer's Tax Guide*.

901.15 The Board shall create a special fund for receipt of gifts, donations and grants from persons or organizations for the purpose of rewarding members of the bargaining unit for obtaining new certification or licensure in an area identified by the Human Resources Department as a shortage teaching field. Stipends may be paid from this fund to such members.

Teachers for Better Schools

The members of the Columbus Education Association (CEA) are deeply invested in the success of each of our students. In order to affect positive political change that will improve the future for Columbus students, teachers and our school community, CEA established Teachers for Better Schools (TBS).



TBS is the political action committee of CEA. It raises money for local and state pro-public education candidates who recognize that we are deeply committed to the success of every child. TBS supports elected officials who put our students at the center of education reform. CEA does not use any dues money to promote individual candidates.

Ask your Senior Faculty Representative for an application form.

Article 902

Teacher Salary Schedules

902.01 Effective August 24, 2015, teachers and school nurses possessing a valid school nurse certificate, shall be paid in accordance with the following:

Steps/ Years Experience	Pre-License Bachelor's Degree	Bachelor's Degree	150 Hours and Bachelor's Degree	Master's Degree	Master's Degree + 30 Semester Hours	Ph.D.
0	31,744	39,829	40,985	44,171	45,007	47,888
1	31,744	39,829	40,985	45,047	45,923	48,862
2	33,019	41,422	42,618	45,923	46,839	49,837
3	34,333	43,095	44,330	47,755	48,711	51,828
4	35,727	44,808	46,083	49,667	50,623	53,863
5	37,121	46,600	47,955	51,658	52,654	56,024
6	38,634	48,472	49,867	53,730	54,765	58,270
7	38,634	50,384	51,858	55,880	56,956	60,601
8	38,634	52,416	53,929	58,110	59,266	63,059
9	38,634	54,526	56,080	60,421	61,615	65,559
10	38,634	56,677	58,310	62,850	64,085	68,187
11	38,634	58,947	60,660	65,360	66,634	70,899
12	38,634	61,338	63,090	67,988	69,303	73,739
13	38,634	63,767	65,599	70,697	72,091	76,704
14	38,634	66,316	68,227	73,525	74,958	79,756
15	38,634	68,985	70,976	76,574	78,088	83,079
16	38,634	69,154	71,145	76,845	78,359	83,350
17	38,634	69,323	71,314	77,014	78,528	83,519
18	38,634	69,323	71,314	77,014	78,528	83,519
19	38,634	70,089	72,081	77,780	79,294	84,285
20	38,634	70,855	72,846	78,546	80,060	85,051
21	38,634	70,855	72,846	78,546	80,060	85,051
22	38,634	70,855	72,846	78,546	80,060	85,051
23	38,634	72,031	74,022	79,722	81,235	86,227
24	38,634	73,206	75,198	80,897	82,411	87,402
25	38,634	73,206	75,198	80,897	82,411	87,402
26	38,634	73,206	75,198	80,897	82,411	87,402
27	38,634	74,832	76,823	82,523	84,037	89,028
28	38,634	76,457	78,448	84,148	85,662	90,653
29	38,634	76,457	78,448	84,148	85,662	90,653
30	38,634	78,158	80,149	85,849	87,363	92,354
31	38,634	79,858	81,849	87,549	89,063	94,054

902.02 Effective the first teacher workday of the 2016–2017 school year, teachers and school nurses possessing a valid school nurse certificate, shall be paid in accordance with the following:

Steps/ Years Expe- rience	Pre-License Bachelor's Degree	Bachelor's Degree	150 Hours and Bachelor's Degree	Master's Degree	Master's Degree + 30 Semester Hours	Ph.D.
0	32,443	40,705	41,886	45,143	45,997	48,941
1	32,443	40,705	41,886	46,038	46,933	49,937
2	33,745	42,334	43,555	46,933	47,870	50,934
3	35,088	44,043	45,305	48,806	49,783	52,969
4	36,513	45,794	47,097	50,760	51,737	55,048
5	37,938	47,625	49,010	52,795	53,812	57,256
6	39,484	49,538	50,964	54,912	55,970	59,552
7	39,484	51,492	52,999	57,109	58,209	61,934
8	39,484	53,569	55,115	59,389	60,570	64,446
9	39,484	55,726	57,313	61,751	62,971	67,001
10	39,484	57,924	59,593	64,233	65,495	69,687
11	39,484	60,244	61,994	66,798	68,100	72,459
12	39,484	62,687	64,478	69,484	70,828	75,361
13	39,484	65,169	67,042	72,252	73,677	78,392
14	39,484	67,775	69,728	75,143	76,607	81,510
15	39,484	70,502	72,537	78,259	79,806	84,907
16	39,484	70,675	72,710	78,535	80,082	85,183
17	39,484	70,848	72,883	78,708	80,255	85,356
18	39,484	70,848	72,883	78,708	80,255	85,356
19	39,484	71,631	73,666	79,491	81,039	86,140
20	39,484	72,414	74,449	80,274	81,821	86,922
21	39,484	72,414	74,449	80,274	81,821	86,922
22	39,484	72,414	74,449	80,274	81,821	86,922
23	39,484	73,615	75,650	81,475	83,023	88,124
24	39,484	74,817	76,852	82,677	84,224	89,325
25	39,484	74,817	76,852	82,677	84,224	89,325
26	39,484	74,817	76,852	82,677	84,224	89,325
27	39,484	76,478	78,513	84,339	85,886	90,987
28	39,484	78,139	80,174	85,999	87,546	92,647
29	39,484	78,139	80,174	85,999	87,546	92,647
30	39,484	79,877	81,912	87,738	89,285	94,386
31	39,484	81,615	83,650	89,475	91,022	96,123

Article 903

Supplemental Hourly Rate

Except as provided elsewhere in this Agreement for specific supplemental services, effective the first teacher work day of the 2015–2016 school year, the rate of pay for Board authorized supplemental services provided by members of the bargaining unit shall be \$31.17 per hour. Effective the first teacher work day of the 2016–2017 school year, such rate shall be \$31.85 per hour.

Article 904

Full-Time Hourly Professional Employees

904.01 During the term of this Agreement, full-time hourly professional employees (other than “tutors” who are governed by Chapter 1000) shall be paid in accordance with the following: (Full-time is a minimum of six (6) hours per day on a regular basis.)

Effective July 1, **2015**:

<u>Years of Experience</u>	<u>Hourly Rate</u>
0, 1 or 2	\$34.02
3	34.65
4 or 5	35.28
6	35.93
7 or more	36.58

Effective July 1, **2016**:

<u>Years of Experience</u>	<u>Hourly Rate</u>
0, 1 or 2	\$34.77
3	35.41
4 or 5	36.06
6	36.72
7 or more	37.39

904.02 Full-time hourly professional employees shall be entitled to two weeks of paid vacation annually upon completion of 37 weeks of full-time employment. Full-time hourly professional employees working a minimum of forty-eight (48) weeks per year shall be entitled to three (3) weeks of paid vacation annually after ten (10) years of continuous service. Guidelines for the reasonable use of such vacation shall be developed by the administrators in each of the full-time hourly rate programs in consultation with the Association faculty representative. Such guidelines shall make provisions for requiring the use of vacation prior to the expiration date of programs where continuation of such programs is not reasonably assured.

904.03 Full-time hourly professional employees shall be provided all the benefits of this Agreement except that leave return provisions shall be dependent upon the continued availability of the program from which the employee took such leave.

904.04 Full-time hourly professional employees shall be granted the following paid holidays at their regular rate of pay: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, one (1) day during spring vacation, Memorial Day, and Independence Day. Such employees shall be paid at their regular rate of pay for "snow days" so long as they were scheduled to work on such days and their school program was canceled by the Superintendent.

904.05 The following guidelines shall be followed in determining teaching years of experience for full-time hourly professional employees:

- A. All full-time previous Columbus City School District teaching experience is counted.
- B. A maximum of five (5) years experience out of the system with or without a degree.
 - 1. Includes military service.
 - 2. Industrial experience can be counted if it is for twelve (12) months per year and above and beyond certification requirements.
- C. Full-time teaching experience if it is for 120 days or more per year.
- D. Teaching experience in public education institutions, maximum of five (5) years.
- E. Teaching in federally funded programs, such as:
 - Concentrated Employment Programs
 - Neighborhood Youth Corps
 - Manpower Development and Training
- F. In order to be counted, federally funded programs must meet full-time teaching requirements:
 - 6 or more hours per day
 - 5 days per week
 - 37 weeks per year
- G. Substitute teaching in Columbus City Schools if 120 days or more per year.
- H. Degree person—recognize and give credit for industrial experience up to five (5) years.

904.06 In the event the Board adjusts the work week for full-time hourly employees so that such an employee works thirty (30) or more hours per week but less than five (5) days per week, such employee shall retain full-time hourly status.

904.07 Each full-time hourly professional employee shall be employed under a limited contract whose duration is at least equal to one (1) school year. Subject to the provisions of Article 401 and Section 704.03 of this Agreement, any such contract shall be deemed renewed for a like term at the negotiated salary unless, on or before a date that is ninety (90) calendar days before the ending date of such contract, the Board gives the full-

time hourly professional employee employed thereunder written notice of its intention not to renew same.

904.08 A full-time hourly professional employee who is or becomes eligible for a continuing contract (as established by state law) shall be offered the next regular contract teaching vacancy (for which the teacher is certificated) after the teacher has provided the necessary documentation to the Human Resources establishing such eligibility. If the teacher accepts the vacancy, he/she shall be granted a continuing contract. Rejection of the offered vacancy by the teacher shall permanently terminate the Board's obligation under this section to that teacher. A full-time hourly professional employee who is or becomes licensed in a compulsory school age area may apply for a transfer to such compulsory school age area in keeping with provisions of this Agreement. If such transfer is allowed, such employee shall no longer be a full-time hourly employee.

Article 905

Pay for Extra Duties

905.01 During the term of this Agreement, teachers performing the following extra duty assignments shall be paid in accordance with the following schedule:
(Payment shall be made in a single payment as soon as practicable following the completion of the performance of the extra duty. Payments shall be made on the sixth, thirteenth, fifteenth and twenty-first pay dates. Payment throughout each school year shall be determined on the basis of the BA minimum salary in effect on September 1 of each school year.)

- A. After four (4) complete years of continuous service in an extra duty position, a teacher continuing in an extra duty position will be paid in accordance with *Step 2* so long as service is continuous. Continuous service shall not be transferable between *Group A* and *Group B*. Teachers providing service under two (2) or more supplemental contracts must provide continuous service under two (2) or more supplemental contracts in order to be eligible for *Step 2* under the additional contract(s).
- B. The Superintendent and the President of the Association each shall appoint three (3) persons to a joint committee by thirty (30) days following ratification of this Agreement. The committee shall make decisions by consensus to revise the percentages in the supplemental salary scale contained in this Section 905.01 above based on relative levels of responsibility and number of participants in the three (3) prior school years in the activities and

sports. The joint committee shall make its recommendations as soon as reasonably possible. Its recommendations shall not increase the total cost of supplemental salaries and shall include the following supplemental duties: JV Golf, JV Tennis, Middle School Girls Volleyball, Middle School Softball and Middle School Baseball. (The total cost of supplemental salaries may increase through changes in the base salary on which supplementals are calculated.) The recommendations of the joint committee shall be implemented if approved in a written memorandum by the Superintendent and President of the Association.

Assignment	Step 1	Step 2
Group A	(%)	(%)
Senior Cheerleader Advisor A (15 hours)	.7.23%	8.68%
Senior Cheerleader Advisor B (15 hours)	.7.23%	8.68%
Senior Director, Instrumental Music (40 hours)	15.23%	18.13%
Senior Drill Team Advisor A (15 hours)	.6.18%	7.18%
Senior Drill Team Advisor B (15 hours)	.6.18%	7.18%
<i>Senior Head Coach</i>		
Boys' Baseball* (15 hours)	13.27%	16.17%
Boys' Basketball* (30 hours)	14.45%	17.35%
Boys' Cross Country (30 hours)	10.35%	12.35%
Boys' Football* (96 hours)	19.62%	22.51%
Boys' Soccer (30 hours)	10.35%	12.35%
Boys' Tennis (15 hours)	9.17%	11.17%
Boys' Track & Field* (15 hours)	13.27%	16.17%
Boys' Wrestling* (25 hours)	14.05%	16.95%
Girls' Basketball* (30 hours)	14.45%	17.35%
Girls' Cross Country (30 hours)	10.35%	12.35%
Girls' Gymnastics (25 hours)	9.95%	11.95%
Girls' Soccer (30 hours)	10.35%	12.35%
Girls' Softball* (15 hours)	13.27%	16.17%
Girls' Tennis (30 hours)	10.35%	12.35%
Girls' Track & Field* (15 hours)	13.27%	16.17%
Girls' Volleyball* (30hours)	14.45%	17.35%
Bowling (15 hours)	8.00%	10.00%
Golf (30 hours)	10.35%	12.35%
Swimming (25 hours)	9.95%	11.95%
<i>Senior Assistant Coach</i>		
Boys' Baseball (15 hours)	9.17%	11.17%
Boys' Football (96 hours)	15.52%	17.52%
Boys' Soccer (30 hours)	8.00%	10.00%
Boys' Track & Field (15 hours)	9.17%	11.17%
Girls' Soccer (30 hours)	8.00%	10.00%
Girls' Softball (15 hours)	9.17%	11.17%
Girls' Track & Field (15 hours)	9.17%	11.17%

Senior Reserve Coach

Boys' Baseball (15 hours)	9.17%	11.17%
Boys' Basketball (30 hours)	10.35%	12.35%
Boys' Soccer (30 hours)	8.00%	10.00%
Boys' Wrestling (25 hours)	9.95%	11.95%
Girls' Basketball (30 hours)	10.35%	12.35%
Girls' Soccer (30 hours)	8.00%	10.00%
Girls' Softball (15 hours)	9.17%	11.17%
Girls' Volleyball (30 hours)	10.35%	12.35%

Freshman Coach

Boys' Baseball	6.00%	7.00%
Boys' Basketball	6.00%	7.00%
Boys' Track	6.00%	7.00%
Boys' Wrestling	6.00%	7.00%
Girls' Basketball	6.00%	7.00%
Girls' Softball	6.00%	7.00%
Girls' Track	6.00%	7.00%

Middle School Coach

Boys' Basketball	6.00%	7.00%
Girls' Basketball	6.00%	7.00%
Soccer	6.00%	7.00%
Track	6.00%	7.00%

Middle School Assistant

Soccer	5.00%	6.00%
Track	5.00%	6.00%

*Credit for continuous service in other *Group A* extra duty positions shall be limited to a maximum of two (2) years.

Assignment	Step 1	Step 2
Group B	(%)	(%)
Senior Yearbook Advisor (30 hours) ..	10.35%	12.35%
Elementary Lunchroom	8.00%	10.00%
Department Chairpersons	8.00%	10.00%
Middle School Activity/Intramural		
Directors (3)	8.00%	10.00%
Senior Class Advisor	8.00%	10.00%
Senior Drama		
(by production—2 per year)	4.00%	5.00%
Senior Newspaper or		
Literary Publication (Limit 1)	4.00%	5.00%
Chess Club Advisor	4.00%	5.00%
Senior Vocal Music	3.50%	4.00%
Elementary Safety Patrol	3.50%	4.00%
Academic Decathlon, Academic League,		
Mock Trial (Limit 2)	2.80%	3.30%
Middle School Drama		
(by production—1 per year)	2.00%	2.50%
Middle School Instrumental Music ..	2.00%	2.50%
Middle School Vocal Music	2.00%	2.50%
Columbus Educators of Tomorrow ..	2.00%	2.50%

905.02

- A. The number of hours indicated in parentheses after certain positions above represent hours worked in the supplemental position either prior to the opening of the school year, during the winter recess, during the spring recess or after the close of the school year. Included in the indexed rates of pay above is the supplemental hourly rate for such hours of service. Failure to perform such hours of service shall result in a corresponding reduction in pay for the supplemental service.
- B. An instrumental music assistant shall be employed for forty (40) hours at the supplemental hourly rate of pay during the two (2) weeks prior to the opening of school to assist the senior director, instrumental music.

905.03 Teachers with the following extra duty responsibilities shall not have more than six (6) daily assignments in addition to a registration period assignment:

- Senior Head Coach, Boys' Football
- Senior Head Coach, Basketball
- Senior Head Coach, Boys' Baseball
- Senior Head Coach, Track and Field
- Senior Head Coach, Boys' Wrestling
- Senior Head Coach, Girls' Volleyball
- Senior Head Coach, Girls' Softball
- Middle School and Senior Audio Visual Advisor
- Senior Instrumental Music Director
- Senior Yearbook Advisor*
- Senior Newspaper Advisor*
- Middle School Yearbook Advisor
- Middle School Newspaper Advisor

*English teachers with these responsibilities shall have no more than five (5) daily assignments total.

*A teacher with both responsibilities (yearbook and newspaper) shall have no more than four (4) daily assignments total.

During the off season(s), the principal can assign the coach to other duties in the building during the coach's extra conference period. Such assignments shall not be arbitrary, capricious or vindictive.

905.04

- A. Senior head coaches, as provided in 905.01 above, shall be authorized provided there are enough participants to field a team and play a regular schedule for the season. The minimum number of participants in individual sports are as follows:
 - Boys' Baseball—15
 - Boys' Basketball—10
 - Boys' Cross Country—10

Boys' Soccer-14
 Boys' Tennis-10
 Boys' Track & Field-15
 Boys' Wrestling-15
 Girls' Basketball-10
 Girls' Cross Country-10
 Girls' Gymnastics-7
 Girls' Soccer-14
 Girls' Softball-15
 Girls' Tennis-10
 Girls' Track & Field-15
 Bowling-8
 Golf-7
 Swimming-15
 Volleyball-12
 Middle School Basketball-10
 Middle School Soccer-14

1. In the event there are not enough participants for a boys' cross-country coach and/or a girls' cross country coach, a co-ed cross-country coach shall be authorized with a minimum of twelve (12) participants.
 2. In the event there are more than twenty (20) participants in swimming and a minimum of eight (8) boys and eight (8) girls, a head coach is authorized for both boys' swimming and girls' swimming.
 3. In the event there are not enough participants to initially qualify for a head coach, the Director of Student Activities: may authorize the appointment of a coach; may authorize the appointment of a coach with a prorated salary based on number of participants and/or amount of season; or may seek alternative options for the students who wish to participate in a particular sport.
 4. Students will not be counted in the minimum number of participants for more than one team during the same season. A student may participate in more than one sport in a season and must be listed on the OHSAA eligibility sheet for each sport in which they participate but cannot count as one of the minimum number in more than one sport.
- B. Except as provided elsewhere, senior assistant coaches in 905.01 above shall be authorized provided there are enough participants to field a team and play a regular schedule for the season. The minimum number of participants necessary to qualify for an assistant coach in individual sports are as follows:
- Boys' Basketball-15
 Girls' Basketball-15

Boys' Soccer—19

Girls' Soccer—19

A senior assistant soccer coach shall be authorized provided the number of participants exceeds **nineteen (19)**. A senior assistant soccer coach and a senior reserve soccer coach shall be authorized provided the number of participants exceeds twenty-eight (28) and there is a reserve team which plays a regular schedule for the season.

- C. The number of senior assistant coaches for boys' football shall be determined by the number and types of teams with enough participants to play a regular schedule according to the following:

Varsity team

three (3) senior assistant coaches

Varsity team and reserve or freshman team

four (4) senior assistant coaches

Varsity team, reserve team and freshman team

five (5) senior assistant coaches

- D. Senior reserve coaches, as provided in 905.01 above, shall be authorized provided there are enough participants to field a team and play a regular schedule for the season. The minimum number of participants in addition to those in 905.04(A) and 905.04(B) above in an individual sport are as follows:

Boys' Baseball—10

Boys' Wrestling—8

Girls' Softball—10

Girls' Volleyball—6

- E. Freshman coaches, as provided in 905.01 above, shall be authorized provided there are enough freshman participants to field a team and play a regular schedule for the season. The minimum number of freshman participants, in addition to participants indicated in 905.04(B) and 905.04(D) above, in individual sports are as follows:

Boys' Track—10

Boys' Wrestling—10

Girls' Track—10

- F. Middle school coaches, as provided in 905.01 above, shall be authorized provided there are enough participants to field a team and play a regular schedule for the season. The minimum number of participants necessary to qualify for a track coach is ten (10). An assistant track coach and/or assistant soccer coach shall be authorized provided the number of participants exceeds twenty-five (25).
- G. A senior cheerleader advisor shall be authorized provided there are a minimum of eight (8) participants. A senior drill team advisor shall be authorized provid-

ed there are a minimum of eight (8) participants. The positions of senior cheerleader advisor A and B, and senior drill team advisor A and B are established to replace a single contract for either activity. A joint Association/Board committee shall be established to clearly delineate the division of the responsibilities for each supplemental contract. A single individual may hold both (fall and winter) positions. Acceptance of either will count as a full year of service and shall not interrupt continuous service within Group A.

- H. Additional reserve and assistant coaches may be added where the Board determines the need exists and provided pay is in accordance with Section 905.01 above. In the event the Board elects to initiate any additional ninth grade or middle school interscholastic sports activities, such shall be considered Group A assignments and shall be at a six (6) percent and seven (7) percent rate of pay.
- I. Acceptance of a middle school activity/intramural director supplemental contract by physical education teachers shall be a condition of initial assignment and continued assignment of physical education teachers to middle schools. The number of middle school activity/intramural directors at a middle school shall not be reduced below one (1).
- J. There shall be six (6) department chairperson positions designated at each regular high school and the Alternative High School except that the position of department chairperson shall not be required where there are less than five (5) full-time equivalent teachers in a given department.
- K. To be qualified to hold and fulfill a coach's supplemental contract, the coach's driving record (abstract) must be acceptable to the fleet insurer if the coach is required to drive as part of his supplemental responsibilities. Where appropriate, coaches must have van certification to drive a vehicle that transports students on a non-emergency basis and their drivers' licenses must have acceptable records to the Board's insurer. A teacher who coaches a team where van certification is necessary and who coached that same team in the 2009–10 school year must meet this requirement for the 2010–11 school year.
- L. Teachers holding a supplemental contract for elementary safety patrol for the first time must attend an in-service program designated by the Director of Transportation prior to the beginning of the school year. Teachers who hold a contract for this duty and have previously held a contract for this duty must attend the in-service program at least once every four

years beginning July 1, 1996.

- M. A chess club advisor shall be authorized provided there are a minimum of seven (7) team members and there is participation in all school and district matches and activities.
- N. In the event that there are not enough participants for an individual, competitive, same season, sports team of both genders and no full or partial contract is appropriate for one gender:
 - 1. The coach of the gender with adequate participants will provide supervision for the underrepresented gender to enter competitions previously scheduled together.
 - 2. If the number of underrepresented gender brings the combined number of participants above the next threshold for a coaching position such as an assistant coach, that assistant position would be offered to the coach of the underrepresented gender without another posting. In this case, it would be anticipated that both genders would receive coaching.
 - 3. If the number of participants before combination has resulted in an assistant coach under contract, then the contract status of the head coach and assistant coach shall remain in effect.

Article 906

School Psychologists

The work year for school psychologists shall be the regular school year, and the regular contract salary shall be the amount indicated by the individual psychologist's placement on the teacher salary schedule. In addition, each school psychologist shall be offered a supplemental contract for four (4) weeks of extended service—two (2) weeks immediately prior to and two (2) weeks immediately following the regular school year. The pay for such four (4) weeks shall be an amount equal to fifteen (15) percent of the 14-years experience step of the master's degree salary, prorated on a daily basis at the time such extended service is provided. The pay for service provided immediately prior to the school year shall be with the first plan A pay date during the school year, and the pay date for service provided immediately following the school year shall be the first summer school pay date. An extended work year, in addition to such four (4) weeks, is not prohibited on a voluntary basis.

Article 907

Transportation Mileage Rate

All members of the bargaining unit who must use private transportation to perform their assigned duties will be reimbursed at the rate allowed by the Internal Revenue Service in effect at the time of the travel.

Article 908

National Board Certification Stipends

908.01 The Board shall pay a stipend, beyond any stipend provided by the State of Ohio, in the amount of \$1,500 annually during the term of this Agreement, beginning with school year 2000–2001, to teachers who obtain National Board Certification before the beginning of a school year. Such NBPTS teachers shall each have the responsibility to provide two (2) staff development presentations during each school year as determined by the Local Professional Development Committee (LPDC) in concurrence with the Superintendent or designee. The LPDC and Administration shall coordinate the delivery of such presentations with the scheduling needs of the teacher and the district.

908.02 A teacher who completes the school year in compliance with Section 908.01 above shall be paid the appropriate lump sum stipend(s) on the twenty-first pay date.

Article 909

Performance Advancement System

909.01 There shall be a Performance Advancement System (PAS) for individual teachers or groups of teachers who volunteer, based on student achievement and demonstrated accountability for student progress. Beginning in the fall of 2005, qualifying teachers, including each teacher in a group, shall receive \$2,500 annually based on achievement results during the previous school year.

909.02 The Superintendent and Association President each shall appoint four (4) persons to a joint committee which will work to determine the details of this Performance Advancement System and how it will be implemented. The joint committee will continue to determine the details of how PAS will be implemented.

909.03 Upon agreement of the Superintendent and the President of the Association, the joint committee shall meet to consider the relationship between research-based indicators of successful teaching and student achievement.

909.04 “Student achievement and demonstrated accountability for student progress” in Section 909.01 above means: (a) for teachers for whose students “value added” data exists for the school year in question, an average value added exceeding one year per student; and (b) for other teachers, achievement measures as determined by the joint committee. This Article constitutes the agreement of the Association and the Board, and of those teachers who volunteer to participate in PAS, to use value added data or like data related to the particular teacher for purposes of this Article, notwithstanding any other agreement, policy or practice of the Association,

the Board and/or the teacher or any other organization.

909.05 This Article is retained only for payment in the fall of 2015 for those teachers who qualify and who participated in PAS during the 2014–2015 school year. Thereafter this Article ceases to have any force or effect.

Article 910

Value Added

910.01 A joint committee is established, consisting of four (4) persons appointed by the Superintendent and four (4) persons appointed by the President of the Association. The committee shall be created August 1, 2005, and shall complete its work by May 1, 2006. The joint committee shall determine an appropriate methodology(ies) to extend the value added progress dimension as defined in O.R.C. 3302.01(K), to as many subject areas and grade levels as possible and to assemble and maintain data on value added to individual students during the 2006–07, 2007–08 and 2008–09 school years.

Article 911

Assignment Stipend

911.01 The purpose of this Article is to improve student achievement at high needs school buildings.

911.02 The parties agree to a \$4,000 stipend for each “eligible teacher” who is assigned for a particular school year by the Superintendent/designee to accomplish the purposes of this Article 911. An “eligible teacher” is a bargaining unit member who: (a) files a written statement with the Superintendent/designee by December 1 that he/she is willing to be assigned at the Superintendent’s/designee’s discretion for the next school year; and (b) is given written notice from the Superintendent/designee by February 1 of his/her acceptance into the assignment program under this Article 911 for the next school year. A teacher may only file a written statement with the Superintendent under (a) if he/she has:

1. At least five (5) years teaching experience;
2. The recommendation of the principal of the building where currently assigned, other administrator or the Association President; and
3. A demonstrated record of student achievement over the last two years by objective measures if available (value added data or similar achievement measurements).

911.03 The Superintendent/designee will base the selection and assignment of individual teachers on the needs of the District and the licensure, experience and demonstrated abilities of the teacher. Assignments shall not be made in an unreasonable, arbitrary or capricious manner. □

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www.iknowican.org
info@iknowican.org
614.233.9510

Chapter 1000

Article 1001

Definition of Tutors

For the purposes of this Agreement the term “tutors” shall mean the hourly rated tutors who work regularly during the majority of the school year. By definition, such tutors shall be members of the bargaining unit provided they render paid tutorial service during the month of October or who first render paid tutorial service after October and shall remain members of the bargaining unit as long as they render paid tutorial service during each successive month at least through the following May. Those tutors who have rendered paid tutorial service during October and each successive month, at least through the following May, will remain members of said bargaining unit during the months of June, July, August and September provided their employment contracts are not terminated, non-renewed or resigned.

Article 1002

Applicability

The provisions of this Chapter 1000 shall apply only to hourly-rated tutors who are members of the bargaining unit only as a result of such employment. Provisions of this Chapter 1000 shall not apply to hourly-rated tutors who are regular contract teachers or full-time hourly contract teachers otherwise members of the Association’s bargaining unit by virtue of Article 101 of this Agreement. Only the provisions of this Chapter 1000, and other provisions of this Agreement which are specifically identified in Chapter 1000 as being applicable to hourly rated tutors, shall apply to such tutors.

Article 1003

Tutor Contracts

1003.01 Tutors shall be offered appropriately worded individual one-year tutor contracts. The regular distribution of tutor contracts shall be on or before June 15 of each year. All tutor contracts shall be deemed automatically nonrenewed as of their expiration date and no action or notification by the Board shall be required in connection with such nonrenewal.

1003.02 The parties shall meet promptly to mutually establish guidelines prior to the start of the 1992–93 school year regarding the assignment of hours, students and buildings to SLD tutors. These guidelines shall take into consideration the current assignment patterns of experienced tutors, but shall be designed to ensure that changing needs of SLD students are met. In the event that some one-year tutor contracts that guarantee pay for five (5) hours per day for each full day for which teachers are

paid to assist in meeting these student needs, the awarding of such contracts shall be incorporated into these guidelines. In the event some tutors receive such five-hour guarantee contracts, they shall accrue two days personal leave per school year in accordance with all provisions of Section 702.12 and be reimbursed at the transportation mileage rate as established in Article 907 if assigned to more than one school in a day.

1003.03 All tutor contracts, provided in Section 1003.01 and 1003.02 of this article, shall have language mutually agreed to by the Board and the Association.

Article 1004

Progress Reports

1004.01 Tutors shall be required to complete and submit to the classroom teacher, the building principal and the supervisor of the tutorial program written progress reports for each student they tutor no later than one (1) week prior to the last day of each grading period.

1004.02 The form(s) to be used for tutor progress reports shall be mutually developed by the Board and the Association.

Article 1005

Sick Leave

All provisions of Article 701 of the Agreement shall apply to tutors except that a tutor's sick leave shall accumulate at the rate of 4.6 hours for each 80 hours worked, and absences shall be reported on school forms 233 and 265. Sections 701.01B and 701.01C will not apply to tutors.

Article 1006

Personal Leave for Tutors

Beginning with the 2005–06 school year, tutors shall be entitled to personal leave under Section 702.12 except that: (a) they shall be credited with one (1), not two (2), personal leave days each school year; and (b) personal leave cannot be used in the 2005–06 school year. The one (1) day of personal leave earned in 2005–06 shall be credited to tutors and be available for use beginning in the 2006–07 school year.

Article 1007

Calamity Days

Tutors shall be compensated at their hourly rate for hours they were scheduled to work but did not work as a result of schools being closed for a calamity, as with regular contract teachers in the same schools, up to the maximum number provided by law in a school year for such calamity days.

Article 1008

STRS Service Credit Reporting

Contingent upon current and continued approval of the State Teacher Retirement System (STRS) of Ohio, tutor

work will be reported to STRS in days instead of hours. A day will be reported for each paid day regardless of the number of hours worked.

Article 1009

Insurance and Annuity Programs

1009.01 Eligible tutors may elect the health benefits provided in Article 806 of this Agreement and/or the dental insurance coverage provided in Article 807 of this Agreement. The Board shall pay a proportionate amount of the cost of such insurance as set forth in Section 109.03(I)(18) of this Agreement. The eligible tutor shall pay the balance of the monthly premium by the payroll deduction schedule.

1009.02 In order to be eligible for such insurance, a tutor must have assigned work averaging fifteen (15) hours per week and must continue to be a member of the bargaining unit. Except for tutors newly employed after October, eligibility will be determined during October and November of each year. Initial coverage shall be effective January 1.

1009.03 Election of the coverages must be made during the annual open enrollment period, not to end before November 30 for tutors. A tutor may not change coverages except during the annual enrollment period. If a tutor drops out of a program or misses his/her share of a monthly premium payment to the Board's Treasurer, that tutor cannot re-enroll until the next annual enrollment period.

1009.04 Tutors who are eligible to purchase insurance shall also be eligible to utilize payroll reductions for the purpose of purchasing annuities. The Board Treasurer may establish such rules as he/she deems necessary to govern these reductions.

1009.05 The phrase "assigned work averaging fifteen (15) hours per week" means: To be eligible for insurance, the tutor (except for a tutor newly employed after October) must attain fifteen (15) hours per full work week sometime during the period October and November and most likely will continue to render instruction as a tutor for at least fifteen (15) hours per full work week for the balance of the school year. It does not mean the tutor must average a full fifteen (15) hours per week for all work weeks during the school year. If a tutor is deemed eligible for insurance and later slips below fifteen (15) hours per full work week, that tutor may continue to be provided insurance as set forth in this Article 1007 for the balance of that school year (through August), provided the reduction in hours was not through the tutor's choice (i.e., he/she chooses to drop pupils or declines additional pupils). To be eligible for and to continue

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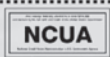
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such insurance, the tutor must continue to be a member of the bargaining unit as defined in Article 1001.

1009.06 To be eligible for a seventy-two (72) percent Board contribution to insurance as provided in Section 109.03(I)(18) the tutor (except for a tutor newly employed after October) must attain more than twenty-five (25) hours per full work week sometime during the period October and November and most likely will continue to render instruction as a tutor for more than twenty-five (25) hours per full work week for the balance of the school year. It does not mean the tutor must average a full twenty-five (25) hours per week for all work weeks during the school year. If a tutor is deemed eligible and later slips to twenty-five (25) or fewer hours per full work week, that tutor may continue to be provided insurance as set forth in this Article 1008 for the balance of that school year (through August), provided the reduction in hours was not through the tutor's choice, (i.e., he/she chooses to drop pupils or declines additional pupils). To be eligible for and to continue such insurance, the tutor must continue to be a member of the bargaining unit as defined in Article 1001.

1009.07 Effective January 1, 1995, the Board shall provide, at Board expense, \$20,000 group term life insurance for tutors eligible for enrollment in the Comprehensive Major Medical Insurance Program as defined in Sections 1008.02 and 1008.05 of this Agreement.

Article 1010

Hourly Rate

Tutors shall be paid in accordance with the following rates:

A. Effective the first teacher work day of the **2015–2016** school year:

<u>Years of Experience</u>	<u>Hourly Rate</u>
0, 1 or 2	\$31.17
3, 4 or 5	32.25
6, 7 or 8	33.37
9 or more	34.47

B. Effective the first teacher work day of the **2016–2017** school year:

<u>Years of Experience</u>	<u>Hourly Rate</u>
0, 1 or 2	\$31.85
3, 4 or 5	32.95
6, 7 or 8	34.10
9 or more	35.23

“Years of Experience” means the number of consecutive years under contract as a tutor in Columbus City Schools.

Article 1011

Salary Experience

A tutor who becomes a regular contract teacher shall be granted up to five (5) years of Columbus teaching experience for salary purposes. In order to qualify for a year of tutor teaching experience, a tutor must have been paid for a minimum of six hundred (600) hours of tutoring in the Columbus City Schools during a single school year. Such tutor teaching experience, up to five (5) years, shall be added to regular contract teaching experience. This provision shall apply to tutors becoming regular contract teachers after July 22, 1987.

Article 1012

Severance Pay

The following percentage of the member’s accrued but unused sick leave will be paid if the member gives the Human Resources Department written notice of intent to retire by March 1 of a school year:

<u>Accumulated Sick Leave</u>	<u>Percentage Applicable to the Specified Number of Hours</u>
0–400 hours	25%
>400–800 hours	30%
>800–1200 hours	35%
>1200–1600 hours	40%
>1600 hours	45%

Article 1013

Pay Plan Selection

Beginning with earnings in the 2005–06 school year, tutors who work at least 15 hours per week shall have the options of payroll plan A or payroll plan B in accordance with Sections 109.03(I)(6) and 901.10, provided time sheets are received in a timely manner.

Article 1014

Negotiations Procedures

Bargaining with tutors shall be conducted in conjunction with bargaining on the Agreement covering other members of the bargaining unit and shall follow Section 1201.11 as to impasse resolution.

Article 1015

Other Provisions

The following provisions of the current Agreement shall be considered to be a part of this Chapter 1000: 101, 102, 103, 104, 105, 106, 107, 108, 109.03, 110, 111, 112, 202.05, 401.17, 802, 810 (except 810.02(B)), 813, 901.13, Chapter 1400 (except 1401.03), Chapter 1500. □

Chapter 1100

Article 1101

Applicability

This Chapter shall govern “latchkey teachers” who work regularly during the majority of the school year. The parties acknowledge that the Board of Education may create or change the supervisory authority over the latchkey program and latchkey teachers.

Article 1102

Latchkey Contracts

Latchkey teachers shall be offered appropriately worded individual one (1)-year latchkey contracts. The regular distribution of latchkey contracts shall be on or before June 15. All latchkey teacher contracts shall be deemed automatically nonrenewed as of their expiration date and no action or notification by the Board shall be required in connection with such nonrenewal. The Superintendent or designee shall determine the number of latchkey teachers needed. All latchkey contracts shall have language mutually agreed to by the Board and the Association.

Article 1103

Assault Leave

In addition, a latchkey teacher may use up to twenty (20) days of assault leave due to injury resulting from a physical assault on a latchkey teacher which occurs on Board premises or which occurs off Board premises in connection with the performance of assigned duties, subject to the following stipulations:

- A. The latchkey teacher’s conduct was within the bounds of general standards of professional behavior;
- B. The building administrator or other appropriate administrator was notified as soon as possible of the occurrence;
- C. The latchkey teacher submits the certificate required in case of sick leave absence, accompanied by the physician’s statement required below;
- D. The latchkey teacher provides a physician’s statement describing the nature and duration of the resulting disability and the necessity of absence from regular employment, with the findings of the physician subject to review by the Board physician;
- E. In the event the foregoing conditions are satisfied, none of the first twenty (20) days of absence resulting from such occurrence shall be deducted from the latchkey teacher’s accumulated sick leave;
- F. Workers’ Compensation cannot be received simultaneously with sick leave benefits.

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Article 1104

Personal Leave

Beginning with the 2005-06 school year, latchkey teachers shall be entitled to personal leave under Section 702.12 except that: (a) they shall be credited with one (1), not two (2), personal leave days each school year; and (b) personal leave cannot be used in the 2005–06 school year. The one (1) day of personal leave earned in 2005-06 shall be credited to latchkey teachers and be available for use beginning in the 2006–07 school year.

Article 1105

Wages

1105.01 Latchkey teachers shall be paid at the following rate per hour for work time that is authorized and approved by the Supervisor of Early Childhood Education or designee:

<u>Effective Date</u>	<u>Rate</u>
First teacher work day 2015–2016 school year	\$31.17
First teacher work day 2016–2017 school year	\$31.85

1105.02 Latchkey teachers shall be compensated for the regular scheduled hours on days they were scheduled to work, but did not work as a result of schools being closed for a calamity, as with regular contract teachers in the same schools, up to a maximum of five (5) such calamity days in a school year.

Article 1106

Stretch Pay

Beginning with earnings in the 2005-06 school year, latchkey teachers shall have the options of payroll plan A or payroll plan B in accordance with Sections 109.03(I)(6) and 901.10.

Article 1107

Insurance Programs

1107.01 Latchkey teachers may enroll in the District’s dental and/or vision insurance plans during the usual enrollment period. The latchkey teacher shall pay the full cost of the coverage for which she or he enrolls, except for the Board’s seventy-two (72) percent share of the cost effective January 1, 2001.

1107.02 Latchkey teachers may enroll in the District’s health insurance plans during the usual enrollment period. The latchkey teacher shall pay the full cost of the coverage for which she or he enrolls, except for the Board’s seventy-two (72) percent effective January 1, 2001.

1107.03 All insurance benefits provided by this Agreement, if enrolled in by the employee, shall be effective

September 1, 1998, based on enrollment between May 15 and May 31, 1998, and for newly employed latchkey teachers on the first day of the month following the second pay date in which the new employee works. Such benefits shall terminate on the last day of the month for which the employee has paid for such coverage. Coverage for latchkey teachers electing disability insurance shall be in accordance with the coverage available to other Association bargaining unit(s).

Article 1108

Vacancy Postings

1108.01 Not later than May 20 of each year, the Supervisor of Early Childhood Education or designee will prepare a list of all known vacancies in latchkey teaching positions for the following school year. Vacancies to be identified shall be those vacancies after reorganization of the existing staff based on the anticipated needs for the following school year.

1108.02 Latchkey teachers desiring to be considered for such vacancies shall apply in writing on forms agreed to between the Board and the Association.

1108.03 Latchkey teachers will receive their assigned schools prior to latchkey orientation in August.

1108.04 Prior to a reassignment recommendation, a conference involving an administrator and latchkey teacher shall be conducted where the concerns may lead to such recommendation shall be discussed.

Article 1109

STRS Payments

Contingent upon current and continued approval of the State Teachers Retirement System (STRS) of Ohio, latchkey work will be reported to STRS in days instead of hours. A day will be reported for each paid day regardless of the number of hours worked.

Article 1110

Professional Behavior

A latchkey teacher shall not be given a formal written reprimand or warning, or be disciplined for any alleged infraction of rules, delinquency, or unprofessional performance, or be dismissed or terminated during the term of his/her individual contract without just cause. Any such action shall be subject to the grievance procedure set forth in this Agreement, except that any failure to reemploy a latchkey teacher for another school year shall not be grieved with non-compliance with this paragraph cited as a claimed violation. The grievance and arbitration process supersedes and replaces any and all Ohio statutory provisions and procedures on discipline, dismissal or termination for cause, just cause or good and just cause.

Article 1111

Other Provisions

The following provisions of the current Agreement shall be considered a part of this Chapter 1100: Articles 101, 102, 103, 104, 105, 106, 107, 108, 109.01, 109.02(A), (B), and (D), 109.03(A–H), (I)(1–9) and (11–17), 109.06, 109.08, 109.11, 109.12, 110, 111, 112, 202.05, 403, 404.01, 404.06, 404.07, 701.01(A), (B), (D), 701.02(A), (B), (C), 701.03, 701.04, 701.05, 701.06(A), (B), (C), (F), 802, 803, 804, 805, 810, 812, 815, 816, 901.13, 1401 (except 1401.03 and 1401.06), and Chapter 1500.

Article 1112

Agreement

This Chapter is the entire agreement between the parties with respect to latchkey teachers. □



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¹ U.S. Department of Health and Human Services. Oral Health in America: A Report of the Surgeon General—Executive Summary. Rockville, MD: U.S. Department of Health and Human Services, National Institute of Dental and Craniofacial Research, National Institutes of Health, 2000.

² Ostrow School of Dentistry of USC. Poor Oral Health Can Mean Missed School, Lower Grades. August 2012.

Chapter 1200

Article 1201

Instructional Support Substitutes

- A. The Board, beginning with the 2000-01 school year, shall hire up to thirty (30) instructional support substitutes, who will be assigned as needed by the Superintendent or designee. These substitutes shall be bargaining unit members employed on one-year limited contracts that automatically expire at the end of the school year.
- B. These substitutes shall be paid a per diem rate based on the BA-2 year's experience annual salary multiplied by seventy-five (75) percent divided by 178 workdays. The Board shall pay fifty (50) percent of the cost for enrollment in insurance under Articles 806, 807, 808, and 809.
- C. These substitutes shall earn and may use three (3) days of paid leave for illness, injury, death in family or personal reasons. The CEA and Board will cooperate in recruiting persons for employment as instructional support substitutes.
- D. Other provisions of the current Agreement shall be considered to be part of this Chapter 101, 102, 103, 104, 105, 106, 107, 108, 109.03, 110, 111, 112, 202.05, 401.17, 802, 813, 901.13, 901.14, Chapter 1400 (except 1401.03), Chapter 1500.

Note: The Instructional Support Substitutes will be trained in the reading initiatives to provide continuity of instruction. □



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~Dr. Daniel Good, Columbus City Schools Superintendent

Chapter 1300

Article 1301

Part-Time Employees

1300.01 The Board recognizes the Columbus Education Association as the exclusive representative of part-time employee positions that are scheduled for more than twelve (12) hours each week and that require licensure from the Ohio Department of Education (“part-time teachers”), excluding substitutes, administrative, supervisory management-level positions.

1300.02 Such part-time teachers shall be employed exclusively on one-year limited contracts. Evaluation of part-time teachers is not required pursuant to Article 401, and the one-year limited contracts of part-time teachers may be non-renewed by written notice to the employee by April 30 of any school year. Part-time teachers shall be considered “as needed” employees, and the Superintendent or designee may modify or reduce their work hours and assign them based upon need as determined from time to time by the Superintendent in her/his sole discretion. The evaluation and employment contracts of part-time teachers are governed solely and exclusively by this Chapter 1300, which specifically and expressly supersedes and replaces Sections 124.39, 3319.08, 3319.11, 3319.16, 3319.17, 3319.111 and 3319.141 of the Ohio Revised Code.

1300.03 The following provisions, and only the following provisions of this Agreement, apply to part-time teachers: Articles 102, 103, 104, 105, 106, 110, 111, 112, Section 109.02 and Section 109.03(A–H). This Chapter 1300 eliminates and supersedes any and all past practices of the parties or either of them existing prior to or as of the 2009–10 school year with respect to part-time teachers. □



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Chapter 1400

Article 1401

Columbus City Schools 2015–2016 School Calendar

School Month	M	T	W	T	F	Holidays in School Year	Prof. Mtgs. & Records Day	Teacher-Parent Conference	Days of No School	No. Days Schools Open
Aug 24–Sept. 18	<div>24</div> <div>31</div> <div>7</div>	<div>25</div> <div>1</div> <div>8</div>	26 2 9	27 3 10	28 4 11	1	2			
First	14	15	16	17	18		1			17
Sept. 21–Oct. 16	21 28 5	22 29 6	23 30 7	24 1 8	<div>25</div> <div>2</div> <div>9</div>		1			
Second	12	13	14	15	<div>16</div>		1			18
Oct. 19–Nov. 13	19 26 <div>2</div>	20 27 3	21 28 4	22 29 5	23 30 6		1			
Third	9	10	11	12	13					19
Nov. 16–Dec. 11	16 23 30	17 24 1	18 <div>25</div> <div>2</div>	19 <div>26</div> <div>3</div>	20 <div>27</div> <div>4</div>	1		1	1	
Fourth	7	8	9	10	11					18
Dec. 14–Jan. 15	14 4 11	15 5 12	16 6 13	17 7 14	18* 8 15	(*Winter recess–Dec. 19–Jan. 3 inclusive)				
Total	(First Semester)					2	3	1	1	88
Fifth	<div>18</div>	<div>19</div>	20	21	22	1	1			4
Jan. 25–Feb. 19	25 1 8	26 2 9	27 3 10	28 4 11	29 5 12					
Sixth	<div>15</div>	16	17	18	19			1		20
Feb. 22–Mar. 19	22 29 7	23 1 8	24 2 9	25 3 10	26 4 11					
Seventh	14	15	16	17	18					20
Mar. 22–Apr. 16	21 <div>28</div> <div>4</div>	22 <div>29</div> <div>5</div>	23 <div>30</div> <div>6</div>	24* <div>31</div> <div>7</div>	<div>25</div> <div>1</div> <div>8</div>				1 5	
Eighth	11	12	13	14	15					14
Apr. 19–May 15	18 25 2	19 26 3	20 27 4	21 28 5	22 29 6					
Ninth	9	10	11	12	13					20
May 17–June 4	16 23 <div>30</div>	17 24 31	18 25 1	19 26 2	20 27 <div>3</div>	1	1			13
Tenth										
Total	(Second Semester)					2	1	1	6	90
TOTAL	(Both Semesters)					4	4	2	7	180
(Teacher Contract Year)										195

Symbols:

-  Holiday
-  Professional Meeting/Records Day (pupils not in attendance)
-  Days of No School
-  Parent Conference Day

By majority vote of full-time teachers assigned to a building, with the concurrence of the building principal, the date(s) and schedule for Parent-Teacher Conferences may deviate from this schedule (with an equal total amount of time). If so, all teachers in that building must comply with selected schedule and date(s). Once the schedule has been determined, that practice shall continue until changed by majority vote with concurrence of the principal.

*Schools will close 1/2 hour early. Members of the bargaining unit assigned to school buildings shall be permitted to leave immediately following pupil dismissal. All other members of the bargaining unit shall be dismissed one hour early. Early dismissal shall not be a reason for reduction in compensation.

NOTE: August 24 and August 25 shall be used for staff meetings and preparation for the initiation of the new school year and the new semester. **The annual school open houses will be held during the month of September.**

Notes

[illegible]

ARTICLE 1402

2015–2016 School Calendar

First Semester

Begins	Aug. 24, 2015
Professional Meeting	Aug. 24, 2015
Professional Meeting	Aug. 25, 2015
Students Report	Aug. 26, 2015
Kindergarten Orientation	Aug. 26–28, 2015
Labor Day	Sept. 7, 2015
Professional Development Day	Sept. 15, 2015
Professional Development Day	Oct. 16, 2015
Professional Development Day	Nov. 2, 2015
Records Day	Nov. 3, 2015
Parent Conference Day	Nov. 25, 2015
Thanksgiving Holiday	Nov. 26, 2015
Thanksgiving Friday	Nov. 27, 2015
Schools Close ½ hour early	Dec. 18, 2015
Winter Recess	Sat., Dec. 19, 2015–Sun., Jan. 3, 2016
School Resumes	Jan. 4, 2016
First Semester Ends	Jan. 15, 2016

Second Semester

Martin Luther King Day	Jan. 18, 2016
Second Semester Begins	Jan. 18, 2016
Records Day	Jan. 19, 2016
Parent Conference Day	Feb. 15, 2016
Schools close ½ hour early	Mar. 24, 2016
Spring Recess	Fri., Mar. 25–Sun. Apr. 1, 2016
School Resumes	Apr. 4, 2016
Memorial Day	May 30, 2016
Last Day Student Attendance	June 2, 2016
Records Day	June 3, 2016
Second Semester Ends	June 3, 2016

Pay for Days Schools Are Not In Session

Aug. 24, 2015	Professional Meeting
Aug. 25, 2015	Professional Meeting
Sept. 7, 2015	Labor Day
Nov. 26, 2015	Thanksgiving Holiday
Nov. 27, 2015	Thanksgiving Recess
Jan. 18, 2016	Martin Luther King Day
Mar. 25, 2016	Spring Recess
Mar. 26, 2016	Spring Recess
Mar. 27, 2016	Spring Recess
Mar. 28, 2016	Spring Recess
Mar. 29, 2016	Spring Recess
Apr. 1, 2016	Spring Recess
May 30, 2016	Memorial Day
June 3, 2016	Records Day

Article 1403

2015–2016 Bi-weekly Payroll and Deduction Schedule for Certificated A and B Plan Employees

Reporting Periods

Deductions & Entitlements

From		Through		Pay Dates		Insurance, Annuities, TBS, OTTA & Bonds		Month of Insurance Coverage		Organizational Dues		Agency Fees		Charities*	
Plan A	Plan B	A	B	A	B	A	B	A	B	A	B	A	B	A	B
Aug. 15	Aug. 28	Sept. 11	Sept. 11	Sept. 11	1	1									
Aug. 29	Sept. 11	Sept. 25	Sept. 25	Sept. 25	2	2		October							
Sept. 12	Sept. 25	Oct. 9	Oct. 9	Oct. 9	3	3				1	1				
Sept. 26	Oct. 9	Oct. 23	Oct. 23	Oct. 23	4	4		November		2	2				
Oct. 10	Oct. 23	Nov. 6	Nov. 6	Nov. 6	5	5				3	3				
Oct. 24	Nov. 6	Nov. 20	(A) Nov. 20	Nov. 20	6	6		December		4	4			1	1
Nov. 7	Nov. 20	Dec. 4	Dec. 4	Dec. 4	7	7		January		5	5			2	2
Nov. 21	Dec. 4	Dec. 18	Dec. 18	Dec. 18	8	8				6	6			3	3
Dec. 5	Dec. 18	Dec. 31	Dec. 31	Dec. 31	9	9		February		7	7			4	4
Dec. 19	Jan. 1	Jan. 15	Jan. 15	Jan. 15	10	10				8	8	1	1	5	5
Jan. 2	Jan. 15	Jan. 29	Jan. 29	Jan. 29	11	11		March		9	9	2	2	6	6
Jan. 16	Jan. 29	Feb. 12	Feb. 12	Feb. 12	12	12				10	10	3	3	7	7
Jan. 30	Feb. 12	Feb. 26	(B) Feb. 26	Feb. 26	13	13		April		11	11	4	4	8	8
Feb. 13	Feb. 26	Mar. 11	Mar. 11	Mar. 11	14	14		May		12	12	5	5	9	9
Feb. 27	Mar 11	Mar. 25	(C) Mar. 25	Mar. 25	15	15				13	13	6	6	10	10

Mar. 12	Mar. 25	Apr. 8	Apr. 8	16	16	June	14	14	7	7	11	11
Mar. 26	Apr. 8	Apr. 22	Apr. 22	17	17		15	15	8	8	12	12
Apr. 9	Apr. 22	May 6	May 6	18	18	July	16	16	9	9	13	13
Apr. 23	May 6	May 20	May 20	19	19		17	17	10	10	14	14
May 7	May 20	June 3	June 3	20	20	August	18	18	11	11	15	15
May 21	June 3	June 17	(D) June 17	21	21	September	19	19	12	12	16	16
June 4	June 17	-	July 1	22	22		20	20			17	17
June 18	July 1	-	July 15	23	23		21	21			18	18
July 2	July 15	-	July 29	24	24		22	22			19	19
July 16	July 29	-	Aug. 12	25	25		23	23			20	20
July 30	Aug. 12	-	Aug. 26	26	26		24	24				

* Charities: United Way, UNCF and I Know I Can

(A) Fall Supplementals.

(B) First Semester Supplementals.

(C) Winter Supplementals.

(D) Spring Supplementals.

NOTE: The open period for teacher pay plan changes is April 1 through August 18, 2016, at 5 p.m. TCH A = 21 pay plan. TCH B = 26 pay plan. The Teacher Pay Plan Change forms are emailed in April. They will also be available in the Payroll Office and under Resources in the Employee Self Service System.

NOTE: In order to be eligible for holiday pay and calamity day pay, an employee must accrue earnings the entire day on his/her last scheduled workday prior to such holiday and his/her first scheduled workday following such holiday.

Notes

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Article 1404

**Columbus City Schools
2016–2017 School Calendar**

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Notes

ARTICLE 1405
2016–2017 School Calendar

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Article 1406

2016–2017 Bi-weekly Payroll and Deduction Schedule for Certificated A and B Plan Employees

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The United Negro College Fund would like to thank the dedicated staff of Columbus City Schools for your continued support of our scholars.

Be certain to donate to the UNCF Workplace Campaign in February as half of all your generous donations are used to support one of our students through the UNCF-Columbus City Schools Scholarship.

Visit www.uncf.org for more information, “because a mind is a terrible thing to waste, but a wonderful thing to invest in!”



United Negro College Fund/UNCF
399 East Main Street
Suite 120
Columbus, Ohio 43215
(614) 221-5309

Chapter 1500

Article 1501

Procedures for Professional Negotiations

1501.01 *Exclusive Representative*

The Exclusive Representative shall mean the teacher organization recognized by the Board as the Exclusive Representative of all teachers of the Columbus City School District, for purposes of professional negotiations. Such Exclusive Representative shall, for purposes of professional negotiations, represent all teachers regardless of their membership or lack of membership in such teacher organization, and shall represent all teachers equally without regard to their race, creed, color, national origin, sex, age or marital status. The Association will comply with all federal, state and local fair employment laws.

1501.02 *Scope of Negotiations*

- A. The scope of bargaining between the Board and the Association shall be as established by Section 4117.08 of the Ohio Revised Code. Section 4117.08 provides as follows:
1. All matters pertaining to wages, hours, or terms and other conditions of employment and the continuation, modification or deletion of an existing provision of a collective bargaining agreement are subject to collective bargaining between the public employer and the exclusive representative, except as otherwise specified in this section.
 2. The conduct and grading of civil service examinations, the rating of candidates, the establishment of eligible lists from the examinations and the original appointments from the eligible lists are not appropriate subjects for collective bargaining.
 3. Unless a public employer agrees otherwise in a collective bargaining agreement, nothing in Chapter 4117 of the Ohio Revised Code impairs the right and responsibility of each public employer to:
 - a. Determine matters of inherent managerial policy which include, but are not limited to areas of discretion or policy such as the functions and programs of the public employer, standards of services, its overall budget, utilization of technology, and organizational structure;
 - b. Direct, supervise, evaluate, or hire employees;
 - c. Maintain and improve the efficiency and effectiveness of governmental operations;
 - d. Determine the overall methods, process, means, or personnel by which governmental

- operations are to be conducted;
- e. Suspend, discipline, demote, or discharge for just cause, or lay off, transfer, assign, schedule, promote, or retain employees;
 - f. Determine the adequacy of the work force;
 - g. Determine the overall mission of the employer as a unit of government;
 - h. Effectively manage the work force;
 - i. Take actions to carry out the mission of the public employer as a governmental unit. The employer is not required to bargain on subjects reserved to the management and direction of the governmental unit except as affect wages, hours, terms and conditions of employment, and the continuation, modification, or deletion of an existing provision of a collective bargaining agreement. A public employee or exclusive representative may raise a legitimate complaint or file a grievance based on the collective bargaining agreement.
- B. During the term of this Agreement, any change in the Ohio Revised Code which modifies the scope of bargaining hereunder shall automatically and simultaneously change the scope of bargaining, as provided in paragraph A above, in the same manner and without consultation or agreement by the Board and the Association.

1501.03 *School Calendar*

The school calendar shall be subject to negotiations and notwithstanding any other provision of this chapter, bargaining the school calendar for the school year immediately following the expiration of a collective bargaining agreement will commence no later than March 16 prior to the expiration of said agreement. If the parties are unable to reach agreement by April 1, on a school calendar for the subsequent school year, the parties mutually agree that the Board may adopt a calendar for the coming school year provided the adopted calendar is in compliance with the following provisions:

- A. Pupil attendance days do not exceed 181.
- B. Teacher duty days do not exceed 185.
- C. The first teacher duty day is not prior to August 10, and the last teacher duty day is not after June 10, (the first teacher duty day shall not be prior to September 1, and the last teacher duty day shall not be after June 17 if the first teacher duty day begins after Labor Day).

- D. A winter intermission starting before December 24 and ending after January 1
- E. Any such school calendar will also include:
 - 1. Labor Day as a paid holiday
 - 2. Thanksgiving and the Friday immediately following as paid holidays
 - 3. Martin Luther King's observed birthday as a paid holiday
 - 4. A spring intermission of six (6) paid school days of which five (5) shall be consecutive days
 - 5. The observed Memorial Day as a paid holiday
 - 6. 195 contract days
 - 7. Beginning with the 2015–16 school year, the school calendar shall include three (3) records days as paid work days. Each records day shall be student non-attendance days and occur the Wednesdays after the end of the first and after the end of the second grading periods. Records day for grading period 4 shall occur on the last teacher work day of the school year.

Collective bargaining for school calendars other than for the school year immediately following the expiration of a collective bargaining agreement are not subject to this section, but are subject to bargaining in accordance with other sections of this article.

1501.04 *Joint Negotiation Committee*

No more than nine (9) representatives or designees of the Board, the Superintendent or his/her designated representative, and no more than ten (10) representatives named by the Exclusive Representative shall comprise a joint committee for the purpose of negotiating. All negotiations shall be conducted in executive session and exclusively between said representatives or designees. In addition, each team of representatives or designees shall be authorized to admit no more than two observers at one time to such meetings. Such observers, if any, shall be designated prior to each Joint Negotiation Committee meeting and shall be without the right to speak or to otherwise comment to either party during said meetings.

1501.05 *Good Faith Bargaining*

Good faith bargaining shall mean the obligation on all parties to deal openly and fairly on all matters being negotiated in a sincere effort to reach a mutual understanding and agreement on such matters, but such obligation does not compel either party to agree to a proposal or require the making of a concession.

1501.06 *Days*

Days shall mean calendar days.

1501.07 *Meetings*

Negotiation Meetings—Upon written request of the Exclusive Representative made not less than fifteen (15) days and not more than thirty (30) days prior to March 15, the Board President or his/her designated representative shall call for the initial meeting of the Joint Negotiation Committee to take place not later than March 15, giving due notice of time and place. The purpose of this initial meeting shall be for establishing agenda items for subsequent meetings, and for the handling of administrative details. Thereafter, negotiations meetings shall be held at such times and places as are agreed to by the members of the Joint Negotiation Committee.

Negotiation meetings shall be held as often as necessary between March 15 and June 1. In the event the members of the Joint Negotiation Committee are unable to reach agreement by June 1, negotiations shall be suspended for approximately forty-five (45) days. Negotiations shall resume after July 15.

In the event an existing agreement between the Board and the Exclusive Representative expires at a time other than immediately prior to the beginning of a school year, negotiations on a new agreement shall begin and the initial meeting shall be held no less than three (3) months and no more than four (4) months prior to such expiration date. The above provisions notwithstanding, the parties may negotiate at such other dates as may be established in any agreement or memorandum of the parties.

In the event an agreement is reached, it will continue in full force and effect for its established term, and no further negotiations will take place between the parties until the schedule provided above, except for interim negotiations which may occur as provided elsewhere in these procedures.

Negotiation meetings shall not be conducted during the regular school day.

1501.08 *Exchange of Information*

The Board agrees to furnish the Exclusive Representative, upon written request, through a person designated by the Superintendent, with such relevant information as is currently available which will assist the Exclusive Representative before and during negotiations, before and during any impasse procedures, and during implementation of negotiated agreements. Likewise, the Exclusive Representative agrees to furnish the Board or their representatives, upon written request, such relevant information as is currently available before and during negotiations, before and during any impasse procedures,

and during implementation of negotiated agreements.

1501.09 *Consultants*

Notwithstanding any other provision of this Agreement, up to two (2) consultants at any one time may be called upon by either party for advice and information on matters being considered by the Joint Negotiations Committee and may participate in the negotiations. The expenses of such consultants shall be borne by the party retaining them.

1501.10 *Agreement*

When an agreement is reached, it shall be reduced to writing by the Joint Negotiation Committee and be submitted to the Exclusive Representative and, if approved by such Exclusive Representative, thereafter to the Board.

1501.11 *Impasse*

This section provides a mutually agreed to dispute settlement procedure which supersedes the procedures contained in Ohio Rev. Code §4117.14. If the parties have not reached agreement by May 15 of the year in which this Agreement expires, they shall request the services of the Federal Mediation and Conciliation Service. If there is no agreement by June 15, the parties may, by mutual agreement, agree to submit the unresolved issues to advisory fact-finding, using procedures like those of R.C. 4117.14(C). The fact-finder may be mutually selected or, if there is no mutual agreement, may be selected from a list supplied by the American Arbitration Association. In the event there is no new agreement by June 30, or within seven (7) days of the rejection of a fact-finding report by either party, whichever is later, then the procedures set forth herein are deemed exhausted and the parties shall have their respective rights under law, including the Association's right to strike upon ten (10) days notice in accordance with R.C. 4117.14(D)(2) and 4117.18(C).

1501.12 *Rights of Individuals and Minority Organizations*

Individuals and minority teacher organizations may present their views and recommendations in writing to the Superintendent on or before January 1 in any year in which negotiations are to be held; however, professional negotiations shall be conducted only with the recognized teacher organization. A copy of such views and recommendations shall be filed concurrently with the Treasurer of the Board of Education.

Article 1502

Interim Negotiations

1502.01 If, during the term of this Agreement, there is a

change in any applicable state or federal law, or valid rule or regulation adopted by a federal agency or a state agency pursuant thereto, which would invalidate any provision of this Agreement, the parties will meet to negotiate any necessary change in the Agreement relative to the affected provision within sixty (60) days by demand of either party.

1502.02 Upon written request of the Exclusive Representative, the Board President, or his/her designated representative, shall call for the initial meeting of the Joint Negotiation Committee for the purpose of interim negotiations to be held not later than fifteen (15) days after receipt of such written request. Negotiation meetings shall be held as often as necessary pursuant to procedures set forth in 1201.07; however, the last negotiation meeting shall be held not later than fifteen (15) days after the first meeting. In the event the members of the Joint Negotiation Committee are unable to reach agreement during the period of interim negotiations, all unresolved issues will be submitted to final and binding arbitration.

1502.03 At the last negotiations meeting, the Joint Negotiation Committee will request the American Arbitration Association to submit to them a list of qualified arbitrators. The American Arbitration Association shall be instructed to submit the list within ten (10) days of the date of request. Within three (3) days of the receipt of such a list, the Board and the Exclusive Representative shall select the arbitrator by alternately striking names from the list submitted. The arbitration shall be held in accordance with the rules of the American Arbitration Association.

1502.04 There shall be no interim negotiations during the term of this Agreement except as provided in Section 1502.01 of this Article. In the event additional funds from the state require mandated raises for members of the bargaining unit, the salary increases herein provided shall be considered to be a result of such mandated raises and any such stipulated raises that require the Board to exceed the salary levels provided herein in any given year shall not result in increasing the salary levels provided in the succeeding year(s).

Article 1503

Reform Panel

1503.01 The Reform Panel shall facilitate the implementation of (a) initiatives directed at the improvement of teaching and learning conditions in the District, (b) requests for variances that may be submitted by school-based shared decision-making cabinets, and (c) instruc-

tional and curricular recommendations that may be made by committees created by the panel. The panel shall operate as a joint committee as provided in Article 506 of this Agreement.

- 1503.02** The panel shall have the authority to grant and cancel variances to this Agreement and shall have the authority to require variances in practice in one or more schools. The panel may grant variances for a specific period of time; if not, the variances shall continue until changed. School-based shared decision-making cabinets may apply for renewal of variances which are scheduled to expire. Approval by the panel shall require a majority vote of the panel membership. Such approval shall not be unreasonably denied. Variances from this Agreement shall also require the approval of the Superintendent and Association President.
- 1503.03** All new programs or other initiatives approved by the panel which may result in variances in practice and all variances and all cancellations of variances approved by the panel shall be in writing and shall be signed by the panel chairperson, the Association President and the Superintendent. Any internal processing requirements by the separate parties prior to panel approval shall be left to the separate parties.
- 1503.04** The panel shall establish application forms and procedures for requesting variances. Such procedures must not require a majority vote by teachers in a building in support of the variance exceeding two-thirds (2/3). Such procedures must be consistent with this Agreement. In addition, to assist in the work of the panel, it shall form and direct committees, including a committee on state-mandated Competency Based Education. If a request for a variance has sufficient support from the building, the requested variance shall be added to the Reform Panel agenda for the next meeting.
- 1503.05** Notwithstanding Section 202.02 of this Agreement, if there is a panel-authorized shared decision-making cabinet in a school, the Association Building Council shall continue to perform the duties and functions of the ABC as provided in this Agreement, except when any of those duties and functions are assumed by such cabinet and the ABC has been so advised by the cabinet. In such a school, the ABC shall be made up of the elected teacher members of the cabinet and the Senior Faculty Representative, who shall serve on both. The cabinet shall have no authority with regard to the PAR Program.
- 1503.06** The panel shall begin operations with the ratification of this Agreement and shall continue in effect with full authority as provided herein and without regard to

the term of this Agreement, until either party notifies the other in writing of its desire to terminate the panel. In the event of such notification, as with the PAR Panel, the authority of the Reform Panel shall be terminated thirty (30) days after such notification. All variances to this Agreement in effect at the time of termination shall be automatically canceled as shall all variances in practices required by the panel except those related to the implementation of state-mandated Competency Based Education or other legally mandated programs.

1503.07 During the thirty (30) day period between notification of cancellation and termination, the panel shall make every effort to provide for an orderly transition period by attempting to minimize problems resulting from the cancellation of variances. The parties recognize that educational sensibility and personnel considerations will not permit some variances to be phased out during this thirty (30) day transition period. No later than the date of termination of the panel, the Board will provide the Association with a timeline for completing the cancellation of any variances that cannot sensibly be completed during the thirty (30) day transition period. In addition, representatives of the Board and Association shall meet promptly and as necessary to discuss such orderly transition and to determine if the parties wish to retain any of the variances. Any variances to this Agreement which the parties wish to maintain must be processed as amendments to this Agreement.

1503.08 The Reform Panel shall be co-chaired by the Association President, or designee, and the Superintendent, or designee. The Reform Panel shall be made up of an equal number of Association representatives and Administration representatives. □

Chapter 1600

Article 1601

Amendment Procedures

The President of the Association and the Superintendent may meet privately during the term of this Agreement for the purpose of discussing the amendment of this Agreement. In the event this discussion produces a mutual accord that a specific amendment is desirable, such proposal for amendment will be referred to the Joint Negotiation Committee and, if the amendment is mutually agreed upon by the joint committee, it will be submitted for ratification by the Board of Education and a policy-making body of the Association. No public discussion or disclosure of the desire for amendment shall take place prior to or unless mutually agreed to be submitted to the Joint Negotiation Committee.

Article 1602

Applicable State Law

1602.01 In the event there is a conflict between a provision of this Agreement and any applicable state or federal law, or valid rule or regulation adopted by a federal agency or a state agency pursuant thereto, the applicable state or federal law or valid rule or regulation adopted by a federal or a state agency shall prevail as to that provision. All other provisions of this Agreement which are not in conflict with any applicable state or federal law, or valid rule or regulation adopted by a federal agency or a state agency pursuant thereto, shall continue in full force and effect in accordance with their terms.

1602.02 The Board and the Association agree that all items in this contract which supersede applicable state law and which may permissibly do so under Ohio Revised Code Section 4117 shall not be affected by this Article. Should any clause of this contract be held to be in violation of the law by a court of competent jurisdiction, then that clause of the contract shall be rendered null and void, but the remainder of the contract shall remain in full force and effect.

Article 1603

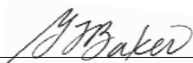
Duration of Agreement

This Agreement supersedes the Agreement which expires on August 19, 2013, and any amendments to such Agreement. This Agreement shall become effective at 12:01 a.m. on August 24, 2015, and shall continue in full force and effect until midnight of the day before the first regular teacher contract day of the 2017–18 school year. □

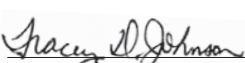
In witness whereof the parties have caused this Agreement to be executed on the day and year first mentioned above.

Board of Education
of the Columbus City
School District
by


The Columbus
Education Association
by




Gary Baker
President



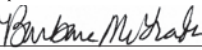
Tracey D. Johnson
President



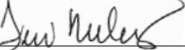
J. Dan Good
Superintendent



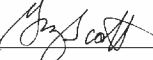
Phil Hayes
CEA Vice President



Barbara A. McGrath
Executive Director of Human Resources



Teri Mullins
Chairperson



Gregory B. Scott
Chief Negotiator



Ezetta Murray
Chief Negotiator

Part II

Memoranda of Agreement

Memorandum of Agreement

Between Columbus City Schools and the Columbus Education Association (February 2006)

Article 211

Whereas in response to the planned closure of twelve buildings, the implementation of alternative student schedules at the high school and middle school, and the implementation of a Limited Separation Plan, the Columbus City Schools Board of Education and the Columbus Education Association have agreed that staff reductions, as part of Article 211 of the current collective bargaining agreement, shall be performed as follows for the staffing of the 2006-2007 school year:

1. When a building is being closed and students reassigned to other existing buildings, the entire staff of the building being closed will be automatically staff reduced and participate in the normal 211 interview process.
2. When two buildings are being merged, the staff of both buildings will be merged and treated as one staff for purposes of staff reduction. When the building to which the staff are being merged will be on a balanced calendar, all staff must agree with their signature to accept the terms of the balanced calendar. Refusal to accept the terms will result in a voluntary staff reduction.
3. When a building is being closed and moved into a "swing" space, the building will be subject to the normal staff reduction process identified in Article 211.
4. All special education units will be transferred in whole to their new locations and not subject to this agreement as it affects regular classroom personnel. Normal staff reduction rules shall apply.
5. As previously agreed, staff that bid to an assignment during the March 2004 211 process will be automatically staff reduced.

Memorandum of Agreement

Between Columbus City Schools and the Columbus Education Association (January 2006)

Employee Separation Plan

Whereas the Columbus City Schools Board of Education passed a resolution on October 12, 2005, to offer to employees a Limited Separation Plan in response to budgetary and operational needs, the Columbus City Schools Board of Education and the Columbus Education Association have agreed to enter into this Memorandum of Agreement modifying Article 810.02(B) and Article 811 of the current collective bargaining agreement:

Article 810

Severance Pay

810.02 (B) Shall be modified such that the March 1 dead-

line specified shall be extended through the period of open enrollment during the one-time offering of the Limited Separation Plan (LSP) noted in Article 811. For those choosing to enroll in the LSP, the severance benefits described shall be combined with the separation incentive and paid out as described in the LSP Plan Document, a cash payout is not an option.

Article 811

Limited Separation Plan (LSP)

- 811.01** The Columbus City Schools Board of Education is offering a Limited Separation Plan to staff in order to address budgetary and operational needs going into Fiscal Year 2007. Eligibility, timing requirements, and plan design benefits are contained in the LSP Plan Document as approved by the Board of Education, except as modified in Article 811.02-811.08. The Board's adoption and offering of the LSP is not an on-going contractual obligation.
- 811.02** Those completing forms by April 12, 2006, will have until April 19, 2006, to rescind their contracts in accordance with the Plan Document, after which time their enrollment becomes binding, irrevocable and enforceable by the Board of Education.
- 811.03** Individual teachers who enroll in the LSP enter into an agreement with the Board of Education to have their separation performed in accordance with the terms specified in the individual contract and as specified in the LSP Plan Document.
- 811.04** All teachers who enroll in the LSP agree to an irrevocable resignation effective on or before June 30, 2006, unless the district informs the teacher before May 31, 2006, of its intent to exercise the operational needs provision in the LSP extending the teacher's commitment for up to one year, while remaining eligible for the full benefits of the LSP in accordance with the Plan Document.
- 811.05** The District further intends not to rehire any teacher who resigns under the LSP except as may be required within areas of critical shortage and jointly agreed to by the Superintendent and the Association.
- 811.06** For those employees who provide evidence of 29 or 34 years of documented and funded service with STRS as of June 30, 2006, the district shall make available the opportunity for that employee to reach 30 or 35 years respectively and still be eligible for the full LSP benefit, provided the employee announces their effective retirement date during the open enrollment period.
- 811.07** In teaching areas where the number of participants exceed the number identified to be released by June 30, 2006, the most senior employees will have preference

with the exception of those participants identified in 811.06.

811.08 By mutual agreement, Administration and CEA can identify eligible participants for early departure outside of the limits and other parameters identified in this memorandum.

Memorandum of Agreement

Elementary Lunchroom Duty

(September 29, 1986)

(Amended May 29, 2003)

Based on the recommendations of the Joint Committee formed to conduct a study and feasibility of utilizing the supplemental contract approach to elementary school lunchroom supervision, the following guidelines and stipulations are accepted:

- A. The duties and responsibilities of the lunchroom duty teacher shall continue to be the general supervision of pupils in the lunchroom. Lunchroom duty is exercised under the general supervision of the principal.
- B. A supplemental contract shall be issued for one school year or the balance of a school year. The supplemental service may be provided by two teachers on a 50 percent basis for each. The lunchroom duty supplemental contract shall be administered in a manner consistent with Article 905 of the current Board/CEA Agreement. Pay shall be at the 8.00% rate and shall be paid in two equal amounts on the thirteenth and twenty-first pay dates. The number of lunch periods necessary to accommodate the students in a building shall be determined by the principal. There shall be one supplemental contract for each lunch period (which may be shared by two teachers).
- C. An Instructional Assistant(s), if assigned to lunchroom duty, will work in cooperation with and under the supervision of the lunchroom duty teacher. The number of assistants assigned will be determined by the principal. This program is not intended to reduce the assignment of assistants in the lunchroom.
- D. Teachers accepting the lunchroom duty supplemental contract shall not claim a violation of Section 302.02 as a result of duties connected with such supplemental service.
- E. Lunchroom duty teachers shall be included equally in number on the roster for duties assigned to other staff members. Supplemental contract lunchroom duty teacher(s) shall not be assigned other duties during the regularly scheduled lunch period.
- F. Lunchroom supervision shall be rotated equally among

the staff as a regular duty without extra pay when the paid lunchroom duty teacher is absent. In the event of extended absence by the lunchroom duty teacher where there is not a shared contract, a second contract can be issued for the prorated amount with a corresponding reduction in the original contract. An extended absence is one that lasts or is expected to last beyond one rotation of the staff on lunch duty.

G. Elementary principals will be promptly provided with a description of this program and directions regarding the securing of volunteers for the lunchroom duty supplemental contract. Principals will select a teacher(s) from among the volunteers and forward the name(s) for appointment. In the event there are no volunteers in a school, lunchroom supervision will continue to be assigned as an unpaid duty.

H. During the 1986–1987 school year, the Joint Committee will continue to monitor the program and will make whatever changes they determine are needed. Late in the school year, the Joint Committee will make recommendations to the Superintendent and the CEA President regarding any changes that should be made and specifically recommending continuation or termination of the lunchroom duty supplemental contract program. The Superintendent will discuss these recommendations with the CEA President prior to making a decision regarding the continuation or termination of the program.

Signed by John E. Grossman for CEA and Charles C. Hall for the Board

Updated language agreed to on May 29, 2003, by Mary Thomas for the Board and Rhonda Johnson and Bob Buelow for CEA.

Memorandum of Agreement

Joint Committee on Evaluation

By September 15, 2003, the parties will create a joint committee to review and revise the evaluation procedures and forms by May 15, 2004, for implementation in the 2004–05 school year.

PAR Panel

The PAR panel will develop procedures for building principals to make interim reports to the PAR panel.

Memorandum of Understanding

Joint Committee on Sick Leave Bank

The catastrophic illness/injury joint committee under Section 701.07(B), by December 2004, will study and consider a sick leave bank.

Memorandum of Agreement

Eight-Period Day in High Schools

The Columbus Board of Education and the Columbus Education Association, which are parties to a collective bargaining agreement effective until December 31, 2004, agree upon this Memorandum as an addition to terms set forth in the collective bargaining agreement: Effective for the 2003–2004 school year, all high schools in the Columbus City Schools District, with the exception of Fort Hayes Arts and Academic High School, Eastmoor Academy and Columbus Alternative High School, shall institute a student day consisting of eight (8) 50–55 minute periods. No teacher shall be assigned more than five periods of instruction per day. In the event any school or teacher elects to deviate from this schedule, the school must first obtain approval from the Reform Panel. This schedule shall only be effective district-wide for the 2003–2004 academic year.

Signed by Greg B. Scott for the Board

Signed by Richard L. Logan for CEA

Memorandum of Agreement

In connection with the settlement of a new Agreement between the Board of Education and the Columbus Education Association effective August 25, 1986, certain table agreements and commitments were made. They are as follows:

- A. The objection filed with the State Employment Relations Board on behalf of the Columbus Board of Education with regard to the inclusion of tutors in the CEA bargaining unit will be withdrawn and no further objections, in any form, will be filed on behalf of the Board of Education. Should SERB, at a future date, include tutors in the current teacher bargaining unit, the Board and CEA agree that bargaining after such inclusion between the Board and CEA will establish whatever contractual provisions are applicable to tutors and that none of the provisions of the August 25, 1986, Board/CEA Agreement will automatically apply to tutors.
 - B. The six full-time hourly professional employees currently teaching at the North Education Center in the daytime high school program will be offered regular teaching contracts for the 1986-87 school year. The board will not establish new full-time hourly positions in this program. The parties recognize that the work year for teachers in this program will be somewhat different from the regularly adopted school calendar. The total number of work days will not exceed the number in the adopted calendar.
-

Memorandum of Agreement

The President of CEA and the Superintendent will appoint committees made up of an equal number of teachers and administrators for the purposes outlined below. The size, specific responsibilities, and any timeline expectations of each committee will be determined by the President and the Superintendent and communicated to each committee.

- A. A professional leave committee will be formed to develop and administer a professional leave program for the members of the bargaining unit. The Board will provide up to \$100,000 per year for FY 1987, 1988 and 1989. The purpose of this leave program is to improve the professional performance of teachers. The funds provided shall be used to support activities directed toward this purpose. As an example, the funds may be used to pay for registration at a conference, related out-of-town travel expenses and the cost of classroom substitute teachers but shall not be used to pay the teacher for attending a conference.
- B. A committee will be formed to conduct a study and a pilot program designed to assess the desirability and feasibility of utilizing the supplemental contract approach to elementary school lunchroom supervision.
- C. A committee will be formed to study the feasibility and desirability of providing tape recorded, telephone answering service for the use of teachers in reporting their expected absence from work.

TO: The Columbus Education Association
FROM: Office of Contract Relations
SUBJECT: Citywide Program Delineation
Limited to Section 211.03 (C) (7) of the
Board/CEA Agreement
DATE: September 1, 1983 (amended June 3, 1992)

Elementary Field Librarians

Certified Librarians serving several assigned elementary schools.

(Note: Does not include catalog or resource librarians assigned to 17th Library)

Elementary School Counselors

Certified Guidance Counselors serving in public elementary schools regardless of funding.

(Note: Does not include NPSS Counselors)

School Social Workers

All visiting teachers

Professional Specialists

Professional specialists working in Evaluation Services

Special Education Consultants

(Separate programs as listed below)

- A. *Hearing Handicapped*
- B. *Orthopedically Handicapped*
- C. *Visually Handicapped*
- D. *Multiple-Severe Handicapped*
- E. *Severe Behavioral Handicapped*
- F. *Developmentally Handicapped*
- G. *Specific Learning Disability*

Work Study Coordinators

(Separate programs listed below)

- A. *Hearing Handicapped*
- B. *Orthopedically Handicapped*
- C. *Developmentally Handicapped*

School Nurses

(Note: Does include NPSS funded nurses)

Staff Development/Human Relations

Psychologists

(Note: Does include NPSS funded)

Memorandum of Understanding

Discussions within the bargaining process during August, 1983, provided the following clarifications of the Board/CEA Agreement of September 1, 1983:

- A. The Agreement does not provide just cause protection for a teacher who is nonrenewed in accordance with the procedures provided in Section 401.03.
- B. With regard to the interpretation of Article 101, a cadet principal, released full time from a regular classroom teaching assignment, is not a member of the bargaining unit.
- C. Section 204.04 provides that full-time hourly-rated teachers and those members of the bargaining unit not assigned to a regular school staff shall have a regular work day not to exceed eight (8) hours. This language is interpreted to mean that full-time hourly-rated teachers do not have a lunch period included in such eight (8) hours. Teachers not assigned to a regular school staff have a lunch period included in such eight (8) hours so that such teachers' actual required work day shall not exceed seven and one-half (7 1/2) hours.
- D. The change in Section 901.03 permits the combining of two (2) half-time years for one (1) year of salary experience credit, provided the years being combined occur after July 1, 1983. Such years may be combined even if they are separated by a leave, a break in service, or by a year of full-time service. Previously, the two years being combined had to be consecutive years of service.

Memorandum of Agreement

High School Task Force Recommendations

As a result of the High School Task Force report, the Board approved a variety of personnel staffing recommendations subject to financing and accommodation of the recommendations within the bargaining process. The parties agree that the staffing patterns included in these recommendations will be implemented, subject to the passage of an operating levy. The staffing levels will be determined by the Reform Panel.

Discipline Task Force Recommendations

The student discipline recommendations arising from the current Blue Ribbon Discipline Task Force and the Task Force on Discipline Intervention Strategies will be referred to the Reform Panel for review and possible implementation.

Teacher Interns

In the event a teaching intern program at a local university materializes and subject to passage of an operating levy, representatives of the parties will establish the hours, salaries and other terms and conditions of employment for Teacher Interns. The Reform Panel will oversee the implementation of the Teacher Intern program. It is agreed that Teacher Interns will be considered a CEA bargaining unit position. This Memorandum of Agreement entered into in connection with the settlement of a complete Agreement between the Columbus Education Association and the Columbus Board of Education effective June 26, 1989.

Memorandum of Agreement

All rates of pay established by the Board/CEA Agreement originally scheduled to expire August 27, 1989 which are in effect on the date of this memorandum shall continue in effect until modified by the Board/CEA Agreement which goes into effect on June 26, 1989.

Memorandum of Agreement

The adult education program in the Columbus City Schools is currently under review. In the event adult programs at North High School are phased out or relocated in other schools, the following stipulations shall control:

- A. In the event of the intact relocation of a full-time adult program, the teacher shall have the right to relocate with the program.
- B. In the event a current full-time adult program is relocated and will include both adult and compulsory age students, the current full-time hourly teacher shall have first right to the teaching position if there is a vacancy.
- C. Full-time hourly teachers who are relocated and assigned to teach classes of compulsory age students shall be given a regular teaching contract.
- D. Full-time hourly teachers who are relocated and assigned

to teach classes of adult students or classes including both adult and compulsory age students will be given a regular teaching contract if it is a school year program and will be given a full-time hourly contract if it is a calendar year program. In either case, the class load will be similar to what existed in the North High School adult program rather than the conventional high school or career center with compulsory age students.

- E. All assignments above are subject to appropriate certification.
- F. Full-time hourly teachers shall continue to have all rights provided in the Agreement.

This Memorandum of Agreement entered into in connection with the settlement of complete Agreement between the Columbus Education Association and the Columbus Board of Education effective June 26, 1989.

Memorandum of Agreement

Extra Kindergarten Conference Time

Full-time kindergarten teachers who teach two sections of regular half-day kindergarten and who conduct more than twenty-five (25) parent conferences in connection with the scheduled fall parent conference day shall be granted one-half day additional released time in connection with the spring parent conference day for conducting parent conferences. The date for this extra half-day for parent conferences in the spring will be scheduled by the principal in consultation with the kindergarten teacher. The usefulness of this program will be monitored by the Reform Panel.

Elementary Special Education IEP Day

Elementary special education teachers will be given one (1) released day each school year to facilitate the completion of the IEPs in a timely manner. The released day is a regular work day and will be scheduled by the administration with prior notification of the date to the special education teachers.

This Memorandum of Agreement entered into in connection with the settlement of a complete Agreement between the Columbus Education Association and the Columbus Board of Education effective June 26, 1989.

Memorandum of Agreement

Additional Teacher Inservice Days

The Reform Panel will consider and may recommend the possible addition of one or more teacher inservice days to the 1993–94 and 1994–95 school calendars.

Parent Conference Days

High school/career center parent conference days will be

piloted during the 1992–93 school year. The usefulness of this program will be monitored by the Reform Panel who will make recommendations for continuation or discontinuation of the program in future school years to the Superintendent. Additionally, the Reform Panel will monitor the placement of the second parent conference day on President’s Day to make recommendations for the future placement of parent conference days to coincide with state holidays.

Student Transfers

Except for unusual circumstances, no student will be given a change in building assignment for disciplinary and/or adjustment reasons more than once during a school year. Assignment to the I-PASS Center and approved parental/guardian transfer requests are excluded from this provision.

Elementary Interim Reports and Grade Cards

The completion date for handwritten elementary grade cards or interim reports to parents shall be no sooner than three (3) school days prior to distribution.

Alternative Schools

In the event the Board adopts a substantially different student assignment plan, alternative school programs may be relocated, restructured, expanded, and/or eliminated as required by the Board adopted plan.

Evaluation Forms and Syllabus

A joint CEA/Board Committee will be formed to recommend changes in the current teacher evaluation form and accompanying Syllabus.

Elementary Art, Vocal Music and

Physical Education Programs

The Reform Panel will continue to study art, music, and physical education staffing patterns in elementary alternative schools and make recommendations regarding the equability of services in all elementary schools within the current staffing allocation.

Job Postings

To improve communications with teachers regarding teacher vacancies, the parties will mutually develop a process to facilitate the posting of jobs which are required to be posted during the school year and in the summer. This process will not interfere with the regular May 20 posting of vacancies and will not require the posting of jobs that have not been posted in the past.

Community Education

A school/community task force shall be formed, by mutual agreement of the parties, to review the current Community Education Program and to make recommendations to the Reform Panel concerning the future direction of the Community Education Program.

Bargaining Unit Seniority

Administrators returning to the teachers' bargaining unit shall have their bargaining unit seniority determined by the length of service as a member of the bargaining unit from their most recent date of employment by the Board.

Cafeteria Premium Payment Plan

As soon as the Board determines it is feasible and practicable they shall expand the Cafeteria Premium Payment Plan as defined in Article 813 of the June 3, 1992, CEA/Board Agreement to other allowable flexible spending accounts in accordance with Internal Revenue Code Section 125. In the event a third party administrator is required to administer an expanded Cafeteria Premium Payment Plan, such third party shall be mutually selected.

Payroll Deductions for Tutors

In the event there are insufficient funds in a tutor's paycheck for the full monthly premium for medical and/or dental insurance as provided in Section 1008.01 of the Board/ CEA Agreement of June 3, 1992, it shall be the tutor's responsibility to submit the required amount to the Board's Treasurer by the first of each month of coverage.

This Memorandum of Agreement entered into in connection with the settlement of a complete Agreement between the Columbus Education Association and the Columbus Board of Education effective June 27, 1992.

Memorandum of Agreement

This Memorandum of Agreement is entered into in connection with the settlement of a complete Agreement between the Columbus Education Association and the Columbus Board of Education effective June 27, 1994.

Innovative Programs

The parties reaffirm their support for innovative programs developed cooperatively by individual school staffs. The Reform Panel will continue to assist schools in removing barriers to school reform through careful consideration of variances from state law, board policy, contract provisions, and administrative practice.

Teacher Inservice

A joint CEA/Board committee will be formed to examine teacher inservice needs and recommend strategies to meet those needs. This examination will include a review of the effectiveness of inservice opportunities currently provided through early release, substitute teacher coverage, and voluntary paid and unpaid evening and summer programs. Recommended strategies may include the addition of one or more teacher inservice days to the school calendar and inservices outside the teacher work-

day that teachers are required to attend.

Notification of Eligibility of Continuing Contract

The current Notification of Eligibility for Continuing Contract form will be modified to reflect a March 1 application deadline.

Adjustment to Comprehensive Major Medical Insurance Program

The Board will adjust the Comprehensive Major Medical Insurance Program to include coverage for one (1) routine mammogram per year at the usual, customary and reasonable charge. The next revision of the Major Medical Program Benefits Handbook will reflect such change.

Distance Education

A joint CEA/Board committee will be formed to develop guidelines, review the system's practices, continuation, and/or expansion plans in the utilization of distance education through telecommunications and multimedia technology. Such recommendations will reflect the parties continued recognition of the importance of personal interaction between student and teacher to the learning process.

Professional Behavior

A joint CEA/Board committee will mutually develop a more clearly defined progressive discipline process for teachers. This process may include a variety of options. Any additional disciplinary option shall meet the test of just cause and shall not be arbitrarily or capriciously applied.

Letter of Understanding

This letter of understanding is entered into on August 25, 2000, in connection with the agreement between the Columbus Education Association and the Columbus Board of Education.

1. The reserve pool of substitute teachers needs to be referenced in the recognition Article of the contract.
2. The Board will comply with all language of the contract that is not changed in this round of negotiations, including Article 208.
3. Item six (6) on page nine of the training manual for Article 211 shall be rewritten to read: "mutual agreement by Personnel Director and CEA regarding a philosophical difference or health and safety.
4. The parties will make grammatical and punctuation changes to the contract that do not change the meaning.

Letter of Understanding

Teacher Retiring & Re-employment

The Ohio Revised Code requires a break in service and a

two (2) month waiting period prior to re-employment. Agreement to waive this requirement is a matter to be addressed by the State Teacher Retirement System and the teacher.

1. New Employment Application

The Board of Education retains the right to decide whether to hire a retiree and that decision will be made on a case-by-case basis. Teachers who retire and desire to be considered for reemployment in CCS shall complete a new employment application and provide the required employment application materials specified by the Human Resources Department.

2. Teaching Experience & Salary Schedule Placement

Teachers who are selected for reemployment may be granted up to 10 years of outside teaching experience credit for placement on the teacher salary schedule. Former CCS teachers may be granted full credit for CCS teaching experience for placement on the teachers' salary schedule. In no event will a retired CCS employee be re-employed and placed on the salary schedule beyond the year 14 step in the salary schedule.

3. Health Insurance

Teachers may purchase CCS health insurance coverage provided they authorize payroll deductions for health insurance premiums consistent with Board policy and practices.

4. Sick Leave

No sick leave carryover from previous employment shall be permitted.

5. Severance Pay

No severance pay eligibility exists for rehired retirees.

6. Individual Employment Contract

Retirees who are rehired shall be granted a limited teaching contract. Retirees shall not be eligible for continuing employment contracts after retirement.

7. Severance Benefits

810.02 Effective November 30, 2001, the cash payment to an eligible member or beneficiary receiving severance pay shall be determined by and shall include the following:

- A. Fifty (50) percent of the member's accrued but unused personal leave days.
- B. The following percentage of the member's accrued but unused sick leave if the member gives the Human Resources Department written notice of intent to retire by March 1, when the effective date of retirement is from May 31 to October 31 inclusive, or if the member gives the Human

Resources Department written notice after September 1 and ninety (90) days before the effective date of retirement, when the effective date of retirement is between November 1 and May 31.

<i><u>Accumulated Sick Leave</u></i>	<i><u>Percentage Applicable to the Specified Number of Days</u></i>
0–100	25%
>100–200	30%
>200–300	35%
>300–400	40%
>400	45%

- C. However, twenty (20) percent of the member’s accrued but unused sick leave if the member gives the Human Resources Department written notice of intent to retire after March 1 of a school year when the effective date of retirement is from May 31 to October 31 inclusive, or if the member gives the Human Resources Department less than ninety (90) days notice before the effective date of retirement, when the effective date of retirement is to be between November 1 and May 31. Exceptions to this provision shall be subject to written mutual agreement of the parties.

After June 8, 2001, but prior to November 30, 2001, an employee shall give the Human Resources Department as much written notice as possible.

Signed by Rick Logan and by Ernest Blanden (May 5, 2001)

Memorandum of Understanding

Health Insurance Contributions

The Columbus Education Association and the Columbus Board of Education agree to the following understanding on the implementation of Articles 806(A) and 806(F)(5) of the Contract, from January 1, 1999, forward:

The Board’s ninety percent (90%) contribution to the cost of employee group health insurance is benchmarked to the cost of the preferred provider organization plan. The dollar amount derived from that calculation is applied to other plan options that are offered, not to exceed the total cost of enrollment in a particular option. Such dollar amount is the “Board defined dollar contribution.”

Memorandum of Agreement

Early Separation Plan

The parties agree to offer an Early Separation Plan (ESP) in the 2005–06 school year, similar to that offered in the 2003–04 school year. The minimum payable incentive shall

be \$50,000 and shall be made available to employees with a base annual salary of at least \$60,000 in the 2005–06 contract year. Administration may limit participants to the number necessary to avoid layoffs and contingent upon staffing needs.

Memorandum of Agreement

Funding of Deficit

1. The parties acknowledge that the District’s health insurance fund is running a deficit. Part of that deficit is the result of the District’s failure to make contributions to the fund in certain years for members on payroll plan A during periods of time when they were not receiving the five additional pays provided under Plan B. This portion shall be referred to as “Board Share” underfunding. Another part of the deficit is due to underfunding the plan’s liability for claims. This portion shall be referred to as “Underfunding.” The final portion of the deficit is due to the lack of a sufficient funding of the “Incurred But Not Reported” liability, otherwise referred to as the “Reserve.”
2. The Board is responsible for funding 100% of the “Board Share” and 90 percent of the “Underfunding” and “Reserve” portions of the deficit. Employees are responsible for 10 percent of the “Underfunding” and “Reserve” portions of the deficit, specific to each plan.
3. The plan approved by the Board provides for the funding of the employee portion of the deficit in the form of a surcharge over three (3) years specific to the “Reserve” amount, and six (6) years specific to the “Underfunding” amount. The surcharge will be separate from the base premium established to fund current plan expenses. Annual increases will apply only to the base premium necessary to fund current plan expenses and not be calculated upon the surcharge amounts. Surcharges will terminate upon fulfillment of the responsibility.
4. The health benefits premium rates and employee and Board shares as presented to the CEA bargaining team on June 1, 2005, shall be implemented July 1, 2005.

Letter of Agreement

Implementation of CEA Contract Sections 208.11 and 401.02

This letter is created to memorialize the agreement of the Columbus Board of Education and the Columbus Education Association about implementation of an alternative educational program for chronically disruptive students and a revised evaluation process for teachers. Neither party nor their members, employees or agents may file an unfair labor practice charge, grievance, or complaint of any kind

based on an alleged failure to implement an alternative education program under Section 208.11 or a revised evaluation process under Section 401.02. The parties agree that both efforts are integral to improvement of Columbus City Schools. The CEA President and the Superintendent agree to fully support these efforts through the timely appointment and providing of resources to committees working on these tasks.

Memorandum of Understanding

Professional Learning Community

This letter is to affirm the agreement of the Columbus Superintendent and the Association President made at the Panasonic LAP Institute in April of 2005. Upon the ratification of the 2005 Collective Bargaining Agreement, the Superintendent and the Association President will serve as leaders of the Professional Learning Community of the Columbus City Schools.

Memorandum of Understanding

District Forms

A joint committee consisting of two (2) persons appointed by the President of the Association and two (2) persons appointed by the Superintendent shall take responsibility for making District forms available online, starting with Human Resources forms. The committee shall take into account all security and privacy provisions as required by HIPAA and other federal laws.

Memorandum of Agreement

Community School Staffing

Whereas the parties to this agreement reaffirm their support for innovative programs; and

Whereas the Board of Education of Columbus Public Schools (CPS) has reviewed and approved the chartering of specific community schools that meet its standards; and

Whereas community schools may contract with Columbus Public Schools to provide teaching staff as well as Human Resource and Payroll Services,

Now, therefore, the parties to this agreement agree as follows:

1. All teaching staff provided to community schools will be employees of Columbus Public Schools and members of the Columbus Education Association (CEA) bargaining unit.
2. Twenty percent of the teaching positions at district-sponsored community schools will be made available to staff employed at regular CPS

schools. These members must be selected via interview by the community school administration or board. Only the Articles addressing compensation, benefits, transfers and seniority in the CPS/CEA labor agreement will apply to these members. Further, their assignment to a community school may be terminated at any time, by either party, for philosophical reasons, at which time they may exercise rights to return to a regular CPS position for which they are qualified within 30 days of the separation with the community school. Seniority will accrue while assigned to the community school. Selection will be contingent on the employee's written agreement to work under the work rules established for the specific community school (See item 4).

3. The remaining eighty percent of the staff provided to the community school will be hired by CPS to be specifically assigned to the community school. These staff members will be placed on a salary schedule identical to the one found in Article 902.06 in the CPS/CEA labor agreement labeled "Pre-license Bachelor's". This schedule will be labeled as the "Community School Staff" salary shedule. Staff hired to work at a community school will remain on that schedule while assigned to a community school without adjustment due to degree, license or credit hours. CPS teacher benefits will be made available to those employees who agree to contribute 20% of the premium for such insurance. Staff may participate in the interview phase of the Article 211 process contained in the CPS/CEA labor agreement and be selected into regular CPS positions provided they are fully qualified for the position. Upon assuming duties in a regular CPS position the member will be appropriately assigned to the non-community school CPS salary schedule for teachers and gain full access to the rights of CPS employees under the CPS/CEA labor agreement, including PAR Intern services. An employee whose assignment is rejected by the community school and who does not meet the criteria of a highly qualified teacher under No Child Left Behind for a position in a regular CPS school, will be immediately released from their employment contract with CPS.
4. As a separate legal entity from CPS, community school administration will define work rules for the school consistent with its mission in collabo-

ration and consultation with all staff members. Work rules will include, but not be limited to: class size, length of day, number of periods and duration, leave of absence procedures, evaluation procedures, student discipline, curriculum, staff development, staff qualifications, and staff levels.

Signed for CEA by Rhonda Johnson and for the Board of Education by Craig Bickley on April 4, 2006

Memorandum of Agreement

Assault Leave

The parties to this agreement provide for clarification an amendment to Article 70102(D) Assault Leave, of the agreement between the Columbus Education Association and the Board of Education to read as follows:

D(6) Should be corrected to read:

(6) Workers' Compensation cannot be received simultaneously with assault or sick leave benefits.

D(8) should be added and read:

(8) In particularly severe or unusual cases, a reasonable extension of assault leave benefits may be agreed to between the parties on a non-precedent setting basis.

Signed by Rhonda Johnson for the Columbus Education Association and by Craig Bickley for the Board of Education (November 28, 2006)

Memorandum of Agreement

Make Up of Excessive Calamity Days

The parties identified below agree that if it becomes necessary to make up calamity days beyond those provided under statute, such "make up" days will be added to the end of the current school calendar in June for school year schools, and to the end of the last quarter for year-round schools.

Signed by Rhonda Johnson for CEA and by Craig Bickley for the Board in February 2007.

Memorandum of Agreement

(Substance-Free Workplace Program)

(August 2007)

Whereas, the parties of this agreement acknowledge a shared concern that all staff of Columbus City Schools be free of illegal substances, or illegal levels of legal substances, while in the performance of their respective duties; and

Whereas, the parties acknowledge the value and investment in current staff and the desire to first attempt to rehabilitate afflicted staff; and

Whereas, the parties willingly and jointly united to draft a uniform program for all employees of the school district, exclusive of those covered under federal guidelines;

NOW THEREFORE BE IT RESOLVED, the parties have agreed to implement the Columbus Public School's Substance-Free (Drug-Free) Workplace Program as adopted by the Board of Education on August 28, 2007.

Signed for the Columbus Education Association by Rhonda Johnson and for the Board of Education by Gene Harris

Memorandum of Understanding Regarding Language Immersion Schools

1. Beginning with the 2008–09 school year, regular classroom teachers selected and/or assigned to language immersion schools shall be fluent, native or near-native speakers of the world language of that particular school.
2. Vacancies in language immersion schools that remain unfilled after the job fairs shall be offered to new hires, providing no unassigned member of the CEA bargaining unit meets the qualifications stated above.
3. Exceptions to this Memorandum of Understanding can be made upon agreement between the CEA and the Superintendent. All other terms and conditions of employment, certification/licensure and highly-qualified rules shall apply.

Signed by Rhonda Johnson for CEA and
by Gene Harris for the Board of Education
Entered February 19, 2008.

Memorandum of Understanding School Restructuring Plans

Whereas the Columbus City Schools and Columbus Education Association have reviewed and approved individual School Restructuring Plans for schools that are not meeting accountability standards.

Now, therefore, the parties to this agreement agree to the following:

Restructuring

Staff Component:

- Teachers have the option for voluntary staff reduction effective at the completion of School Improvement Year Designation Level 4.
- Teachers may be involuntarily staff reduced in schools identified as School Improvement Designation Level 4 Delay or Level 5 as long as

the act is not arbitrary or capricious.

- Notification of involuntary or voluntary staff reduction will occur prior to start of the district's assignment and transfer process (Article 211).

This Memorandum will be reviewed by the parties no later than January of the preceding school year.

Signed for the Columbus Education Association by Rhonda Johnson and for the Board of Education by Gene Harris in March 2008.

Memorandum of Agreement Professional Rounds Process

This Agreement between the Columbus Education Association (hereinafter the Association) and the Columbus City School District (hereinafter the District) is entered into as a clarification of purpose and usage of non-evaluative observations of a teacher by another teacher or administrator as part of the Professional Rounds Process being implemented in the Columbus City Schools.

Whereas, the Association is aware that the District has, in recent times, encouraged the use of classroom observation as a method of improving student instruction and;

Whereas, the Association recognizes the benefits of professional learning communities within schools and, therefore, the power of non-evaluative teacher observations to improve practice and student learning and;

Whereas, the District and the Association agree that in order to maximize the benefits of said observations, teachers must be provided with appropriate professional development and adequate time for the meetings and observations to occur and,

Whereas, the parties share an interest in maintaining the integrity and benefits of collegial relationships between teachers:

Now therefore, the parties confirm these agreements and understandings as follows:

1. The use of all tools used for non-evaluative teacher observation employed in the Columbus City Schools shall not be used by the District and/or its agents to supplant, modify or otherwise compromise the standards, procedures and instruments for teacher evaluation recognized and contained within the collective bargaining agreement between the District and the Association.
2. The use of all tools used for non-evaluative teacher observation employed in the Columbus City Schools shall not be used by the District and/or its agents to supplant, modify or otherwise compromise the content of any part of the

collective bargaining agreement between the District and the Association.

3. Any written document generated as a result of a non-evaluative teacher observation shall remain the property of the observer. Said property, whether written or verbal, should not be disclosed or attributed to any individual or classroom. This property, written or verbal shall not become part of any teacher's personnel file or evaluation.
4. If either party wishes, the parties will meet to insure that Professional Rounds protocols are implemented in a manner consistent with the expression and spirit of this Agreement.
5. Either party may terminate the Professional Rounds Process with a 30-day notification.

Signed by Rhonda Johnson for CEA and by Gene Harris
for the Board of Education
this 22nd day of September 2008.

Memorandum of Agreement

SuccessWorks Academy

Whereas, the Columbus Board of Education (hereafter referred to as the "Board") and the Columbus Education Association (hereafter referred to as "CEA") have discussed the matter concerning the impact of the Board and CEA Agreement Article 211 and its effects to SuccessWorks Academy (SWA).

Whereas, the Board and the CEA are parties to a collective bargaining agreement, which provisions require Article 211 compliance;

It is hereby agreed to as follows:

The Board and CEA shall agree to "waive" the Board and CEA collective bargaining agreement Article 211 requirements for SuccessWorks Academy. Both parties agree to be bound by the terms of this Memorandum of Agreement (MOA). This MOA shall include, but not be limited to, the following:

1. The Article 211 interview and placement process requirements for SWA shall be waived.
2. The Article 211 job fair process requirements will not be in effect.
3. Any vacancy that remains unfilled after regular interviews of existing teachers shall be filled with new hires provided a lay-off situation is not created by this action.
4. The Board retains its right to administer involuntary transfers.

Nothing herein shall preclude the Board and CEA from entering into lawful agreements modifying the terms of the Memorandum of Agreement; however, neither party shall be obligated to agree to such modifications. This agreement shall remain in effect until one party submits to the other party a dated request to terminate this MOA.

Signed by Rhonda Johnson, Sally Oldham and Rick Logan for CEA and by Gene Harris, Cynthia Picciano and V.

DeWayne Howard for the Board

Entered this 20th day of February 2009.

Memorandum of Understanding

403(B)

This Memorandum of Understanding (“MOU”) is entered into this 11th day of March 2009 between the Columbus City School District Board of Education (“CBE”) and the Columbus Education Association (“CEA”).

In accordance with Internal Revenue Service regulations and federal law effective January 1, 2009, CBE is adopting a 403(b) Plan to enable CEA members to invest a portion of their annual income into tax-deferred retirement benefit plans. CEA and CBE understand and agree that components of the Plan are mandated by Internal Revenue Service regulations and federal tax law. To the extent that Internal Revenue Service regulations and federal tax law do not impose mandates requiring the adoption, content, administration and operation of the 403(b) Plan, CEA and CBE recognize and agree that they are obligated to bargain the 403(b) Plan to the full extent required by R.C. Chapter 4117 and their collective bargaining agreements.

Agreed to by CEA and CBE on the date above written.

This MOU shall remain in effect until mutually cancelled in writing by CEA and CBE.

Signed by Rhonda Johnson for CEA and

Gene Harris for the Board

11th day of March 2009.

Memorandum of Agreement

Eight-Period Day in High Schools and Middle Schools

The Columbus Board of Education and the Columbus Education Association (CEA), which are parties to a collective bargaining agreement, agree to this Memorandum as an addition to terms set forth in the collective bargaining agreement:

1. Beginning with the school year (SY) 2009–2010, all high schools (HS) and middle schools (MS) in the Columbus City Schools District, with the exception of Fort Hayes Arts and Academic High School, Eastmoor Academy,

and Columbus Alternative High School, shall institute a student day consisting of eight (8) 52–55 minute periods. No teacher shall be assigned more than five (5) periods of instruction per day. HS English teachers will have two (2) conference periods. In the event any school or teacher elects to deviate from this schedule, the school must first obtain approval from the Reform Panel.

2. The HS/MS teacher workday, with the exception of the aforementioned schools cited in section one, shall be from 7:15 a.m. to 2:45 p.m., with a 7:30 a.m. to 2:30 p.m. student day. No teacher will have more than a seven and one-half (7½) hour workday. HS and MS school teachers will have a one-period lunch as is normal practice. The maximum student load per day will not exceed 150 students.
3. The elementary teacher workday shall be from 8:15 a.m. to 3:45 p.m. with a 9:00 a.m. to 3:30 p.m. student day.

This schedule shall be in effect district wide. This agreement shall remain in effect and subject to annual review prior to January 15 of a current SY.

Signed by Rhonda Johnson, Sally Oldham and Rick Logan for CEA and Gene Harris, Cynthia Picciano and V.

DeWayne Howard for the Board

Entered this 30th day of March 2009.

Memorandum of Agreement

Domestic Partner Benefits

1. The parties agree that domestic partners of teachers and the children of such domestic partners are eligible for benefits under Articles 806, 807 and 808 of the Agreement in the same manner and subject to the same conditions, limitations and qualifications as members of the bargaining unit. There shall be an enrollment period in August 2009 for initial enrollment of domestic partners who qualify and file the completed “Affidavit of Same Sex Domestic Partnership” and “Domestic Partner” enrollment forms. Coverage shall begin October 1, 2009 from such initial enrollment. Enrollment after August, 2009 for changes in coverage may occur within thirty (30) calendar days of a domestic partner becoming a parent, the lay-off or separation from employment of a domestic partner who had primary coverage at his/her employment, death of a domestic partner or termination of the domestic partnership, or during the open enrollment.

2. “Immediate family” of a teacher for purposes of Sections 701.02(B) and 701.02(C) of the Agreement shall include the domestic partner of a teacher and the “immediate family” of such domestic partner.
3. The attached eight-page “CEA/Columbus Board of Education Policy Statement on Domestic Partners” shall guide implementation and administration of this Memorandum. To receive benefits under paragraph (1) and/or (2) above a teacher must qualify and file the required form(s).

Signed by Richard L. Logan for CEA and by Greg Scott for the Board of Education
June 2009

Memorandum of Understanding

Joint CCS/CEA Teacher Evaluation Committee

Change the current evaluation process to implement the recommendations of the Joint CCS/CEA Teacher Evaluation Committee. The implementation must occur the following school year (2010–2011). No other evaluating tools will be used in the evaluation of the teacher.

Letter of Agreement

May 22, 2009

Mr. Richard L. Logan
Chief Negotiator
Columbus Education Association
929 East Broad Street
Columbus, OH 43205

Re: Negotiations Discussions

Dear Mr. Logan:

This letter memorializes the discussion between the representatives of the CEA and the Columbus Board of Education in this year’s negotiations regarding certain issues.

1. The parties will establish a joint committee to study and, if deemed appropriate by a consensus of the committee, make recommendations to the Superintendent and the President of the Association with respect to student discipline in middle schools. The Superintendent/designee will modify the assignment of the dean of students in middle schools where deemed appropriate to in-school discipline duties.
2. The parties agree to refer the following two issues to their Labor-Management Committee: the class load for related services staff; and the impact of the State’s biennial budget for 2009–

10 and 2010–11 after enactment.

3. The District plans to increase reading tutoring in the primary grades and guidance counselor services in K–8 schools.
4. The District’s Human Resources office is committed to using its best efforts to cover class time during professional development for teachers and will consider reinstating employment of “supersubstitutes.”
5. With respect to the quarterly diagnostic tests, the Association’s representatives on the Testing and Assessment Committee may participate in the review of Requests for Proposals/Requests for Quotations submitted by testing or assessment providers.

Signed by Gregory B. Scott, Chief Negotiator,
Columbus City School District Board of Education

Memorandum of Agreement

The Columbus City School District and the Columbus Education Association agree on the following terms for the implementation of Section 909.02 of the CCS/CEA *Master Agreement* for 2005–2008 and 2008–2009 in light of new Article 912.

1. Teachers currently (2008–2009) assigned to Livingston Elementary School shall continue to be eligible for the fifteen hundred dollar (\$1500) stipend under Section 909.02 unless they opt for assignment under Article 912.
2. Section 909.02 shall be retained for assignment to special projects by the Superintendent, with the Superintendent to determine the length of the assignment.
3. No teacher may earn both the Section 909.02 stipend and the Article 912 stipend in the same school year.

Signed by Rhonda Johnson for the Columbus Education Association and by Gene Harris for the Columbus City School District (June 2009)

Memorandum of Agreement

This Agreement between the Columbus Education Association (hereinafter the Association) and the Columbus City School District (hereinafter the District) is entered into as a clarification of purpose and usage of non-evaluative observations of a teacher by another teacher or administrator as part of the School Improvement Support Process being implemented in the Columbus City Schools.

WHEREAS, the Association is aware that the District has, in recent times, encouraged the use of classroom obser-

vation as a method of improving student instruction and;

WHEREAS, the Association recognizes the benefits of professional learning communities within schools and, therefore, the power of non-evaluative teacher observations to improve practice and student learning and;

WHEREAS, the District and the Association agree that in order to maximize the benefits of said observations, teachers must be provided with appropriate professional development and adequate time for the meetings and observations to occur and;

WHEREAS, the parties share an interest in maintaining the integrity and benefits of collegial relationships between teachers:

NOW THEREFORE, the parties confirm these agreements and understandings as follows:

1. The use of all tools used for non-evaluative teacher observations employed in the Columbus City Schools shall not be used by the District and/or its agents to supplant, modify or otherwise compromise the standards, procedures and instruments for teacher evaluation recognized and contained within the collective bargaining agreement between the District and the Association.
2. The use of all tools used for non-evaluative teacher observations employed in the Columbus City Schools shall not be used by the District and/or its agents to supplant, modify or otherwise compromise the content of any part of the collective bargaining agreement between the District and the Association.
3. All non-evaluative teacher observations as a part of this School Improvement Support Process shall be conducted by School Improvement Teachers on Special Assignment and non-administrative certificated personnel.
4. Any written document generated as a result of a non-evaluative teacher observation shall remain the property of the observer. Said property, whether written or verbal, should not be disclosed or attributed to any individual or classroom. This property, written or verbal shall not become part of any teacher's personnel file or evaluation. If either party wishes, the parties will meet to insure that the School Improvement Support Process protocols are implemented in a manner consistent with the expression and spirit of this agreement.
5. Either party may terminate this School Improvement Support Process with a 30-day written notification.

WHEREFORE, the Association and the District confirm

this Agreement with their Signature on this 13th day of September, 2010.

For the Association: Rhonda Johnson

For the District: Gene T. Harris

Memorandum of Understanding

Reference: Special Factors impacting the Article 211 Process at International High School (IHS). The Columbus Board of Education (District) and the Columbus Education Association (CEA), which are parties to a collective bargaining agreement (CBA), agree to this Memorandum of Understanding (MOU) as an addition to terms set forth in the collective bargaining agreement:

1. Teachers selected and/or assigned to International High School (IHS) shall be fluent, native or near-native speakers of the required world language to be taught for that position.
2. Other special qualifications may include special knowledge, fluent language, skills or training that is requisite to perform the essential duties of the job.
3. Vacancies at IRS that remain unfilled after the job fairs shall be offered to new hires, provided that no unassigned member of the CEA bargaining unit meets the qualifications stated above.

This Agreement shall be in effect indefinitely until both parties agree to modify or revise.

Entered this 23rd day of February 2011.

For the Association: Rhonda Johnson

For the District: Gene T. Harris

Memorandum of Understanding

The Columbus Board of Education (hereafter referred to as the "Board") and the Columbus Education Association (hereafter referred to as "CEA") have discussed the absence of marching bands at Columbus Alternative High School (CAHS) and Ft. Hayes Arts & Academics High School (FHAHS) and agree that there is a need for an instrumental leader at those schools to guide their concert bands.

The Board and the CEA therefore agree to the following:

The Board and CEA shall agree to create a Senior Instrumental Concert Director supplemental contract for CAHS and FHAHS. This MOU shall include, but not be limited to, the following:

1. The Senior Instrumental Concert Director supplemental rate of pay will be the same as a Senior Vocal Music Director's supplemental rate of pay.
2. All normal supplemental contract processes and procedures will be followed.

Nothing herein shall preclude the Board and CEA from entering into lawful agreements which modify the terms of

this Memorandum of Understanding; however, neither party shall be obligated to agree to such modifications. This agreement shall remain in effect until one party submits to the other party a dated written request to terminate this MOU.

Entered this 25th day of February 2011.

For the Association: Rhonda Johnson

For the District: Gene T. Harris

Memorandum of Agreement

(Religious Leave for Hourly Tutors)

This Agreement between the Columbus Education Association (hereinafter the Association) and the Columbus City School District (hereinafter the District) is entered into as a change of Article 702.11, "Religious Leave," as outlined in the Association/District Master Agreement.

WHEREAS, the Association and the District have agreed that hourly tutors in the bargaining unit shall be equally entitled to religious leave as teachers.

NOW THEREFORE, the parties confirm these agreements and understandings as follows:

1. Article 702.11 shall apply to all hourly rated tutors as defined in chapter 1000 of the CEA/Board Agreement and shall become part of Article 1015.
2. All other contractual guidelines for Religious Leave shall stay in effect as stated in the Master Agreement.
3. This MOA continues the practice of granting religious leave to tutors and shall remain in effect unless changed in a successor agreement.

WHEREFORE, the Association and the District confirm this Agreement with their Signature on their Signature on the 30th day of January, 2012.

For the Association: Rhonda Johnson

For the District: Gene T. Harris

Memorandum of Understanding (MOU)

Reconfiguration, Closing and Consolidation of Schools

Whereas in response to the planned reconfiguration, reconsolidation and closure of various buildings that will occur now and into the foreseeable future, the Columbus City Schools Board of Education (District) and the Columbus Education Association (Association) have agreed that staff reductions, as part of Article 211 of the current collective bargaining agreement, shall be performed as necessary.

1. When a building is being closed and students are

reassigned to other existing buildings, the entire staff of the building being closed will be automatically staff reduced.

2. When a building is being closed and students are reassigned to a single new or existing location, the staff of the building being closed is subject to the normal staff reduction process and will not be automatically staff reduced.
3. When two buildings are being merged, the staff of both buildings will be merged and treated as one staff for purposes of staff reductions . When the building to which the staff is being merged will be on a balanced calendar, all staff must agree with their signature to accept the terms of the balanced calendar. Refusal to accept the terms will result in a voluntary staff reduction.
4. When an elementary school building is adding a grade level(s) (grades 6, 7, and/or 8), staff will be considered part of the 1–5 grade level category that currently exists in Section 211.03(8) of the contract.
5. When a building is being closed and moved into a "swing" space, the building will be subject to the normal staff reduction process identified in Article 211.
6. All special education units will be transferred in whole to their new locations and not subject to this agreement as it affects regular classroom personnel. Normal staff reduction rules shall apply.

WHEREFORE, the Association and the District confirm this Agreement with their

Signature on the 21st day of February, 2012.

For the Association: Rhonda Johnson

For the District: Gene T. Harris

Memorandum of Understanding

Reference: Staffing at the K–8 Language Immersion Schools (École Kenwood and Columbus Spanish Immersion) :for SY 2012–13.

The Columbus Board of Education (District) and the Columbus Education Association (CEA), which are parties to a collective bargaining agreement (CBA), agree to this Memorandum of Understanding (MOU) as an addition to terms set forth in the collective bargaining agreement:

1. Teachers at either of the K-8 language immersion schools in the 2011–12 school year who were staff-reduced from their current position due to a projected decline in student enrollment and selected or assigned to a different school or department, shall have the right to return to their position during the

2012–13 school year.

2. This provision is contingent upon actual student enrollment that would require the addition of teaching staff during the 2012–13 school year and establishment of a position that would require the particular certificate/license.

This Agreement shall be in effect for 2012–13 school year and until both parties agree to modify or revise.

Entered this 27th day of March, 2012

For the Association: Rhonda Johnson

For the District: Gene T. Harris

Memorandum of Agreement

Whereas the parties to this agreement reaffirm their support for innovative programs developed cooperatively by individual school staff;

Now, therefore, the parties to this agreement consent to the following:

1. Bargaining unit members will follow the year-round school calendar for school year 2012–2013 that includes the same number of holidays in the school year, all professional meetings and records days, parent-teacher conference days, days of no school for students, including any days waived by the Ohio Department of Education, and days of school for students.
2. Bargaining unit members assigned to a year-round school for school year 2012–2013 may voluntarily staff reduce themselves if they do not want to participate in the year-round program. Staff remaining at a year-round school must have a willingness to participate in the entire program, including intersessions.
3. If there are vacancies for the 2012–2013 school year, staff from other buildings may apply even if they are still in a three-year commitment to another school. If they are selected at a year-round school, they will be released from their three-year commitment at the other school.
4. Staff participating in the year-round program must be paid on plan B, 26 pays per year. Deposit statements for pay dates during the intersession will be mailed to employees' homes.
5. Staff participating in the intersessions will be paid extended time at the supplemental hourly rate in effect at the time service is rendered. No paid sick or personal leave will be granted during intersession.
6. Participation in intersessions will be rotated among staff as much as possible with seniority being considered if there are more volunteers than are needed.
7. If not enough volunteers are available to staff the

intersessions, non-volunteering staff, starting with least senior, will be required to work. This requirement to work will be rotated as much as possible so as to equalize the time worked among all staff per school year.

8. Leave will be accrued on the same cycle as other bargaining unit members.

For the Association: Rhonda Johnson 3/20/12

For the District: Gene T. Harris 11/20/12

Memorandum of Understanding

Reference: Staffing at the Language Immersion Schools (École Kenwood, Columbus Spanish Immersion), Fifth Avenue International and International High School.

The Columbus Board of Education (District) and the Columbus Education Association (CEA), which are parties to a collective bargaining agreement (CBA), agree to this Memorandum of Understanding (MOU) as an addition to terms set forth in the collective bargaining agreement:

1. Teachers at the K–8 language immersion schools and Fifth Avenue K–8, who are part of the middle school allocation (Grades 6, 7, 8 “affected teachers”) will be staff reduced from their current assignments as part of the Article 211 process. This staff reduction will result from each of these three K–8 schools moving to a K–6 format, beginning SY 2013–14. Additionally, the International High School will add grades 7 and 8, making this a 7–12 high school. These new positions will be posted as part of the Article 211 process.
2. All “affected teachers” to include unified arts teachers at the above mentioned schools, will have a special interview round prior to the Article 211 process and job fair. Affected teachers not hired will have rights to article 211 and job fair.
3. For 6th grade positions that are posted at the two language immersion schools and Fifth Avenue International, selections will be made on the basis of language fluency, and native, or near-native speaking ability of the world language at that particular school, as outlined in the special factors of the Article 211 postings for these schools.
4. The programmatic needs of these K–6 schools and the International High School may change over time but will be reflected in the posting of special factors during Article 211.
5. This MOU does not replace former agreements that pertain to the language immersion schools This Agreement shall be in effect for 2013–14 school year and until both parties agree to modify or revise.

Entered this 13th day of March 2013

For the Association: Rhonda Johnson

For the District: Gene T. Harris

Memorandum of Understanding

This Memorandum of Understanding between the Columbus Education Association (“Association”) and the Columbus City School District Board of Education (“Board”) is entered into for the purpose of confirming that it is and has been the mutual understanding and agreement of the Association and Board that the academic calendar for the 2014–2015 school year is based upon Section 3313 .48 of the Revised Code as amended by the 130th General Assembly by the enactment of House Bill 59, §101.01, effective July 1, 2014, and is based on the hours and not days that District schools are open for instruction.

For the Association: Tracey D. Johnson (3/10/15)

For the District: J. Daniel Good (3/13/15)

Memorandum of Agreement

Pay for Extra Duties

The Columbus City Schools Board of Education (BOE) and the Columbus Education Association (CEA), which are parties to a collective bargaining agreement (CBA), agree to this Memorandum as an addition to terms set forth in the collective bargaining agreement:

Whereas in response to the consent agreement between the Columbus City School District and the Office of Civil Rights of the U.S. Department of Education, the district is obligated to provide interscholastic competitive opportunities to its female students based on their athletic abilities and interests. Where sufficient interest in Girls Lacrosse has been demonstrated at a district high school, the terms of the consent agreement require the district to offer that sport. The obligation includes providing a coach for the team.

Whereas in the response to the identification of the need for a coach, a new assignment will be added to Article 905.01 for Girls Lacrosse (15 hours). Step 1 will be 13.27% and Step 2 will be 16.17%. In addition, the Girls Lacrosse coach shall be considered one of the extra duty responsibilities in Article 905.03. This shall not be precedent setting. All applicable provisions of the Master Agreement, including Article 905, will apply to this Memorandum of Agreement.

Entered this 27th day of March, 2015.

For the Association: Phil Hayes

For the District: John Stanford

Memorandum of Understanding

WHEREAS, The Columbus Education Association (hereinafter the CEA) and the Columbus City School District (hereinafter the District) entered into a successor Master Agreement for the 2015–2016 and 2016–2017 school years (hereinafter the Agreement); and

WHEREAS, The resolution adopted by the Columbus Board of Education approving the Agreement authorized the Administration “to make minor editorial corrections and changes as needed, provided such corrections and changes do not result in any modification of intent and substance” and

WHEREAS, The District and CEA agree that minor changes to the Agreement are necessary in order to reflect the intention of both parties that the hourly pay rates of full- and part-time hourly teachers increase by 1.8% in the first year of the Agreement and 2.2% in the second year of the Agreement.

THEREFORE, The CEA and the District enter into this Memorandum of Understanding for the purpose of correcting and clarifying the Agreement.

1. Article 904.01 shall be corrected to read as follows:

904.01 During the term of this Agreement, full-time hourly professional employees (other than “tutors” who are governed by Chapter 1000) shall be paid in accordance with the following: (Full-time is a minimum of six (6) hours per day on a regular basis.)

Effective July 1, 2015:

Years of Experience	Hourly Rate
0, 1 or 2	\$34.02
3	34.65
4 or 5	35.28
6	35.93
7 or more	36.58

Effective July 1, 2016:

Years of Experience	Hourly Rate
0, 1 or 2	\$34.77
3	35.41
4 or 5	36.06
6	36.72
7 or more	37.39

2. As in the past, part-time hourly teachers shall be paid the same as the supplemental hourly rate.

Entered this 3rd day of September, 2015.

For the Association: Tracey D. Johnson

For the District: J. Daniel Good

[illegible]

Notes

[illegible]

Part III

Association Building Council

Instructional Assistants

School Forms

Association Building Council

The Board/CEA Master Agreement, Article 202 establishes a five-member Association Building Council (ABC) for each school to be organized during the first month of the school year; two are elected, two are appointed by the principal and one is the Senior Faculty Representative.

The Role of Members of the Association Building Council

Members of the Association Building Council should assume the responsibility of verbalizing the function and concept of the Association Building Council bearing in mind:

1. Council members serve by consent only for a period of one year;
2. Council members have the opportunity to encourage teachers to present their problems or concerns;
3. Although the Council is advisory only, it is an excellent vehicle to promote staff ideas, for which a record is kept;
4. Council members should be knowledgeable of the areas of the Agreement which relate to the function of the Association Building Council;
5. The following articles are areas of the Agreement which speak to expectations of the Association Building Council. Council members should review each of them.

Article 202

Association Building Council (ABC)

202.01 Each school or CEA Association unit shall have an Association Building Council (ABC) to be organized during the first month of the school year, consisting of not less than five (5) teachers, which will meet with the principal and members of the staff at least once a month.

202.05 Each professional staff member shall have the right to have matters placed on the ABC agenda and shall have the right to speak to the ABC on an item which the staff member has initiated unless a majority of the ABC shall vote to limit the discussion. The ABC's meetings shall be open to all teachers in the building, except that a majority of the ABC may declare executive session.

Article 204

Length of School Day

204.05 In schools that vary their schedules from the normal teacher work day of 8:15 a.m. to 3:45 p.m. or from the normal student day of 8:45 a.m. to 3:30 p.m. in elementary schools and 8:30 a.m. to 3:30 p.m. in middle and high schools, teachers shall be provided lunch periods, conference periods, and other released-time periods

stipulated by this Agreement for various assignments approximately equal in minutes per week to those periods provided teachers in schools on normal schedules. Nothing in this provision shall prohibit the Board from developing innovative programs and schedules in certain schools so long as the staff in such a school, by secret ballot, votes approval of such innovation, provided no teacher is required to work in excess of the provisions of Section 204.04 above and provided no teacher is required to work in excess of the teacher's regular contract year. Prior to any such secret ballot vote, the Association Building Council shall study the proposed innovative programs and schedules and shall make recommendations to the staff.

204.06

- A. The lunch schedule for each elementary school shall be developed (if possible) by agreement between the principal and the Association Building Council. Absent an agreement, the final determination shall be made by the principal.
- B. No teacher shall be deprived of at least a thirty (30) minute uninterrupted, duty-free lunch period.
- C. Notwithstanding Paragraph B above, the thirty (30) minute duty-free lunch period may be interrupted if the Administration determines that it is feasible, and an elementary school staff, by majority in a secret ballot vote, elect a forty-five (45) minute lunch period. Such forty-five (45) minute lunch period shall remain in effect for the remainder of the school year and shall continue the following school year unless the Administration determines such continuation is not feasible or the staff elects not to continue the forty-five (45) minute lunch period the following school year.

Article 205

Building Staff Meetings

205.02 In addition to the regular building-level staff/in-service meetings, the principal, in consultation with the Association Building Council, may schedule two (2) forty-five (45) minute building level staff meetings per month and/or extend one (1) required building level staff/in-service meeting per month a maximum of thirty (30) minutes beyond the limitations in 205.01 above for purposes of staff development. Attendance at such additional meetings or extension will be voluntary unless a majority of the staff has voted by secret ballot to require attendance at a particular meeting. In the case of such meeting, at which attendance is required, the Association Building Council shall assist the principal in developing the program and agenda.

Article 206

Teaching Environment and New Buildings

206.03 Teachers shall be permitted to have coffee-making devices and coffee and soft drink vending machines in the teachers' lounges as space permits. Teachers shall be permitted to have efficiency-type ranges, microwave ovens and refrigerators in teachers' lounges as space and the availability of utilities permit. All such devices and equipment shall be maintained by the faculty. Teachers shall not be required to perform the custodial duties in the staff lounge and shall not be required to prepare food, clean tables or perform other significant custodial chores in connection with the lunch programs. Teachers who use the staff lounge or use the appliances in the staff lounge may be required to share in the cleaning of the appliances, to keep their personal property cleaned and stored and to leave their eating area in a clean and orderly condition. The expenditure of any profits realized from the above-mentioned vending machines shall be in accordance with guidelines established by the principal in consultation with the Association Building Council where the development of such guidelines are requested by the Association Building Council.

206.07 Where an extension telephone for the use of the professional staff is not presently available in a school building, one shall be installed upon request of the Association Building Council. The location of the extension telephone shall be determined by the principal. Such telephones may not be locked during the normal school day or teachers otherwise unreasonably inconvenienced in their use.

206.10 The expenditure of any profits received from fundraising projects for a school's General Fund in which teachers were directly involved may be considered by the Association Building Council with appropriate recommendations to the principal.

Article 208

Classroom Atmosphere

208.03 The principal, in consultation with his/her Association Building Council, will establish procedures for the administration of all forms of discipline within the school. Such will include procedures related to suspension and recommendation for expulsion. Written building discipline plans shall be in place at the beginning of the school year. Failure of a principal to establish a building discipline plan by the first day of student attendance is grievable at Step 2 of the grievance procedure. In the event the principal is newly appointed, transferred or assigned, such failure must first be brought to his/her attention in writing at least ten (10) calendar

days before the grievance is filed in order for the principal to develop or finalize a building plan. Nothing in this paragraph shall be interpreted as a restriction on the right of the Board or Superintendent to establish future policy or guidelines related to disciplinary procedures, provided such right is exercised without specific violation of this Agreement or law.

Article 211

Assignments and Transfers

211.01 *Posting and Filling Vacancies*

- A. All known teacher vacancies for the following school year shall be posted by the first teacher workday in April. Vacancies to be identified shall be those vacancies after reorganization of the existing staff based on the anticipated needs of the following year. Such postings shall describe the vacant position, including special factors. Examples of such factors are: special knowledge, skills or training, and extra duties. The posting shall include the deadline and directions for making application. They shall be posted in each school during the school year, and in each high school summer school center during the summer recess. Supplemental postings shall be made as needed.
- B. Teachers desiring to be considered for such vacancies shall apply by the timely submitting of a cover letter, copy of current certification for the position, and resume. Such application(s) shall be made to the appropriate administrator describing relevant information about their qualifications for the known vacancy for which they wish to interview. Applicants who are not yet certified/licensed in Ohio shall provide written information about their intended certification.
- C. Teachers whose applications are to be submitted to the Human Resources Department, will be notified by the Human Resources Department, of the receipt of their applications.
- D. Vacancies will be filled utilizing the interview/selection process. The interview/selection panel in a building will consist of the principal, the Senior Faculty Representative, one elected member of the Association Building Council, and two parents/members of the school community, or an alternative panel as agreed at the building between the principal and Association. The administrator shall determine which applicant is selected for the position. If his or her selection does not follow the panel's recommendation, the administrator shall send written notice of the selection to members of the interview panel and

to the Association President. The interview/selection panel can utilize subcommittees or delegate any of its responsibilities.

1. Only persons who have completed the joint program training on Article 211 and interviewing may participate on an interview/selection panel. Such training shall remain valid until the parties jointly make significant changes in the Article 211 process.
 2. A majority of the interview/selection panel of a building must participate in the interview/selection process. Members of the panel must make themselves reasonably available to participate in the process.
 3. The two most senior applicants qualified by certification/licensure for the posted position shall be interviewed. The panel may rely on the seniority dates specified on the applications from applicants.
- E. In the case of assignments to multiple buildings and/or city-wide programs, a similarly constituted interview/selection panel shall be created. A position involving multiple building assignments shall not be treated as a vacancy because of a change in building assignment(s) unless over one-half of the total assignment is changed.
- F. An applicant who accepts an offer to fill a vacancy must complete and sign a selection agreement form.
- G. An applicant who accepts an offer to fill a vacancy is committed to the building or program assignment for three (3) years unless released.
- H. A joint committee, co-chaired by the Executive Director for Human Resources and the President of CEA or their designees, shall be appointed to improve the efficiency of and streamline the procedures for the selection process described in 211.01 (D). The joint committee shall implement any procedural changes on which agreement is reached by December 2004.
- I. *Complaint Review Procedure*
1. If a teacher, CEA or the Administration has a complaint about how the procedures of Sections 211.01 are carried out, the person or entity must file a written complaint within ten (10) calendar days of the occurrence. The complaint must be served promptly on the Administration (Labor Relations) and on CEA and must set forth a specific description of the complaint and the facts surrounding the process to which the complaint is addressed. Complaints must relate directly to an alleged violation of the process contained in

Section 211.01, not to the merits of the staff member selected. The complaining person shall have the burden of proving a violation(s).

2. A representative of the CEA and of Labor Relations shall meet promptly, review the complaint and decide whether the complaint moves to a neutral conciliator.
3. Within thirty (30) calendar days of such decision, a hearing will be held before a neutral conciliator agreed upon by the CEA and Board. The conciliator will hold an informal hearing at which the CEA and the Administration may introduce evidence and documents, cross-examine witnesses and make arguments. Based on what he/she has heard and seen at the hearing, the conciliator will issue a decision within ten (10) calendar days. He/she will determine whether there has been a violation of Section 211.01 and what the remedy will be. The cost of the conciliator will be borne equally by the CEA and the Board. The conciliator's decision will have the force and effect of a final and binding arbitration award. No grievance alleging a violation of Section 211.01 may be filed, separate from this Complaint Review Procedure.
4. If a final selection of a candidate to fill the vacancy in question has been made, the conciliator has no authority to change or overturn the selection.

Article 301

Class Size

301.03 The Association Building Council shall study and make recommendations to the principal in each middle and high school concerning the number of pupil stations in nonacademic classrooms.

Article 302

Teacher Class Load

302.05 Each elementary staff shall conduct a written ballot to determine whether there shall be one (1) or two (2) fifteen (15) minute recesses per day. The results of such ballot shall be posted on the school's bulletin board. In the event of a tie, the issue shall be decided by the principal. That status quo shall remain in effect in future school years unless the ABC or the principal calls for reconsideration. Reconsideration can only be called for once per school year. However, a change in that status quo can only be implemented after the first two work days of the regular school year with the principal's concurrence.

Article 303

Ability Grouping

The Association Building Council in elementary schools shall discuss the matter of ability grouping and make appropriate recommendations to the principal.

Article 305

Special Education

305.03 The Association Building Councils at Alum Crest, Clearbrook and Beatty Park schools shall develop and recommend to the principal a training program for their school instructional assistants.

Article 501

Annual Evaluation

The Association, through the Association Building Councils, shall have the right to make an evaluation of each school as to the professional environment, democratic procedures, teacher involvement and co-curricular programs in the school. This evaluation will be set forth on a form developed by the parties and administered during the month of February. The results of the survey will be submitted to the principal and school staff, the Superintendent and the Association office no later than April of each year. Handwritten comments solicited as a part of this evaluation will be typewritten before such comments are returned to the building. Reasonable safeguards will be taken to assure anonymity of the evaluators. During the 1997–1998 school year, a joint committee will review the current building survey and make recommendations, if any, to the parties.

Article 504

Teaching Aids

504.01 Notice of nominations of textbook selection committees shall be made system-wide. Nominees for textbook selection committees shall be elected by the teachers of the schools involved in the subject areas and grade levels affected. These elections shall be conducted at each school by the principal and the Association Building Council. Nominees for textbook committees may also be submitted by the Administration at the election of the Administration. Selection of the textbook committee members shall be made by a joint committee composed of an equal number of Board and Association members, except that the Administration shall have the right to designate one (1) member of each textbook committee.

Article 601

Instructional Assistants

601.02 In addition to the system-wide guidelines established by the Board, guidelines, written job descriptions

and the assignment of instructional assistants to provide assistance to teachers, nurses, librarians and other school personnel will be established in each school building by the principal with the advice of the local Association Building Council.

601.05 The Association Building Council shall consider and recommend to the principal appropriate procedures for the participation of teachers in the interview and selection of instructional assistants.

Article 602

Volunteer Workers

In each school which uses volunteer workers, the principal, in consultation with his/her Association Building Council, may develop guidelines for such workers. The utilization of volunteer workers in a teacher's classroom shall be at the option of each teacher.

Article 604

School Nurses

604.02 An Association Building Council shall be established for the administrator of Nursing Services in the same manner and to function with the same responsibilities and constraints as are set forth for the Association Building Council in Article 202 of this Agreement.

Article 1503

Reform Panel

1503.05 Notwithstanding Section 202.02 of this Agreement, if there is a panel-authorized shared decision-making cabinet in a school, the Association Building Council shall continue to perform the duties and functions of the ABC as provided in this Agreement, except when any of those duties and functions are assumed by such cabinet and the ABC has been so advised by the cabinet. In such a school, the ABC shall be made up of the elected teacher members of the cabinet and the Senior Faculty Representative, who shall serve on both. The cabinet shall have no authority with regard to the PAR Program.

Values of Association Building Council

Building Councils will only be as good as their members make them. If the teachers in a given building assume that they have such a council, that it meets regularly and that it deals with matters of real concern and value to the teachers, they have an effective vehicle for democratic involvement in the decision-making process of their school. On the other hand, in a school where teachers rely on others to make the council work, they may find that they have a democratic council on paper only, or that they have no council at all. Any school that does not develop such a council will be in violation of board policy as well as the negotiated agreement. □

Use of Instructional Assistants

Instructional assistants shall be employed for use in the Columbus City Schools under the following guidelines:

Guidelines

1. The function of an instructional assistant is to assist the teacher in the performance of his/her assigned duties. The term teacher is used as defined in Section 3319.09 of the Ohio Revised Code to mean any certificated professional staff employee.
2. The duties and work schedule for instructional assistants should be flexible and the hours employed consistent with the needs of the particular school.
3. Instructional assistants assigned to a teacher to assist in the supervision of children shall, when the teacher is not immediately present, maintain the degree of control and discipline which would be maintained by that teacher. However, an educational aide may not render corporal punishment.
4. The activity of an instructional assistant shall at all times be under the direction and supervision of the teacher to whom assigned. In the event an instructional assistant is assigned to assist more than one teacher, the assignment shall be clearly delineated and so arranged that the instructional assistant shall never be subject to simultaneous supervision or direction by more than one teacher.
5. Instructional assistants shall have all rights, benefits and legal protection available to other non-certificated employees and shall be members of the School Employees Retirement System. Instructional assistants shall be compensated according to a salary plan adopted annually by the Board.
6. No person who is, or who has been employed as an instructional assistant shall divulge, except to the teacher to whom assigned, or the administrator of the school in the absence of the teacher to whom assigned, or when required to testify in a court of proceeding, any personal information concerning any pupil in the school district which was obtained or obtainable by the instructional assistant while so employed. Violation of this provision is grounds for disciplinary action or dismissal, or both.
7. A continuing evaluation procedure will be used to insure that both the professional and the aide are having needs met and description fulfilled.
8. Total responsibility for the employment, assignment, and/or the release from duty of instructional assistants shall rest with the local school administrator.
9. The responsibility for the allocation of instructional assistants shall rest with the Division of Administration.
10. The responsibility for the processing of records and personal data of the instructional assistant shall rest with the Division of Administration.
11. The responsibility for the processing of certification for the instructional assistant shall rest with the Division of Human Resources.
12. Following the determination of the assignment and general job description of an instructional assistant and subject to

supervision by the teacher's immediate administrative office, a teacher to whom an instructional assistant is assigned shall make all final determinations of the duties to be assigned to such aide.

Job Description

1. The function of the instructional assistant is to assist teachers in instructional activities and non-instructional duties.
2. The instructional assistant shall work under the supervision of the building principal and under the direction of the classroom teacher or librarian to whom assigned.
3. The duties of an instructional assistant need not be performed in the physical presence of the teacher to whom assigned, but the activity of an instructional assistant shall at times be under the direction of the teacher to whom assigned.

Qualifications

1. Proper qualifications and formal education to perform the tasks assigned.
2. The ability to exercise patience and relate well to all children.
3. A sincere interest in and respect for all people.
4. Emotional and social stability.
5. Adequate language competency.
6. Good physical and mental health. Assistants should meet the same health requirements as applied to other school employees.
7. High moral integrity.
8. Show promise of being able to profit from inservice training and be willing to participate in such training.
9. A disposition toward accepting the kinds of work most needed.

Inservice Training

To accommodate the successful employment of instructional assistants, inservice training will be given in the following areas:

- A. System-wide orientation
 1. Responsibilities
 2. Benefits
 3. Legal considerations
 4. Relationships with staff members, pupils and the public.
 5. Elements of child and adolescent psychology.
 6. Methods of control and supervision.
 7. Theories of learning.
- B. School-wide orientation
 1. Use of the playground and playground equipment, and rules for playground games.
 2. Directions for entering and exiting the building.
 3. First-aid, caring for sick children, and helping with emergencies.
 4. Telephone procedures in order to insure good public relations.
 5. Information as to the location of all equipment and supplies.
 6. The operation of all audio-visual equipment, the kiln, and all office machines.

Role of Instructional Assistants

To clarify the role of instructional assistants, five major categories have been listed as ways a classroom teacher will use Assistants' services. Examples of services are listed under each category.

Teachers and principals will think of other services which may be included under each category. The fifth category states special areas where the aide has no responsibility.

A. Assist with Instructional Activities

To strengthen and reinforce skills already taught. (The original teaching is the responsibility of the classroom teacher.)

1. Assisting children in locating research material and in the selection of library books.
2. Administering the library or the Instructional Materials Center.
3. Giving special attention and help to a restless, upset or unmotivated child.
4. Assisting with drill or practice work.
5. Supervising small independent work or study groups.
6. Assisting the teacher in special demonstrations in such areas as science or art.
7. Assisting with games and physical education activities.
8. Helping the teacher supervise students on field trips.
9. Assisting teachers in administering standardized or teacher-made tests.
10. Helping pupils prepare for an assembly program.
11. Helping at snack time in the kindergarten.
12. Assisting kindergarten and primary age children with clothing.
13. Helping children with the care of plants and classroom pets.
14. Assisting in the organization of games on the playground before school begins, at recess, and at lunch.

B. Assist with Instructional-Related Activities

1. Preparing instructional materials—charts, graphs, transparencies, flash cards and games.
2. Preparing tapes of reading assignments for less-able children.
3. Helping to arrange interesting and inviting corners for learning: science, math, recreational reading.
4. Helping to set up special exhibits as science or social studies fairs.
5. Helping to prepare and organize materials for art activities and to care for paint, paste and clay and other art materials.
6. Helping load and unload the kiln.
7. Providing accompaniment for music classes or singing with children.
8. Keeping bulletin board and showcase displays current and neat.
9. Securing, setting up and operating audio-visual equipment.
10. Correcting standardized and objective tests.
11. Assisting and checking pupils' independent work.
12. Putting written work on the blackboard.

C. Assist with Routine Building Activities

1. Keeping attendance and homework records.
2. Assisting teachers with housekeeping duties and keeping storerooms tidy.
3. Assisting teachers in case of an accident or illness of a child.
4. Escorting children to and from various places in the building—assembly seating, picture taking, visits to nurse.
5. Assisting at doors and walkways at dismissal to prevent loitering and pupil contention.

6. Supervising lunchrooms, halls playgrounds, study halls, rest-rooms, and the loading and unloading of school buses with the understanding that an Assistant shall at all times be under the direction of a teacher.
 7. Helping in classrooms or special rooms during indoor recess.
 8. Supervising playground clean-up and checking equipment for safety.
 9. Assisting the teacher-supervisor of the School Patrol.
 10. Helping with inventories of textbooks, physical education equipment, audio-visual equipment and educational materials.
 11. Organizing and operating lost and found departments.
 12. Acting as hostess to pre-school parents during health appraisals.
 13. Helping with extra-curricular activities as student council, parties, or hobby groups.
- D. Assist with Clerical Duties
1. Building up and filing resource materials for various teaching units.
 2. Keeping and maintaining a folder of representative work on each child.
 3. Setting up and maintaining seating charts.
 4. Sending for free and inexpensive classroom material.
 5. Keeping records of books children have read.
 6. Collecting monies - lunch and milk money, PTA dues, pictures, classroom books, yearbooks, and magazines.
 7. Assembling and distributing materials.
 8. Operating the ditto, mimeograph and copy machines.
 9. Recording names, addresses on absence cards, records, tests sheets, and grade cards.
 10. Proofreading materials.
 11. Typing ditto masters and stencils.
 12. Checking and posting attendance.
- E. Responsibilities the Instructional assistant Shall Not Perform
1. Making and maintaining the office records.
 2. Making the monthly report.
 3. Teaching a skill or concept.
 4. Working on cumulative records, test profiles and registers.
 5. Substituting for absent certificated employees.

Effective: 9/1/70

Notes

[illegible]

Forms Index

Absence Certification Form	204
Contracts	
Continuing–Notification of Eligibility	205
Continuing–Teacher’s	206
Continuing–Tutor	207
Limited–Full-Time Hourly	208
Limited–Instructional Support Substitute	209
Limited–Teacher’s	210
One-Year Home Instruction Tutor	211
One-Year Latchkey Teacher	212
One-Year Tutor	213
Supplemental–Multiple Year	214
Supplemental–Single Year	215
Discipline Forms	
Elementary Transfer/Withdrawal Clearance Form	216
Office Referral Form (Sch190)	217
PEAK Time-Out Referral Form	218
Removal of a Student Memorandum	219
Removal of Student Form	220
Report to Principal of Parent Conference	221
Elementary School Report Cards	
Primary Sample Card	222
Intermediate Sample Card	223
Interim Report	224
Fee Waiver Application	225
Grievance Form	226
PAR Evaluation	
Intern Interim	227
Intern Summary	228
Principal’s Summary	229
Professional Leave Form	230
Salary Change Application Form	231
Sick Leave/Unpaid Leave of Absence Form (Long Term) ...	232
Special Education Forms	
ETR Forms	233
IEP Form for Appeal	237
IEP Forms	238
Teacher Evaluation	
LSP Rubric	245
Notice of Special Evaluation	248
Teacher Performance Rubric	249

Teacher Pay Plan Change Form.....	252
Transportation Reimbursement Form.....	253
Trip Requisition Form.....	254
Variance Process for School Reform	
Procedures	255
Flow Chart.....	256
Request Forms	257

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Absence Certification Form

MUST BE TYPED OR PRINTED IN BLACK OR BLUE INK

LAST NAME FIRST NAME MI SOCIAL SECURITY NUMBER

COLUMBUS PUBLIC SCHOOLS REPORT OF EMPLOYEE ABSENCE

This form must be signed and returned to your principal or immediate supervisor within three days from the last day of absence or three days after the close of a school year, whichever occurs first.

DAILY EMPLOYEE'S ABSENCE

Date absence began (month) _____ (day) _____ (yr) _____ (time) _____
Last date of absence (month) _____ (day) _____ (yr) _____ (time) _____ Number of days _____
Assigned Building(s) _____ a.m. _____ p.m.
Example: If a teacher is assigned to different buildings on the day of absence, separate forms must be completed for each location.

HOURLY EMPLOYEE'S ABSENCE

Date absence began (month) _____ (day) _____ (yr) _____ (time) _____
Last date of absence (month) _____ (day) _____ (yr) _____ (time) _____ Number of hours _____
Dual Position Title(s) _____ a.m. _____ p.m.
Example: An instructional assistant working at two different buildings in working year 18-19 has a.m. and second a.m. forms must complete separate forms for each location.

REASON FOR ABSENCE

- ☐ Sick Leave
- ☐ Personal Illness: With this form below, I hereby authorize my absence on the date(s) indicated and at the time(s) indicated for the purpose of the Board of Education in case of claimed absence in excess of 10 days a year, where the month of such has been claimed by the Board. (Complete section A - 1 below of course copy of day note)
- ☐ Work-Related Injury: I hereby authorize my absence on the date(s) indicated and at the time(s) indicated for the purpose of the Board of Education in case of claimed absence in excess of 10 days a year, where the month of such has been claimed by the Board. (Complete section A - 1 below of course copy of day note)
- ☐ Family Illness: Relationship _____ Compensation: _____ (Complete section B - 1 below of course copy of day note)
- ☐ Family and Medical Leave Act (FMLA): (See, as approved by Board)
- ☐ Death in Family: Relationship _____ See applicable section of this form
- ☐ Personal Leave: I understand that the giving and filing of this report will be a certification by me that the personal leave was used for the reason(s) presented below, and that the filing of a false statement by me shall be considered a grounds for disciplinary action in accordance with the Board of Education rules and policies. The following is not confidential information for the use of personal leave: (Indicate the employment, or if applicable, the personal leave of absence, such as, "personal leave day," or any other work stoppage, or any vacation taken or not taken as stated)

- ☐ Vacation
- ☐ Other: (See, as approved by Board)
- ☐ Jury Duty ☐ Assoc/Union Leave ☐ Professional Leave ☐ Std. Donation
- ☐ Military ☐ Staff Development ☐ Religious ☐ LWOP

Comments _____

SIGNATURES

Supervisor _____ Phone _____ Bldg _____
Employee _____ Phone _____ Bldg _____
White - Payroll Officer Green - Payroll Officer Pink - School Department Gold - Employee

CPS/CAL/GC/2003/0 (REV. 5/02)

Notification of Eligibility for Continuing Contract

COLUMBUS CITY SCHOOLS HUMAN RESOURCES

NOTIFICATION OF ELIGIBILITY FOR CONTINUING CONTRACT

Name: _____

Date: _____

School: _____

Employee Number _____

In accordance with CEA Contract Article 40).16, to be eligible to receive a continuing contract, you MUST have the following:

CERTIFICATION

- A five-year professional license, eight-year professional certificate or a permanent certificate shall be on file in Human Resources. The certificate license should be received in Human Resources on or before March 6, 2009.

EXPERIENCE

- At the conclusion of this school year, you must have completed three years of successful Columbus teaching experience within the last five years OR if you previously had a continuing contract in Columbus or another Ohio district, you must have completed two successful years of Columbus experience.

UNDER THE NEW LICENSING STANDARDS YOU MUST ALSO MEET THE FOLLOWING COURSEWORK REQUIREMENT

- If you hold a masters degree at the time of initially receiving a teacher's certificate license, six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license is required.
- If you do not hold a masters degree at the time of initially receiving a teacher's certificate license, thirty (30) semester hours of 300 level coursework or above in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license is required.

If you believe that you will be completing the requirements making you eligible for a continuing teacher contract for the 2009-10 school year, you must return this notification with transcripts (showing requisite coursework has been met), to Cheryl Creamer, Human Resources, 270 E. State Street, by March 6, 2009. If you have questions on eligibility requirements, please contact Cheryl Creamer, Teacher Certification/Licensure at 365-5658.

ccForm3-09

The section below will be returned to you upon receipt of this notification.

FOR HUMAN RESOURCES USE ONLY

Continuing Contract Notification Received From:

_____ Date: _____

Location: _____ Received by: _____

Continuing Contract—Teacher's

BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT COLUMBUS, OHIO TEACHER'S CONTINUING CONTRACT

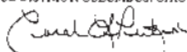
Agreement between the Board of Education of the City School District of Columbus, Ohio, herein referred to as "Board" and EMPLOYEE NAME, herein referred to as "Teacher", pursuant to a Resolution duly adopted by the Board on DATE.

WHEREAS, the Superintendent of Schools has recommended the employment of the Teacher under a Continuing Contract and the Board has approved such recommendation:

NOW, THEREFORE, the parties to this Agreement for and in consideration of their mutual promises, do hereby agree as follows:

1. The Board hereby enters into a Continuing Contract with the Teacher for the 2009-2010 year and continuing until said contract is terminated or suspended as provided by law, and fixes the salary of the Teacher at the rate of \$\$\$,\$\$\$ per year, or a proportional part of this sum for such portion of the year served, in accordance with the salary schedule set forth in the currently effective Master Agreement between the Board and the Columbus Education Association or as it may be amended during the duration of this contract. All payments of salary hereunder shall be made in accordance with one of the pay plans prescribed by the Board as selected by the Teacher.
2. The Teacher agrees to teach in the service of the Board for the aforesaid school year, consisting of 195 days as provided in the Master Agreement between the Board and the Columbus Education Association, and such succeeding school years consisting of the agreed number of days, during the continuation of this contract.
3. The appointment made hereby is subject to the right to transfer the Teacher from grade to grade, from school to school, and from one ranking to another, whenever the good the service may require, subject to the above mentioned Master Agreement. The Teacher also agrees to be subject to and abide by all the rules and regulations of the Board now in effect and such rules and regulations as may be amended or adopted by the Board during the term of this contract, subject to the terms of the Master Agreement between the Board and the Columbus Education Association. The Teacher and the Board agree to abide by all applicable provisions of the Ohio Revised Code now in effect and such provisions as may be amended or enacted during the term of this contract.
4. The appointment made hereby is open for acceptance by the Teacher for a period of fifteen (15) days from the date of execution by the Treasurer. Failure to execute and return this agreement within the allotted time will be considered a declination.
5. This individual contract is made pursuant to and subject to all other terms and conditions of the above-mentioned Master Agreement

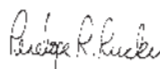
BOARD OF EDUCATION OF THE CITY
SCHOOL DISTRICT, COLUMBUS, OHIO



Carole L. Perkins, President

EMPLOYEE NAME _____

Date _____



Penelope R. Rucker, Treasurer

Dated: _____

The offer of this contract shall be deemed withdrawn for all purposes if the Employee does not accept same by executing and returning to the Board this contract within (15) calendar days of the date first set forth above

PLEASE SIGN THIS COPY AND RETURN TO: PAYROLL OFFICE, BOARD OF EDUCATION,
270 E. STATE STREET, COLUMBUS, OHIO 43215
RETAIN A COPY FOR YOUR RECORDS

Continuing Contract—Tutor

BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT COLUMBUS, OHIO

CONTINUING TUTOR CONTRACT

Agreement between the Board of Education of the City School District of Columbus, Ohio, herein referred to as "Board", and «EMPLOYEE» herein referred to as "Tutor", pursuant to a Resolution duly adopted by the Board on «BOARDDATE».

WHEREAS, The Superintendent of Schools has recommended the employment of the Tutor under a continuing contract and the Board has approved such recommendation;

NOW THEREFORE, the parties to this agreement for and in consideration of their mutual promises, do hereby agree as follows:

1. The Board does hereby enter into a Continuing Tutor Contract with the Tutor for the school year «YEAR» and continuing until such contract is terminated or suspended as provided by law, for the guaranteed and required number of potential _____ hours per week as assigned by an appropriate administrator, and fixes the hourly rate of pay of the Tutor at \$«RATE» per hour as provided in the Master Agreement between the Board and the Columbus Education Association. The salary will be paid in accordance with salary schedules adopted by the Board and in effect at the time service is performed and will be only for services actually performed.
2. The appointment made hereby is open for acceptance for a period of fifteen (15) days from the date of execution by the Treasurer. Failure to execute and return this agreement within the allotted time will be considered a declination.
3. The appointment made hereby is subject to the right to adjust the assigned hours of work and to reassign the Tutor whenever the good of the service may require, subject to the terms of the above mentioned Master Agreement.
4. The Tutor agrees to provide services to the Board of Education of the City School District of Columbus, Ohio, for the aforesaid period, and further agrees to abide by the rules and regulations of the Board now in effect and such rules and regulations as may be amended or adopted during the term of this contract.
5. This individual contract is made pursuant to and subject to all relevant terms and conditions of the above mentioned Master Agreement.

BOARD OF EDUCATION OF THE CITY SCHOOL
DISTRICT OF COLUMBUS, OHIO



President



Treasurer

Issue Date: «ISSUEDATE»

Tutor _____

Date _____

TUTRCNTN:d
(DATAFILE:TUTR)

Please sign this copy and return to: Payroll Office
Board of Education, 270 E. State Street, Columbus, Ohio 43215

Limited Contract– Full Time Hourly

BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT COLUMBUS, OHIO FULL-TIME HOURLY PROFESSIONAL EMPLOYEE'S LIMITED CONTRACT

Agreement between the Board of Education of the City School District of Columbus, Ohio, herein referred to as "Board" and "EMPLOYEE", herein referred to as "Employee", pursuant to a Resolution duly adopted by the Board on JUNE 12, 2015.

WHEREAS, the Superintendent of Schools has recommended the employment of the Employee for not to exceed one (1) year and the Board has approved such recommendation;

NOW THEREFORE, the parties to this agreement for and in consideration of their mutual promises, do hereby agree as follows:

1. The Board does hereby enter into a Limited Contract with the Employee for the period commencing "DATE" and ending on JUNE 30, 2016, for the number of days established by the program work schedule, and fixes the hourly rate of pay of the Employee at "SALARY" per hour. The salary will be paid in accordance with salary schedules adopted by the Board and in effect at the time service is performed and will be only for services actually performed.
2. The appointment made hereby is open for acceptance for a period of fifteen (15) days from the date of execution by the Treasurer. Failure to execute and return this agreement within the allotted time with be considered a declination.
3. The appointment made hereby is subject to the right to reassign the Employee whenever the good of the service may require, subject to the terms of the Master Agreement between the Board of Education and the Columbus Education Association.
4. This individual contract is made pursuant to and subject to all other terms and conditions of the above mentioned Master Agreement.
5. The Employee agrees to serve the Board of Education of the City School District of Columbus, Ohio, for the aforesaid period, and further agrees to abide by the rules and regulations of the Board now in effect and such rules and regulations as may be amended or adopted during the term of this contract, subject to the terms of the Master Agreement.
6. Subject to the provisions of Sections 904.07 and 704.03 and Article 401 of the aforementioned Master Agreement, this contract shall be deemed renewed for a like term at the negotiated salary unless, on or before a date that is ninety (90) calendar days before the ending date of such contract, the Board gives the full-time hourly professional employee employed thereunder written notice of its intention not to renew same.
7. The Employee hereby states the following as material representations inducing the Board to enter into this contract and agrees to provide acceptable proof of same prior to commencing service under this contract unless otherwise provided:
 - (A) is the holder of a valid Ohio teaching certificate.
 - (B) is in a satisfactory state of health and is free from any communicable disease to the best of the teacher's knowledge.
 - (C) has provided the Board with an Ohio State Teacher's Retirement System Membership Record.
 - (D) has completed and delivered to the Board a Form W-4 for Income Tax purposes and Form IT-4 for Ohio Income Tax purposes.
 - (E) will file with the Board an official transcript of any additional work taken DURING THE PRECEDING SCHOOL YEAR, INCLUDING SUMMER SCHOOL, NOT LATER THAN SEPTEMBER 15 DURING THE TERM HEREOF.
 - (F) is not under contract to serve elsewhere during any portion of the term of this contract.

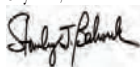
BOARD OF EDUCATION OF THE CITY
SCHOOL DISTRICT, COLUMBUS, OHIO

SIGNATURE

Date



Gary Baker, President



Stanley J. Bahorek, Treasurer

Dated: JUNE 4, 2015

The offer of this contract shall be deemed withdrawn for all purposes if the Employee does not accept same by executing and returning to the Board this contract within (15) calendar days of the date first set forth above

PLEASE SIGN THIS COPY AND RETURN TO: PAYROLL OFFICE, BOARD OF EDUCATION,

270 E. STATE STREET, COLUMBUS, OHIO 43215

RETAIN A COPY FOR YOUR RECORDS

FTH

Limited Contract—Instructional Support Substitute

BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT
COLUMBUS, OHIO

INSTRUCTIONAL SUPPORT SUBSTITUTE TEACHER'S LIMITED CONTRACT

Agreement between the Board of Education of the City School District of Columbus, Ohio, herein referred to as the "Board" and «TEACHER_NAME» herein referred to as "Teacher", pursuant to a Resolution duly adopted by the Board on «BOARD_DATE».

WHEREAS, the Superintendent of Schools has recommended the employment of the Teacher for not to exceed one (1) year and the Board has approved such recommendation;

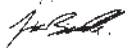
NOW THEREFORE, the parties to this agreement for and in consideration of their mutual promises, do hereby agree as follows:

1. The Board does hereby enter into a Limited Contract with the Teacher for the school year 2000-2001 consisting of 178 days as provided in the Master Agreement between the Board and the Columbus Education Association, and fixes the salary of the Teacher at the rate of \$136.69 per day in accordance with the salary schedule set forth in the aforementioned Master Agreement as it exists or as it may be amended during the duration of this contract. Payment shall be made in accordance with the pay plan prescribed by the Board.
2. Acceptance of appointment shall be made within 15 days from the date of execution by the Treasurer. Failure to execute and return this agreement with the allotted time will be considered a declination.
3. This individual contract is made pursuant to and subject to all relevant terms and conditions of the above mentioned Master Agreement.
4. The Teacher agrees to teach in the service of the Board for the aforesaid school year, and further agrees to abide by the rules and regulations of the Board now in effect and such rules and regulations as may be amended or adopted during the term of this contract, subject to the terms of the Master Agreement between the Board and the Columbus Education Association. The Teacher and the Board agree to abide by all applicable provisions of the Ohio Revised Code now in effect and such provisions as may be amended or enacted during the term of this contract.
5. The Teacher hereby states the following as material representations inducing the Board to enter into this contract and agrees to provide acceptable proof of the same prior to commencing service under this contract unless otherwise provided:

- | | |
|---|---|
| (A) is the holder of a valid Ohio teaching certificate. | (F) will file with the Board an official transcript of any additional work taken DURING THE PRECEDING SCHOOL YEAR, INCLUDING SUMMER SCHOOL, WITHIN 30 DAYS OF THIS AGREEMENT. |
| (B) is the holder of a B.S., B.S. including 150 semester hours or M.A. degree and has submitted a complete official transcript of teaching training credits to the Board. | |
| (C) is in a satisfactory state of health and is free from any communicable disease to the teacher's knowledge. | (G) is not under contract to serve elsewhere during any portion of the term of this contract. |
| (D) has provided the Board with an Ohio State Teacher's Retirement System Membership Record. | BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT OF COLUMBUS, OHIO |
| (E) has completed and delivered to the Board a Form W-4 for federal income tax purposes and Form IT-4 for Ohio income tax purposes. | |



President



Treasurer

Date: «DATE_ISSUED»

Teacher

Date

Please sign this copy and return to: Payroll Office
Board of Education, 270 E. State Street, Columbus, Ohio 43215
Retain a copy for your records

Limited Contract–Teacher’s

BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT COLUMBUS, OHIO TEACHER’S LIMITED CONTRACT

Agreement between the Board of Education of the City School District of Columbus, Ohio, hereinafter referred to as “Board,” and EMPLOYEE NAME herein referred to as “Teacher”, pursuant to a Resolution duly adopted by the Board on DATE

WHEREAS, the Superintendent of Schools has recommended the employment of the Teacher for not to exceed one (1) year and the Board has approved such recommendation;

NOW THEREFORE the parties to this agreement for and in consideration of their mutual promises, do hereby agree as follows:

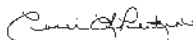
1. The Board does hereby enter into a Limited Contract with the Teacher for the school year 2009-2010 consisting of 195 days as provided in the Master Agreement between the Board and the Columbus Education Association, and fixes the salary of the Teacher at the rate of \$55,555 per year, or a proportional part of this sum for such portion of the year served, in accordance with the salary schedule set forth in the aforementioned Master Agreement as it exists or as it may be amended during the duration of this contract. Payment shall be made in accordance with one of the pay plans prescribed by the Board as selected by the Teacher.
2. The appointment made hereby is open for acceptance for a period of fifteen (15) days from the date of execution by the Treasurer. Failure to execute and return this agreement within the allotted time will be considered a declination.
3. The appointment made hereby is subject to the right to transfer the Teacher from grade to grade, from school to school, and from one ranking to another, whenever the good of the service may require, subject to the terms of the above-mentioned Master Agreement.
4. This individual contract is made pursuant to and subject to all other terms and conditions of the above mentioned Master Agreement.
5. The Teacher agrees to teach in the service of the Board of Education of the City School District of Columbus, Ohio, for the aforesaid school year, and further agrees to abide by the rules and regulations of the Board now in effect and such rules and regulations as may be amended or adopted during the term of this contract, subject to the terms of the Master Agreement between the Board and the Columbus Education Association. The Teacher and the Board agree to abide by all applicable provisions of the Ohio Revised Code now in effect and such provisions as may be amended or enacted during the term of this contract.
6. The Teacher hereby states the following as material representations inducing the Board to enter into this contract and agrees to provide acceptable proof of the same prior to commencing service under this contract unless otherwise provided:

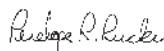
- (A) is the holder of a valid Ohio teaching certificate
- (B) is the holder of a BS, BS including 150 semester hours, or a MA degree and has submitted a complete official transcript of teaching/training credits to the Board.
- (C) is in a satisfactory state of health and is free from any communicable disease to the teacher’s knowledge.
- (D) has provided the Board with an Ohio State Teacher’s Retirement System Membership Record.

- (E) Has completed and delivered to the Board a Form W-4 for federal income tax purposes and Form IT-4 for Ohio income tax purposes.
- (F) will file with the Board an official transcript of any additional work taken during the preceding school year, including summer school, NO LATER THAN SEPTEMBER 15, DURING THE TERM HEREOF.
- (G) is not under contract to serve elsewhere during any portion of the term of this contract.

BOARD OF EDUCATION OF THE CITY
SCHOOL DISTRICT, COLUMBUS, OHIO

EMPLOYEE NAME _____ Date _____


Carol L. Perkins, President


Penelope R. Rucker, Treasurer

Dated:

The offer of this contract shall be deemed withdrawn for all purposes if the Employee does not accept same by executing and returning to the Board this contract within (15) calendar days of the date first set forth above.

PLEASE SIGN THIS COPY AND RETURN TO: PAYROLL OFFICE, BOARD OF EDUCATION,
270 E. 5TH STREET, COLUMBUS, OHIO 43215

RETAIN A COPY FOR YOUR RECORDS

TC 101A

One Year Contract–Home Instruction Tutor

BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT COLUMBUS, OHIO

ONE-YEAR HOME INSTRUCTION TUTOR CONTRACT

Agreement between the Board of Education of the City School District of Columbus, Ohio, herein referred to as "Board" and "EMPLOYEE", hereinafter referred to as "Tutor", pursuant to a Resolution duly adopted by the Board, JUNE 2, 2015.

WHEREAS, the Superintendent of Schools has recommended the employment of the Tutor for the 2015-2016 school year and the Board has approved such recommendation:

NOW THEREFORE, the parties to this agreement for and in consideration of their mutual promises, do hereby agree as follows:

1. Board does hereby enter into a One-Year Tutor Contract with the Tutor for the period commencing "DATE" and ending on "DATE" for the number of hours needed and assigned by an appropriate administrator, and fixes the hourly rate of pay of the Employee at "SALARY" per hour as provided in the Master Agreement between the Board and the Columbus Education Association. The salary will be paid in accordance with salary schedules adopted by the Board and in effect at the time service is performed and will be only for services actually performed.
2. Acceptance of appointment shall be made within 15 days from the date of execution by the Treasurer. Failure to execute and return this agreement within the allotted time will be considered a declination.
3. The appointment made hereby is subject to the right to adjust the assigned hours of work and to reassign the Tutor whenever the good of the service may require, subject to the terms of the above mentioned Master Agreement.
4. This individual contract is made pursuant to and subject to all relevant terms and conditions of the above mentioned Master Agreement.
5. The Tutor agrees to provide services to the Board of Education of the City School District of Columbus, Ohio, for the aforesaid period, and further agrees to abide by the rules and regulations of the Board now in effect and such rules and regulations as may be amended or adopted during the term of this contract, subject to the terms of the Master Agreement.
6. This contract shall be deemed automatically nonrenewed as of its expiration date and no action or notification by the Board shall be required in connection with such nonrenewal.
7. The Tutor hereby states the following as material representations inducing the Board to enter into this contract and agrees to provide acceptable proof of same prior to commencing service under this contract unless otherwise provided:
 - (A) is the holder of a valid Ohio teaching certificate.
 - (B) is in a satisfactory state of health and is free from any communicable disease to the tutor's knowledge.
 - (C) has provided the Board with an Ohio State Teacher's Retirement System Membership Record.
 - (D) has completed and delivered to the Board a Form W-4 for federal income tax purposes and Form IT-4 for Ohio income tax purposes.
 - (E) will file with the Board an official transcript of any additional work taken DURING THE PRECEDING SCHOOL YEAR, INCLUDING SUMMER SCHOOL, WITHIN 30 DAYS OF THIS AGREEMENT.
 - (F) is not under contract to serve elsewhere during any portion of the term of this contract.

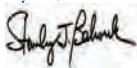
BOARD OF EDUCATION OF THE CITY
SCHOOL DISTRICT, COLUMBUS, OHIO

SIGNATURE

Date



Gary Baker, President



Stanley J. Bahorek, Treasurer

Dated: JUNE 4, 2015

The offer of this contract shall be deemed withdrawn for all purposes if the Employee does not accept same by executing and returning to the Board this contract within (15) calendar days of the date first set forth above

PLEASE SIGN THIS COPY AND RETURN TO: PAYROLL OFFICE, BOARD OF EDUCATION,

270 E. STATE STREET, COLUMBUS, OHIO 43215

RETAIN A COPY FOR YOUR RECORDS

One Year Contract Latchkey Teacher

BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT COLUMBUS, OHIO

ONE-YEAR LATCHKEY TEACHER CONTRACT

Agreement between the Board of Education of the City School District of Columbus, Ohio, herein referred to as "Board" and «EMPLOYEE» herein referred to as "Latchkey Teacher", pursuant to a Resolution duly adopted by the Board on JUNE 02, 2015.

WHEREAS, the Superintendent of Schools has recommended the employment of the Latchkey Teacher for the 2015-2016 school year and the Board has approved such recommendation:

NOW THEREFORE, the parties to this agreement for and in consideration of their mutual promises, do hereby agree as follows:

1. The Board does hereby enter into a One-Year Latchkey Teacher Contract with the Latchkey Teacher for the period commencing JULY 1, 2015, and ending on June 30, 2016 for the number of hours needed and assigned by an appropriate administrator, and fixes the hourly rate of pay of the Employee at \$30.62 per hour as provided in the Master Agreement between the Board and the Columbus Education Association.
2. The appointment made hereby is open for acceptance for a period of fifteen (15) days from the date of execution by the Treasurer. Failure to execute and return this agreement within the allotted time will be considered a declination.
3. The appointment made is subject to the right to transfer the Latchkey Teacher from school to school whenever the good of the service may require, subject to the terms of the above mentioned Master Agreement.
4. This individual contract is made pursuant to and subject to all relevant terms and conditions of the above mentioned Master Agreement.
5. The Latchkey Teacher agrees to provide services to the Board of Education of the City School District of Columbus, Ohio, for the aforesaid period, and further agrees to abide by the rules and regulations of the Board now in effect and such rules and regulations as may be amended or adopted during the term of this contract, subject to the terms of the Master Agreement.
6. This contract shall be deemed automatically nonrenewed as of its expiration date and no action or notification by the Board shall be required in connection with such nonrenewal.
7. The Latchkey Teacher hereby states the following as material representations inducing the Board to enter into this contract and agrees to provide acceptable proof of same prior to commencing service under this contract unless otherwise provided:
 - (A) is the holder of a valid Ohio teaching certificate.
 - (B) is in a satisfactory state of health and is free from any communicable disease to the Latchkey Teacher's knowledge.
 - (C) has provided the Board with an Ohio State Teacher's Retirement System Membership Record.
 - (D) has completed and delivered to the Board a Form W-4 for federal income tax purposes and Form IT-4 for Ohio income tax purposes.
 - (E) is not under contract to serve elsewhere during any portion of the term of this contract.

BOARD OF EDUCATION OF THE CITY
SCHOOL DISTRICT, COLUMBUS, OHIO

«EMPLOYEE»

Date



Gary Baker, President



Stanley J. Bahorek, Treasurer

ISSUED: JUNE 3, 2015

The offer of this contract shall be deemed withdrawn for all purposes if the Teacher does not accept same by executing and returning to the Board this contract within (15) calendar days of the date first set forth above.

PLEASE SIGN THIS COPY AND RETURN TO: **PAYROLL OFFICE**, BOARD OF EDUCATION,
270 E. STATE STREET, COLUMBUS, OHIO 43215
RETAIN A COPY FOR YOUR RECORDS

One-Year Contract Tutor

BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT COLUMBUS, OHIO

ONE-YEAR TUTOR CONTRACT

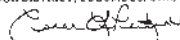
Agreement between the Board of Education of the City School District of Columbus, Ohio, herein referred to as "Board" and EMPLOYEE NAME, hereafter referred to as "Tutor", pursuant to a Resolution duly adopted by the Board on DATE

WHEREAS, the Superintendent of Schools has recommended the employment of the Tutor for the 2008-2009 school year and the Board has approved such recommendation.

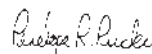
NOW THEREFORE, the parties to this agreement for and in consideration of their mutual promises, do hereby agree as follows:

1. The Board does hereby enter into a One-Year Tutor Contract with the Tutor for the period commencing DATE and ending on DATE for the number of hours needed and assigned by an appropriate administrator, and fixes the hourly rate of pay of the Employee at \$\$\$\$. per hour as provided in the Master Agreement between the Board and the Columbus Education Association. The salary will be paid in accordance with salary schedules adopted by the Board and in effect at the time service is performed and will be only for services actually performed.
2. The appointment made hereby is open for acceptance for a period of Fifteen (15) days from the date of execution by the Treasurer. Failure to execute and return this agreement within the allotted time will be considered a declination.
3. The appointment made hereby is subject to the right to adjust the assigned hours of work and to reassign the Tutor whenever the good of the service may require, subject to the terms of the above mentioned Master Agreement.
4. This individual contract is made pursuant to and subject to all relevant terms and conditions of the above mentioned Master Agreement.
5. The Tutor agrees to provide services to the Board of Education of the City School District of Columbus, Ohio, for the aforesaid period, and further agrees to abide by the rules and regulations of the Board now in effect and such rules and regulations as may be amended or adopted during the term of this contract, subject to the terms of the Master Agreement.
6. This contract shall be deemed automatically nonrenewed as of its expiration date and no action or notification by the Board shall be required in connection with such nonrenewal.
7. The Tutor hereby states the following as material representations inducing the Board to enter into this contract and agrees to provide acceptable proof of same prior to commencing service under this contract unless otherwise provided:
 - (A) is the holder of a valid Ohio teaching certificate
 - (B) is in a satisfactory state of health and is free from any communicable disease to the teacher's knowledge
 - (C) has provided the Board with an Ohio State Teacher's Retirement System Membership Record
 - (D) has completed and delivered to the Board a Form W-4 for federal income tax purposes and Form IT-4 for Ohio income tax purposes
 - (E) will file with the Board an official transcript of any additional work taken during the preceding school year, including summer school, NOT LATER THAN SEPTEMBER 15 DURING THE TERM HEREOF
 - (F) is not under contract to serve elsewhere during any portion of the term of this contract.

BOARD OF EDUCATION OF THE CITY
SCHOOL DISTRICT, COLUMBUS, OHIO



Carol L. Perkins, President



Penelope R. Rucker, Treasurer

EMPLOYEE _____ Date _____

Dated: _____

The offer of this contract shall be deemed withdrawn for all purposes if the Employee does not accept same by executing and returning to the Board this contract within (15) calendar days of the date first set forth above.

PLEASE SIGN THIS COPY AND RETURN TO: PAYROLL OFFICE, BOARD OF EDUCATION,
270 E. STATE STREET, COLUMBUS, OHIO 43215

RETAIN A COPY FOR YOUR RECORDS

Supplemental Contract—Multiple Year

BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT

COLUMBUS, OHIO

SUPPLEMENTAL CONTRACT (Multiple Year)

This limited supplemental contract entered into by and between **EMPLOYEE NAME** hereinafter referred to as the "Employee" and the Board of Education of the City School District, Columbus, Ohio, hereinafter referred to as the "Board" witnesseseth:

In addition to Employee's regular duties, said Employee does hereby promise and agree to perform the duties of **POSITION** for and on behalf of said Board. Employee further agrees to abide by and maintain the policies and regulations adopted by this Board, subject to the Master Agreement between the Board and the Columbus Education Association. Such additional duties shall be performed by Employee during the period beginning on the first day of the **SCHOOL YEAR CONTRACT STARTS** adopted school calendar and ending on the last day of the **SCHOOL YEAR CONTRACT END** adopted school calendar.

In consideration of these additional duties performed by said Employee, the Board promises and agrees to pay the Employee the sum of **\$AMOUNT**.

The salary will be paid in accordance with salary schedules adopted by the Board and in effect at the time service is performed and will be only for services actually performed.

This supplemental limited contract will terminate upon the termination of the Employee's regular contract.

This supplemental limited contract may be declared null and void by the Board in the event the school where the service was to be performed is closed. No advance notice of this declaration is necessary.

This contract is offered for a period of fifteen (15) days from the date below and failure to execute this contract within such time period will nullify the contract.

The person named herein must possess a valid Ohio Teaching Certificate.

If the position is for a "sport-type" activity, including all sports, marching band, drill team, and cheerleading, the following requirements must be met before the appointee may begin performing his/her duties and must be met for the entire duration of the season. In addition, the following must be issued on or before the first practice date of the sport/activity to be performed:

- Completion of an approved CPR class conducted by the American Red Cross, the American Heart Association, or similar entity.
- Completion of a Sports Medicine course, National Federation of High Schools (NFHS) First Aid for Coaches course or American Red Cross Sports Safety First Aid course.
- Completion of a Bloodborne Pathogen Exposure Training course conducted by a Columbus City Schools Nurse or Athletic Trainer. (Football, Soccer, Basketball and Wrestling Coaches only.)
- A Pupil Activity Permit (PAP) issued by the Ohio Department of Education or an application for a PAP must be sent to the Ohio Department of Education. A valid PAP must be received by the Department of Human Resources prior to any monetary compensation issued to the coach/advisor.
- Completion of a NFHS Fundamentals of Coaching course (not applicable if PAP issued prior to January 1, 2010).
- Possession of a valid Ohio Teaching Certificate.

The person named herein is not eligible to be paid prior to receipt of the above documents (relevant to the sport/activity to be performed) in the Department of Human Resources.

Violations will render this supplemental contract null and void and a break in any continuous service provision.

BOARD OF EDUCATION OF THE CITY
SCHOOL DISTRICT, COLUMBUS, OHIO


Signature of **EMPLOYEE NAME**

Employee ID Number

Date Signed



President



Treasurer

RETURN SIGNED CONTRACTS TO: HUMAN RESOURCES OFFICE, @ C.E.C. - ROOM 108

LOCATION
REVISED 10/11

EMPLOYEE NAME

Supplemental Contract—Single Year

BOARD OF EDUCATION OF THE CITY SCHOOL DISTRICT

COLUMBUS, OHIO

SUPPLEMENTAL CONTRACT (Single Year)

This limited supplemental contract entered into by and between **EMPLOYEE NAME**, hereinafter referred to as the "Employee" and the Board of Education of the City School District, Columbus, Ohio, hereinafter referred to as the "Board" witnesseth:

In addition to Employee's regular duties, said Employee does hereby promise and agree to perform the duties of **POSITION** for and on behalf of said Board. Employee further agrees to abide by and maintain the policies and regulations adopted by this Board, subject to the Master Agreement between the Board and the Columbus Education Association. Such additional duties shall be performed by Employee during the period beginning on the first day of the **SCHOOL YEAR** adopted school calendar and ending on the last day of the **SCHOOL YEAR** adopted school calendar.

In consideration of these additional duties performed by said Employee, the Board promises and agrees to pay the Employee the sum of **\$AMOUNT**.

The salary will be paid in accordance with salary schedules adopted by the Board and in effect at the time service is performed and will be only for services actually performed.

This supplemental limited contract will terminate upon the termination of the Employee's regular contract.

This supplemental limited contract may be declared null and void by the Board in the event the school where the service was to be performed is closed. No advance notice of this declaration is necessary.

This contract is offered for a period of fifteen (15) days from the date below and failure to execute this contract within such time period will nullify the contract.

The person named herein must possess a valid Ohio Teaching Certificate.

If the position is for a "sport-type" activity, including all sports, marching band, drill team, and cheerleading, the following requirements must be met before the appointee may begin performing his/her duties and must be met for the entire duration of the season. In addition, the following must be issued on or before the first practice date of the sport/activity to be performed:

- Completion of an approved CPR class conducted by the American Red Cross, the American Heart Association, or similar entity.
- Completion of a Sports Medicine course, National Federation of High Schools (NFHS) First Aid for Coaches course or American Red Cross Sports Safety First Aid course.
- Completion of a Bloodborne Pathogen Exposure Training course conducted by a Columbus City Schools Nurse or Athletic Trainer. (Football, Soccer, Basketball and Wrestling Coaches only.)
- A Pupil Activity Permit (PAP) issued by the Ohio Department of Education or an application for a PAP must be sent to the Ohio Department of Education. A valid PAP must be received by the Department of Human Resources prior to any monetary compensation issued to the coach/advisor.
- Completion of a NFHS Fundamentals of Coaching course (not applicable if PAP issued prior to January 1, 2010).
- Possession of a valid Ohio Teaching Certificate.

The person named herein is not eligible to be paid prior to receipt of the above documents (relevant to the sport/activity to be performed) in the Department of Human Resources.

Violations will render this supplemental contract null and void and a break in any continuous service provision.

BOARD OF EDUCATION OF THE CITY
SCHOOL DISTRICT, COLUMBUS, OHIO

Signature of **EMPLOYEE NAME**

Employee ID Number

Date Signed

LOCATION
REVISED 10/10

RETURN SIGNED CONTRACTS TO: HUMAN RESOURCES OFFICE @ C.E.C. - ROOM 108



President



Treasurer

EMPLOYEE NAME

Elementary Transfer/Withdrawal Clearance Form

Columbus Public Schools Columbus, Ohio

ELEMENTARY TRANSFER AND/OR WITHDRAWAL CLEARANCE

Student No. _____ Last Name _____ First Name _____ Room _____ Grade _____ Date _____

This student is leaving _____ School and is going to _____
(school or town)

Please supply grade codes in the spaces which are appropriate. Be sure to include duration of time in your class as grades for the entire year will be averaged and one grade will be entered in the cumulative record by the teacher of the year.

		Months Grade Taught			Months Grade Taught
Language Arts			Art		
Reading			Creative Arts (K)		
Spelling			Gen. Music		
Handwriting			Phy. Ed.		
Mathematics			Work and Study Habits		
Social Studies			Personal Growth		
Science			Social Growth		
Health					

Grades listed are cumulative grades for the period from _____
through _____. This time period covers _____ school days,
during which there were _____ days absent and _____ times tardy.

GRADE CODES

Kindergarten

S - Successful
P - Partially Successful
N - Not Successful At This Time

Grades 1 - 3	Grades 4 - 5	
O - Outstanding	A - Excellent	O - Outstanding
S - Satisfactory	B - Good	S - Satisfactory
I - Improvement Needed	C - Average	U - Unsatisfactory
U - Unsatisfactory	D - Poor	
	F - Failing	

Information on the back will be completed by the office
for pupils leaving the Columbus Public Schools

Cal No. 200128 11/92

Office Referral Form (190)

Columbus City Schools Office Referral Form



Student Name _____

Date _____ Time _____

Grade Level: Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12

Referring Staff _____

School _____

Incident Location

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Library |
| <input type="checkbox"/> Bus | <input type="checkbox"/> Office |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Playground |
| <input type="checkbox"/> Entrance/Exit | <input type="checkbox"/> Restroom |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> _____ |

LEVEL I Behavior

- ☐ Disruptive Behavior
- ☐ Dress Code Violation
- ☐ Electronic Communication Devices
- ☐ Forgery/Fraud/Fake Identification
- ☐ Gambling
- ☐ Profanity
- ☐ Tobacco/Smoking
- ☐ Tardiness/Absenteeism
- ☐ Truancy

LEVEL II Behavior

- ☐ Bullying/Harassment/Threats
- ☐ Cheating/Plagiarism
- ☐ Extortion
- ☐ Fighting
- ☐ Firearms Look-Alike
- ☐ Improper Operation of a Vehicle
- ☐ Insubordination
- ☐ Sexual Misconduct
- ☐ School Bus Disruption
- ☐ Theft
- ☐ Trespassing
- ☐ Unauthorized Use of the Internet
- ☐ Vandalism

LEVEL III Behavior

- ☐ Alcohol/Drug Possession/Use/Sale
- ☐ Arson
- ☐ Explosives
- ☐ False Alarms/Bomb Threats
- ☐ Firearms
- ☐ Physical Assault
- ☐ Serious Bodily Injury
- ☐ Sexual Offenses
- ☐ Volatile Act
- ☐ Weapons Other Than Firearms

Comments _____

☐ Repeated Behavior Previous Corrective Measures: ☐ Office Referral ☐ Time-Out/PEAK ☐ Conference ☐ Parent Conference ☐ SAIL Referral
Other _____

Administrative Action

- | | |
|--|---|
| <input type="checkbox"/> Loss of Privilege _____ | <input type="checkbox"/> PALS |
| <input type="checkbox"/> Time-Out/PEAK | <input type="checkbox"/> ISS In-School Suspension (____ days) |
| <input type="checkbox"/> Conference with Student | <input type="checkbox"/> OSS Out-of-School Suspension (____ days) |
| <input type="checkbox"/> Parent Contact | <input type="checkbox"/> SAIL Referral/IAT |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Referral to Hearing Office |

PEAK Time-Out Referral Form

Columbus City Schools PEAK* Time-Out Referral Positive Efforts for Adjustment and Knowledge Form



Student Name _____

Date _____ Time _____

Grade Level: Pre-K K 1 2 3 4 5 6 7 8

Referring Staff _____

School _____

Location

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Library |
| <input type="checkbox"/> Bus | <input type="checkbox"/> Office |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Playground |
| <input type="checkbox"/> Entrance/Exit | <input type="checkbox"/> Restroom |
| <input type="checkbox"/> Hallway | <input type="checkbox"/> _____ |

LEVEL I Behavior

- ☐ Disruptive Behavior
- ☐ Dress Code Violation
- ☐ Electronic Communication Devices
- ☐ Forgery/Fraud/Fake Identification
- ☐ Gambling
- ☐ Profanity
- ☐ Tobacco/Smoking
- ☐ Tardiness/Absenteeism
- ☐ Truancy

LEVEL II Behavior

- ☐ Bullying/Harassment/Threats
- ☐ Cheating/Plagiarism
- ☐ Extortion
- ☐ Fighting
- ☐ Firearms Look-Alike
- ☐ Improper Operation of a Vehicle
- ☐ Insubordination
- ☐ Sexual Misconduct
- ☐ School Bus Disruption
- ☐ Theft
- ☐ Trespassing
- ☐ Unauthorized Use of the Internet
- ☐ Vandalism

Optional Comments

☐ Repeated Behavior Previous Corrective Measures: ☐ Office Referral ☐ Time-Out PEAK ☐ Conference ☐ Parent Conference ☐ SAIL Referral ☐ Other _____

Student Behavior Contract

This is what I did: _____

This is what I will do the next time: _____

Student Signature _____

PEAK Staff Signature _____

Dear Parent,

Today, your son/daughter was assigned to the PEAK Center for a time-out period. Time-out is a temporary removal of the student from the classroom to another supervised setting within the school. The reason for this removal is indicated above.

While in PEAK, your son/daughter completed the above behavioral contract and/or plan to improve his/her behavior to make better choices in the future. Read the contract and discuss the matter with your child. Please call the school should you need additional information.

Please sign and have your son/daughter return this portion of the form. Thank you for your cooperation. Our goal is to help your child overcome his/her problems in a positive manner.

PEAK Form Rev. 3/109
Form #200310

Removal of a Student Memorandum

MEMORANDUM

TO: Building Principals
CEA Senior Faculty Representatives

FROM: Karen Balko, Negotiator, Columbus Board of Education
Rick Logan, Negotiator, Columbus Education Association

DATE: November 13, 1992

In the most recent round of contract negotiations Article 208.04 was modified. This article now reads as follows:

The removal of a student from a curricular or extra curricular activity by a teacher shall be processed according to the provisions set forth in Section 3313.66 of the Ohio Revised Code. A teacher removing a student according to this provision shall communicate such action on a mutually developed form.

Attached to this memorandum is the mutually developed form referenced in the above contract provision. The intention of the parties during the bargaining process was to bring order to the way this provision of the law is invoked by teachers and processed by administrators.

This process should be initiated only in circumstances where a teacher has repeatedly attempted to correct a student's behavior and feels that the presence of the student in the class or extra curricular activity poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. This form is not a substitute for the Corrective Measures Communication Form (SCH 190).

Please note the teacher's responsibility to attach documentation regarding prior attempts to correct student behavior when submitting reasons for removal to the principal.

Fifty of these forms are being sent to every building. They should be placed in a convenient place for teachers so that they may access one when necessary.

KB:jn
Attachment

Removal of Student Form

Columbus Public Schools REMOVAL FROM A CURRICULAR OR AN EXTRACURRICULAR ACTIVITY

REMOVAL

The presence of the student indicated below poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

Student Name _____

Class/Extracurricular Activity _____

Date _____ Time _____

As soon as practicable, I will submit the reasons for such removal and additional required documentation.

Teacher's Signature _____

REASONS FOR REMOVAL

(This portion of the form must be completed and submitted to the principal or his/her designee as soon as practicable.)

I removed this student from my class/supervised extracurricular activity because:

Attach all documentation that demonstrates your prior attempts to correct the student's behavior. This documentation must include, but is not limited to, classroom behavioral modification plans, parental conferences/phone calls/written communications, and copies of the Corrective Measure Communication Forms (School Form 190).

Date _____ Time _____ Teacher's Signature _____

HEARING

(This section is to be completed by the building principal or his/her designee. A hearing must be held within three (3) school days from the time the initial removal is ordered. The teacher is required to attend the hearing.)

Hearing Date _____ Time _____

Check one: ☐ Student will not be reinstated until after the hearing.

☐ Student will be reinstated prior to the hearing (The teacher may request in writing reasons for this reinstatement)

Date _____ Principal or Designee's Signature _____

Submit copy at time of removal. Send an additional copy to the principal for routing after you have completed the Reasons for Removal section and attached supporting documentation. Keep a copy for your files.

Report to Principal of Parent Conference

Cat. No. 200358

COLUMBUS PUBLIC SCHOOLS Report to Principal of Parent Conference



Student _____ H.R. _____ Teacher(s) _____

Grading Period 1 2 3 4 5 6 Date _____ Time _____

Location of Conference ☐ Home ☐ School ☐ Phone _____

Parent or Guardian Name(s) _____

Reason(s) for Conference:

☐ Failing Grade in _____

☐ Disciplinary Problem ☐ Other _____

Cooperation: ☐ Cooperative ☐ Uncooperative _____

Summary of Conference (Optional)

Proposed Action: (Optional)

(Use other side if necessary)

Elementary School Report Cards

Primary Sample Card

CCS Elementary School Report Card

Student **Primary Sample Card**

Grade _____

School Year 20__ - 20__

School _____

Teacher _____

KEYS FOR STANDARDS

Scale	Achievement
4 - Advanced	Exceeding required level of performance consistently
3 - Proficient	Meeting required level of performance consistently
2 - Basic	Progressing toward required level of performance, but not consistently
1 - Below Basic	Working below required level of performance consistently
0 - Not enough work completed to score	
N - Not evaluated during this grading period	
NA - Not taught at this school	

Scale	Effort
4	Consistently focused on learning and works hard on all tasks
3	Usually focused on learning and works hard on most tasks
2	Sometimes focused on learning and works on some tasks
1	Rarely focused on learning and works on few tasks
0	No evidence of effort

Reading Level Key	
K/Kindergarten	A, B, C, D
1st Grade	E, F, G, H, J
2nd Grade	K, L, M
3rd Grade	N, O, P
4th Grade	Q, R, S
5th Grade	T, U, V
6th Grade	W, X, Y

READING Achievement

(Identifies all upper and lower case letters)

(Kindergarten Only)

Identifies and reproduces sounds

Applies blending skills, reads smoothly with

fluency

Acquires and expands vocabulary

Uses and applies a variety of comprehension

strategies

Reads for and understands information

Revisits and understands a variety of literature

READING Effort

READING LEVEL

Reading Level

WRITING Achievement

Uses the steps in the writing process:

Writes for different purposes

Uses neat and legible handwriting

Uses correct capitalization, punctuation, and grammar

Spells grade level words correctly

WRITING Effort

RESEARCH Achievement

Gathers and uses information for research reports

RESEARCH Effort

COMMUNICATION Achievement

Uses active listening skills

COMMUNICATION Effort

MATHEMATICS Achievement

Number, Number Sense, and Operations

Measurement

Geometry and Spatial Sense

Patterns, Functions, and Algebra

Data Analysis and Probability

Mathematical Processes

MATHEMATICS Effort

SCIENCE Achievement

Earth & Space Sciences

Life Sciences

Physical Sciences

Process Skills (Technology, Inquiry, Ways of Knowing)

SCIENCE Effort

SOCIAL STUDIES Achievement

History

People in Societies

Geography

Economics

Government

Citizenship Rights and Responsibilities

Process Skills and Methods

SOCIAL STUDIES Effort

Grading Period		1	2	3	4
HEALTH Achievement					
HEALTH Effort					
ART Achievement					
ART Effort					
PHYSICAL EDUCATION Achievement					
PHYSICAL EDUCATION Effort					
GENERAL MUSIC Achievement					
GENERAL MUSIC Effort					
ADDITIONAL CCS-APPROVED INSTRUCTION					
DANCE					
DANCE Effort					
DRAMA					
DRAMA Effort					

WORK AND SOCIAL BEHAVIORS

E = Exemplary behavior

S = Satisfactory behavior

I = Improvement needed

U = Unsatisfactory behavior

Grading Period		1	2	3	4
Works well independently					
Works well with others					
Demonstrates self-discipline in classroom					
Demonstrates self-discipline in other areas					
Completes classwork on time					
Completes homework					
Participates in classroom activities & discussions					
Listens and follows directions					
Respects authority					
Respects rights and property of others					
Respects people as individuals					

Parents: Please note if an item is marked (X)

Grading Period		1	2	3	4
Audio recorded					
Conference requested by teacher					
Behavior being considered					

ABSENCES AND TARDIES AFFECT ACADEMIC PROGRESS

RECORD OF ATTENDANCE		Grading Period				TOTAL
		1	2	3	4	
DAYS PRESENT AT THIS SCHOOL						
DAYS ABSENT AT THIS SCHOOL						
DAYS TARDY						

YOUR CHILD IS: ☐ PROMOTED TO ☐ RETAINED IN

Grade _____ School _____ Room _____

Date _____ Principal _____

COMMENTS:

GRADING PERIOD 1:

GRADING PERIOD 2:

GRADING PERIOD 3:

GRADING PERIOD 4:

Elementary School Report Cards

Intermediate Sample Card

CCS Elementary School Report Card

Student **Intermediate Sample Card**

Grade _____

School Year 20__ - 20__

School _____

Teacher _____

KEYS FOR STANDARDS

Scale	Achievement
4 - Advanced	Exceeding required level of performance consistently
3 - Proficient	Meeting required level of performance consistently
2 - Basic	Progressing toward required level of performance, but inconsistent
1 - Below Basic	Working below required level of performance consistently
0 - Not enough work completed to score	
N - Not evaluated during this grading period	
NA - Not taught at this school	

Scale	Effort
4	Consistently focuses on learning and works hard on all tasks
3	Usually focuses on learning and works hard on most tasks
2	Sometimes focuses on learning and works on some tasks
1	Hardly focuses on learning and works on few tasks
0	No evidence of effort

Reading Level Key	
Kindergarten	A, B, C, D
1st Grade	E, F, G, H, I
2nd Grade	J, K, L, M
3rd Grade	N, O, P
4th Grade	Q, R, S
5th Grade	T, U, V
6th Grade	W, X, Y

READING Achievement	Grading Period			
Identifies all upper and lower case letters (Kindergarten Only)	1	2	3	4
Blends and separates sounds				
Applies decoding skills, reads smoothly with expression				
Acquires and extends vocabulary				
Uses and applies a variety of comprehension strategies				
Retrieves and understands information				
Reads and understands a variety of literature				
READING Effort				

READING LEVEL	Grading Period			
Reading Level	1	2	3	4

WRITING Achievement	Grading Period			
Uses the steps in the writing process	1	2	3	4
Writes for different purposes				
Uses neat and legible handwriting				
Uses correct capitalization, punctuation, and grammar				
Writes grade level words correctly				
WRITING Effort				

RESEARCH Achievement	Grading Period			
Gathers and uses information for research reports	1	2	3	4
RESEARCH Effort				

COMMUNICATION Achievement	Grading Period			
Uses active listening skills	1	2	3	4
COMMUNICATION Effort				

MATHEMATICS Achievement	Grading Period			
Number, Number Sense and Operations				
Measurement				
Geometry and Spatial Sense				
Patterns, Functions, and Algebra				
Data Analysis and Probability				
Mathematical Processes				
MATHEMATICS Effort				

SCIENCE Achievement	Grading Period			
Earth & Space Sciences				
Life Sciences				
Physical Sciences				
Process Skills (Technology, Inquiry, Ways of Knowing)				
SCIENCE Effort				

SOCIAL STUDIES Achievement	Grading Period			
History				
People in Societies				
Geography				
Economics				
Government				
Citizenship Rights and Responsibilities				
Process Skills and Methods				
SOCIAL STUDIES Effort				

HEALTH Achievement	Grading Period			
HEALTH Effort				
ART Achievement	Grading Period			
ART Effort				
PHYSICAL EDUCATION Achievement	Grading Period			
PHYSICAL EDUCATION Effort				
GENERAL MUSIC Achievement	Grading Period			
GENERAL MUSIC Effort				
ADDITIONAL CCS-APPROVED INSTRUCTION				
DANCE	Grading Period			
DANCE Effort				
DRAMA	Grading Period			
DRAMA Effort				
INSTRUMENTAL MUSIC	Grading Period			
INSTRUMENTAL MUSIC Effort				
CHORUS	Grading Period			
CHORUS Effort				

WORK AND SOCIAL BEHAVIORS	Grading Period			
4 = Exemplary behavior				
3 = Satisfactory behavior				
1 = Improvement needed				
U = Unsatisfactory behavior				
Works well independently				
Works well with others				
Demonstrates self-discipline in classroom				
Demonstrates self-discipline in other areas				
Completes classwork on time				
Completes homework				
Participates in classroom activities & discussions				
Listens and follows directions				
Respects authority				
Respects rights and property of others				
Respects people as individuals				

Parents: Please note if an item is marked (X):				
	Grading Period			
None entered	1	2	3	4
Conference requested by teacher				
Retention being considered				

ABSENCES AND TARDIES AFFECT ACADEMIC PROGRESS	Grading Period			
RECORD OF ATTENDANCE	1	2	3	4
DAYS PRESENT AT THIS SCHOOL				
DAYS ABSENT AT THIS SCHOOL				
DAYS TARDY				

YOUR CHILD IS: ☐ PROMOTED TO _____ ☐ RETAINED IN _____
 Grade _____ School _____ Room _____
 Date _____ Principal _____

COMMENTS:

GRADING PERIOD 1:

GRADING PERIOD 2:

GRADING PERIOD 3:

GRADING PERIOD 4:

Elementary School Report Cards Interim Report

Columbus City Schools Elementary Interim Report

Grade: 05 Homeroom: 0012 2007-2008 School Year
 Interim 1 Parkmoor Elementary School 11-21-2007

Grade-Level Achievement Expectations

Reading	Not Evaluated At This Time
Writing	Not Evaluated At This Time
Research	Not Evaluated At This Time
Communication	Not Evaluated At This Time
Mathematics	Not Evaluated At This Time
Science	Not Evaluated At This Time
Social Studies	Not Evaluated At This Time
Health	Not Evaluated At This Time
Art	Not Evaluated At This Time
Music	Not Evaluated At This Time
Phys.Ed	Not Evaluated At This Time

Achievement Key

Exceeds
 Meeting
 Progressing
 Working Below
 Not Evaluated At This Time

Work & Social Behavior Expectation

Works well independently	Not Evaluated At This Time
Works well with others	Not Evaluated At This Time
Demonstrates self-discipline in classroom	Not Evaluated At This Time
Demonstrates self-discipline in other areas	Not Evaluated At This Time
Completes classwork on time	Not Evaluated At This Time
Completes homework	Not Evaluated At This Time
Participates in classroom activities & discussions	Not Evaluated At This Time
Listens and follows directions	Not Evaluated At This Time
Respects authority	Not Evaluated At This Time
Respects rights and property of others	Not Evaluated At This Time
Respects people as individuals	Not Evaluated At This Time

Behavior Key

Excellent
 Satisfactory
 Improvement Needed
 Unsatisfactory

Teacher Comments:

Your support and encouragement are needed to
 help your child achieve the standards.

Teacher

Please keep this report. Sign the envelope and return it to the school. There is a space on the
 envelope for you to request a conference should you desire.

Fee Waiver Application

PRESS FIRMLY-USE BALL POINT PEN

UNIVERSITY OF COLUMBUS
4/1/2009/2009

DO NOT SEPARATE-RETURN BOTH COPIES

2009/09

COLUMBUS CITY SCHOOLS

Fee Waiver Committee
Northgate Center, 6655 Sharon Woods Blvd., 43229-1365 (5104)

**NOTE: PLACE ONE FORM
IN THE MAILBOX OF
EACH CERTIFICATED
PERSON**

TO: Building Administrators and All Certificated Personnel
FROM: Fee Waiver Committee
SUBJECT: FEE-WAIVER APPLICATION FORM FOR SUMMER QUARTER 2009
DATE: April 27, 2009

APPLICATION FILING PROCESS:

Completed applications may be sent by US Mail, school mail, or hand-delivered to Northgate Center, 6655 Sharon Woods Blvd., Columbus, Ohio 43229. **HAND DELIVERY IS SUGGESTED.**

IMPORTANT:

In completing all the information requested, please be sure copy comes through on both pages. **DO NOT** separate pages. Return both copies. The second page will be date-received and returned to the applicant.

PLEASE NOTE: IF YOU ARE A PRIORITY I OR A PRIORITY II YOU MUST INCLUDE DOCUMENTATION AT THE TIME YOUR COMPLETED FEE-WAIVER IS RETURNED TO NORTHGATE.

AUTHORIZATION:

A letter of authorization will be sent to applicants who will receive a fee waiver approximately two weeks after the deadline.

PENALTIES:

Do not request a fee waiver unless you plan to use it. Teachers who apply for fee waivers but do not complete course work will lose rights to fee waivers for the next three consecutive quarters. Teachers who register for a CPE/OSU/TEACH class should not apply for a fee waiver.

DEADLINE TO RETURN FEE-WAIVER APPLICATIONS (FRIDAY, May 8, 2009)

Applications MUST be received at Northgate Center by 5:00 p.m.

IMPORTANT DATES FOR REGISTRANTS AT THE OHIO STATE UNIVERSITY FOR SUMMER QUARTER 2009

Classes Begin	June 22, 2009	Last day to pay fees	June 22, 2009
Classes End	August 24, 2009	Summer Commencement	August 30, 2009

SUMMER QUARTER 2009 APPLICATION

ONLY "MEMBERS OF THE BARGAINING UNIT" AND ADMINISTRATORS ARE ELIGIBLE FOR FEE-WAIVERS

MARK APPROPRIATE UNIVERSITY OR COLLEGE

☐ THE OHIO STATE UNIVERSITY

IMPORTANT: MARK GRADUATE OR UNDERGRADUATE BOX

☐ GRADUATE ☐ UNDERGRADUATE

Circle number of credit hours sought:

1 2 3

Fee waivers will be issued only to individuals who are present at the end of SUMMER QUARTER 2009 (ending Friday, June 19, 2009). **PRIORITY I** and **PRIORITY II** students must also be in good academic standing. **Please attach required documentation.**

*See PRIORITIES below

APPLICATION RECEIVED ON DATE STAMPED: _____

COURSE NO. _____
(must be completed to be eligible for consideration)

NAME OF COURSE _____

SIGNATURE: _____

DATE: _____

PLEASE indicate your status by **CHECKING THE BOX** which applies. **DOCUMENTATION IS REQUIRED EACH TIME YOU COMPLETE A FEE-WAIVER IF YOU ARE A PRIORITY I OR A PRIORITY II.** Fee waivers will be issued according to the following priorities and stipulations:

- PRIORITY I** Present full-time professional staff members in M.A. or Ph.D. program who must finish course work during the upcoming quarter or lose eligibility; and present full-time professional staff members, including vocational teachers, who must attend the university to maintain their present position because of certification requirements. **DOCUMENTATION REQUIRED:** copy of expiring certificate of letter verifying from university that you will lose eligibility.
- PRIORITY II** Professional staff members on sabbatical leaves. (Such staff members shall be given sufficient script for full time attendance, subject to availability.) Priority II also includes certificated staff enrolled in a Master or Doctorate Program in a College of Education. **DOCUMENTATION REQUIRED:** a letter verifying that you are currently in the Master or Doctorate Program or an Endorsement Program on college letterhead.
- PRIORITY III** All other applicants, but in Priority Groups I and II listed above, shall be considered on the basis of seniority in the Columbus City School System.

Please PRINT your name (last, first, middle and maiden) below.
If specific applications are sent to a location.

NAME (PRINT) _____
Last First Middle or Maiden **SOC/SEC #** _____

SCHOOL/LOCATION _____
Rev. and March 26, 2009

ORIGINAL

Grievance Form

Columbus Public Schools GRIEVANCE

(Certificated Teaching Personnel)

Grievant's Name _____ (Please print)

Statement of Grievance: _____

Section of Agreement or Policy, Rule or Procedure claimed to have been violated: _____

Date, Time and Location of Occurrence: _____
 Relief Requested: _____

STEP 1

Presented to Principal/Supervisor: _____ Date _____ Grievant's Signature _____

Disposition: _____

Response Date: _____ Principal/Supervisor _____

STEP 2

I hereby request that my grievance be forwarded to Step 2.

Presented to Principal/Supervisor _____ Date _____ Grievant's Signature _____

Date received by Superintendent: _____

Disposition: _____

Response Date: _____ Superintendent/Designee _____

ARBITRATION

The Association requests that this grievance be submitted for arbitration.

Association President/Designee Signature _____ Date _____

Date Received by Superintendent: _____

Submitted to: _____

WHITE Routing Copy

ORANGE Principal's Copy

PINK Building Rep. Copy

GOLDEN ROD Grievant's Copy

PAR Evaluation–Intern Interim

INTERN INTERIM REPORT

Intern _____ SS Number _____

Building(s) _____

Grade/Subject/Station _____

Monitoring Method: Observations _____ Conferences _____ Entry _____ To _____

Code for Use with Evaluation

1. Successful
2. Area of Concern - Inconsistent performance, needs attention
3. Seriously Deficient - Serious growth needs to occur

1. Teaching Performance - The intern writes day lesson plans that align with the State Learning Competencies (SLC) / current curriculum guide, implements classroom teaching strategies, activities, and assessments that promote student achievement of the State Learning Competencies (SLC) / current curriculum guide, maintains a safe, orderly and mutually respectful environment conducive to student learning and skill development, uses writing, listening and speaking skills to convey the instructional material in a developmentally appropriate manner, and demonstrates mastery of the subject matter to achieve the instructional objectives.

Comments Intern _____ Consulting Teacher _____

2. Pupil Relations - The intern demonstrates a professional interest in students and shows concern for their safety and well being; treats all students fairly and is cognizant of the uniqueness of the individual; and utilizes various strategies, assignments and assignments to meet the growth and development of all students.

Comments Intern _____ Consulting Teacher _____

3. Management Activities - The intern effectively manages student discipline and control student safety, establishes plan for the purpose of maximizing the learning process, efficiently implements a system to manage records, reports and student work, and manages classroom facilities, materials and equipment in a safe and organized manner.

Comments Intern _____ Consulting Teacher _____

Form 1
Rev. 7/17/11

INTERN INTERIM REPORT

Page 2

4. Overall Value to the School Program - The intern surveys class and school knowledge of the school's mission statement, has a positive impact on the school program, and promptly and completely complies with directives that pertain to school rules and responsible requests.

Comments Intern _____ Consulting Teacher _____

5. Professional Characteristics - The intern demonstrates professional attitude, integrity, conduct and citizenship within the educational environment.

Comments Intern _____ Consulting Teacher _____

6. Staff Relations - The intern extends a collegial and professional relationship with all staff.

Comments Intern _____ Consulting Teacher _____

7. Parent-Community Relations - The intern demonstrates the ability to convey the school's mission, philosophy, program and policies to parents and the community and maintains positive and productive contacts with parents.

Comments Intern _____ Consulting Teacher _____

8. Professional Development - The intern utilizes opportunities for professional study and growth, actively seeks to enhance knowledge and performance and engages ongoing reflection throughout the teaching/learning process.

Comments Intern _____ Consulting Teacher _____

Form 2
Rev. 7/17/11

INTERN INTERIM REPORT

Page 3

INTERN COMMENTS

Date of Conference _____ Intern Signature _____ Consulting Teacher Signature _____

10. Intern
Signature
Consulting Teacher

Form 3
Rev. 7/17/11

PAR Evaluation–Intern Summary

INTERN APPRAISAL SUMMARY REPORT

Intern _____ ID #: Number _____
 Building(s) _____
 District/School/Division _____
 Monitoring Record Observations _____ Conference(s) From _____ To _____
 Professional Experience _____
 Years in present position _____
 Years of previous Connecticut Public Schools experience _____
 Years out of Connecticut experience _____
 Total years of experience _____
 Major Field of Study _____
 Area(s) of Certification _____
 Degree(s) Held _____
 University/College(s) _____

Code for Use with Evaluation

- 2 Successful
 1 Unsuccessful

1. Teaching Performance - The intern writes daily lesson plans that align with the State Learning Competencies (SLC) and/or standards, implements classroom teaching strategies, activities, and assessments that promote student achievement of the State Learning Competencies and/or content standards; gives feedback, maintains a safe, friendly and mutually respectful environment conducive to student learning and skill development; uses writing, listening and speaking skills to convey the instructional material in a developmentally appropriate manner, and demonstrates mastery of the subject matter to achieve the instructional objective(s).

Intern _____ Consulting Teacher _____

2. Pupil Relations - The intern demonstrates a professional attitude in interactions and shows concern for their safety and well-being, treats all students fairly and is cognizant of the uniqueness of the individual and ethnic cultures, strategies, backgrounds and experiences to plan for the growth and development of all students.

Intern _____ Consulting Teacher _____

3. Management Activities - The intern effectively manages student discipline and overall student safety, allocates time for the purpose of maximizing the learning process, effectively implements a system to manage records, inputs and student work, and manages classroom facilities, materials and equipment in a safe and organized manner.

Intern _____ Consulting Teacher _____

INTERN APPRAISAL SUMMARY REPORT

Page 2

4. Overall Value to the School Program - The intern conveys clear and accurate knowledge of the school's vision, mission, goals, and position against the school program, and promptly and competently complies with directives that pertain to school rules and reasonable requests.

Intern _____ Consulting Teacher _____

5. Professional Characteristics - The intern demonstrates professional attitude, integrity, conduct and appearance within the educational environment.

Intern _____ Consulting Teacher _____

6. Staff Relations - The intern exhibits a collegial and professional relationship with all staff.

Intern _____ Consulting Teacher _____

7. Parent-Community Relations - The intern demonstrates the ability to convey the school's mission, objectives, program and policies to parents and the community and maintains positive and productive contacts with parents.

Intern _____ Consulting Teacher _____

8. Professional Growth - The intern utilizes opportunities for professional study and growth activities to enhance knowledge and performance and employs ongoing reflection throughout the teaching/learning process.

Intern _____ Consulting Teacher _____

GOAL DESCRIPTION

Consultant:

Intern:

PROPOSED PROFESSIONAL GROWTH ACTIVITIES

Consultant:

Intern:

INTERN APPRAISAL SUMMARY REPORT

Page 3

GENERAL STATEMENTS

Consultant:

Intern:

Principal's Intern Summary Report is attached: Yes No

Evaluator's Recommendation

I recommend this intern be offered a limited contract for next school year. Yes No

Date of Conference

Intern Signature

Consulting Teacher Signature

cc: Intern
 Principal
 Consulting Teacher

Form 10
 Rev. 7/13

PAR Evaluation–Principal's Summary

PRINCIPAL'S SUMMARY INTERN REPORT

Intern: _____ School: _____
 Principal / Supervisor: _____ PAR Consultant: _____
 Due Date: _____ Days Absent: _____

Principal's Rating	Successful	Unsuccessful
Willingness to cooperate to achieve school and system goals.....		
Adherence to district policies, procedures, and regulations.....		
Adherence to building policies, procedures, and regulations.....		
Cooperative approach toward parents and the community.....		
Supports school activities through active participation.....		
Accurate and punctual in completing records, reports, etc.....		
Evidence of effective discipline.....		
Attendance and promptness.....		

Comments:

Principal's Signature: _____ Date: _____
 Intern's Signature: _____ Date: _____

To be forwarded to the Consulting Teacher and attached to the Intern Appraisal Summary Report

Professional Leave Form

COLUMBUS CITY SCHOOLS 2008-2009 COLUMBUS EDUCATION ASSOCIATION BARGAINING UNIT MEMBER PROFESSIONAL LEAVE REQUEST FORM

Submit to: Cathy Jones, HR Administration, CEC/Room 3020

Include both pages of the form, all appropriate attachments & required signatures

Approval AMW:

(number to be assigned by HR)

I hereby request permission to attend the following conference/activity in accordance with CCS Board policies and administrative regulations:

Name:	School/Department:	Title:
Current Title:	Teaching Assignment:	
Name Of Conference/Activity:	Conference Location:	
Conference Dates:	Dates Of Absence From Work:	
Such Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Location For Sub To Report, If Different Than Listed Above (Attach Schedule If 3 or Various Locations Or Different Locations On Different Days)	

Please list the letter from the category below that best describes your request in the box at the right

- A. Attend general professional activities
- B. Represent school district as an officer, committee member, North Central Evaluator, etc.
- C. Inter-school classroom observation/visitations
- D. Presentor
- E. Accountability Students

Did you receive Professional Leave during the 2008-09 school year

☐ YES ☐ NO

Travel Expenses

Registration Expenses-Send in completed form and CCS will pay directly (if possible).

\$

Please indicate with an X if you are paying the registration fee

☐ YES ☐ NO

Travel Expenses

Airfare (paid in advance by CCS)

\$

Travel is not from restaurants, entertainment purposes should be included in per diem expenses

Personal automobile mileage # of miles _____ at of mile round trip times approved rate (19¢)

\$

Airfare (paid in advance by CCS)

☐ YES ☐ NO

\$

Rental car _____ days at \$ _____ per day (\$50 maximum) (must be approved in advance)

\$

Rental car explanatory:

Lodging _____ nights at _____ per night (\$45 maximum per day including taxes and any other hotel fees)

\$

Expenses if request exceeds \$100 per night

Per diem expenses _____ days (\$45 per day maximum, including travel for meals, etc.)

\$

Total Estimated Expenses

\$

Teacher's Signature:

Date:

Principal's/Supervisor's Recommendation/Explanation:

Principal's/Supervisor's Signature:

Date:

Page 1 of 2

COLUMBUS CITY SCHOOLS 2008-2009 COLUMBUS EDUCATION ASSOCIATION BARGAINING UNIT MEMBER PROFESSIONAL LEAVE REQUEST FORM

Description of Activity:

Description of the Educational Merit of Activity:

Descriptive Procedure Attached? (if is required for consideration of request)

☐ YES ☐ NO

Page 2 of 2

Salary Change Application Form

Human Resources Department

Certificated Personnel - 365-8421

APPLICATION FOR SALARY CHANGE DUE TO TRAINING BEYOND THE BACHELOR'S DEGREE

Name _____ Date _____

Employee ID# _____ Work Location _____
SHOWN AS THE FILE NUMBER ON YOUR PAY STUB

Employee Signature: _____

Email address (for notification): _____

NOTE: If your certificate is due to expire June 30 of THIS current school year and you intend to renew your certificate with coursework from the attached transcripts, **STOP!** You must submit **SEPARATE OFFICIAL** transcripts for **BOTH salary increments AND renewal of certification or licensure**. The Ohio Department of Education now requires official transcripts, and an official transcript must also be a part of your personnel file.

I am applying for the following salary increase: (check one):

- ☐ **Bachelor's Plus** Total Credit hours must equal 150 semester hours or 225 quarter hours. Attach official transcripts indicating all credits after your bachelor's degree.
- ☐ **Master's Degree** Attach official transcripts indicating degree and date conferred. **DO NOT** have official transcripts mailed to this office from your college/university. Request they be mailed directly to you.
- ☐ **Master's Degree plus 30 semester hours or 45 quarter hours.** Credits must be graduate level courses in education or graduate level courses generally related to your area of certification. All credits toward this increment must be **AFTER** the date of the master's degree.
- ☐ **Ph.D. Degree** Attach official transcripts indicating degree and date conferred. **DO NOT** have official transcripts mailed to this office from your college/university. Request they be mailed directly to you.

You will receive a confirmation letter indicating your new salary and the date for Board approval.

HUMAN RESOURCES DEPARTMENT USE ONLY

EFFECTIVE DATE _____ BOARD DATE _____

CURRENT DEGREE _____ NEW DEGREE _____ PAY PLAN _____

YEARS _____ NEW SALARY RATE \$ _____ GRAD DATE _____

COLLEGE _____ SEM. HRS _____

___ TYPED BOARD

___ ACCESS

___ LETTER

KEYED _____
DATE _____

TIME/DATE STAMP

Sick Leave/Unpaid Leave of Absence Form (Long Term)



Columbus Public Schools Application for Leave CERTIFICATED NOTIFICATION OF ESTIMATED USE OF PAID AND/OR UNPAID LEAVE FOR LONG-TERM PERSONAL DISABILITY DUE TO ILLNESS OR PREGNANCY



Section 701.03(B) Board/CEA Agreement

In the event the estimated duration of the absence is expected to be continuous for a period in excess of two weeks (10 days), or when an absence has been continuous for such a period, the teacher shall advise the administration of the estimated duration of disability by submitting the designated form to Human Resources by the tenth (10) day of absence and include a physician's statement. The teacher will provide the Office of Human Resources with written notice at least three school days before intending to return to the job.

Employee's Name (Please Print) _____
 Home Address _____ PHONE () _____
 City _____ State _____ Zip _____ I.D.# _____
 Work Location _____
 Position (Teacher, Counselor, etc.) _____
 Employee's Signature _____ DATE _____
 Supervisor's/Administrator's Signature _____
 (Signature of Supervisor/Administrator does not constitute approval of leave request)

CHECK ALL THAT APPLY: (See reverse side of form for explanations and documentation requirements)

<input type="checkbox"/> Sick Leave for (Sections 701 or 702.10)	<input type="checkbox"/> Ill Health for (Sections 702.10):
<input type="checkbox"/> Self <input type="checkbox"/> Family Member Relationship	<input type="checkbox"/> Self <input type="checkbox"/> Family Member Relationship
Applying for Family Medical Leave? <input type="checkbox"/> YES <input type="checkbox"/> NO	Maternity/Paternity/Adoptive
Regular FMLA <input type="checkbox"/> Intermittent FMLA <input type="checkbox"/>	Select one: <input type="checkbox"/> Maternity <input type="checkbox"/> Paternity <input type="checkbox"/> Adoptive
<input type="checkbox"/> Assault Leave Date of Assault _____	Incident Report Filed <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Worker's Compensation <input type="checkbox"/> YES <input type="checkbox"/> NO Date of Injury _____	Injury report filed? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Exchange Teaching	<input type="checkbox"/> Professional Study or Travel
Military Leave: <input type="checkbox"/> Regular Military <input type="checkbox"/> FMLA Military	<input type="checkbox"/> Sabbatical Leave
<input type="checkbox"/> Special Leaves (Section 702.07 or 702.10)	<input type="checkbox"/> Other (Section 702.10 or 702.15) State reason:
Please circle appropriate number	

**Family Medical Leave eligibility will be determined by Human Resources Administration and will follow the Family Medical Leave Act guidelines. All employees who are eligible will be placed on Family Medical Leave.

FOR HUMAN RESOURCES ADMINISTRATION DEPARTMENT USE ONLY

PENDING RECEIPT OF PHYSICIAN'S STATEMENT _____	ADDITIONAL DOCUMENTATION REQUIRED _____
LEAVES BALANCES AS OF: _____ PER _____ SL _____ PR _____ VAC _____	
MEDICAL UPDATE REQUEST _____	RECEIVED MEDICAL UPDATE _____
RECEIVED MEDICAL RETURN _____	FMLA ELIGIBLE YES <input type="checkbox"/> NO <input type="checkbox"/>
REGULAR FMLA <input type="checkbox"/> INTERMITTENT FMLA <input type="checkbox"/>	THROUGH DATE _____
UNPAID LEAVE FORM SUBMITTED? YES <input type="checkbox"/> NO <input type="checkbox"/>	DATE BOARDED _____
<input type="checkbox"/> APPROVED BY _____	EARLY RETURN DATE _____
<input type="checkbox"/> DENIED _____	DIRECTOR OF HUMAN RESOURCES ADMINISTRATION _____
	DATE _____

Revised by Human Resources March 2007

COMPLETE OTHER SIDE OF FORM FOR LEAVE DATES

PAID LEAVE DATES

SUBMIT MEDICAL DOCUMENTATION AND FORM TO: HUMAN RESOURCES ADMINISTRATION DEPARTMENT
270 EAST STATE STREET, COLUMBUS, OH 43215

ANTICIPATED OR ACTUAL EFFECTIVE DATE OF ABSENCE: MONTH _____ DAY _____ YEAR _____

DATE OF HOSPITALIZATION (IF APPLICABLE): MONTH _____ DAY _____ YEAR _____

Should sick leave balance become exhausted during this medically certified period of absence, do you wish to use available accumulated personal (business) leave and/or vacation leave?

Personal Leave ☐ YES ☐ NO Vacation (if applicable) ☐ YES ☐ NO

I will be medically certified to return to work MONTH _____ DAY _____ YEAR

☐ YES, I am releasing my position and expect my leave to extend into the subsequent school year

☐ NO, I do not wish to release my position at this time

UNPAID LEAVE DATES

TO THE SUPERINTENDENT OF SCHOOLS: DATE: _____

I HEREBY REQUEST A LEAVE OF ABSENCE BEGINNING: MONTH _____ DAY _____ YEAR _____

AND ENDING THROUGH MONTH _____ DAY _____ YEAR _____ FOR THE REASON INDICATED ON PAGE 1.

LEAVE EXPLANATIONS AND DOCUMENTATION REQUIREMENTS

ASSAULT LEAVE (Section 702.01-D): A teacher may use up to forty (40) days of assault leave due to injury resulting from a physical assault on a teacher which occurs on board premises or which occurs off board premises in connection with the performance of assigned duty (CEA contract bar stipulation).

EXCHANGE TEACHING (Section 702.03): Request must be made two (2) months prior to the beginning of the requested leave. Request for termination of leave shall be made at least 120 days prior to the time that the teacher expects to return to duty.

ILL HEALTH (UNPAID): (Section 702.01) Request must be accompanied by a statement from the attending physician indicating the nature of the illness and a definite recommendation that the employee be relieved of duties. Termination of leave shall be requested at least thirty (30) days before teacher expects to resume duties. A physician's statement certifying that the teacher is able to resume full duties must be submitted at least ten (10) days prior to termination of the leave.

MATERNITY/PATERNITY/ADOPTIVE (Section 702.02): A physician's statement indicating the appropriate date of delivery or an agency's statement giving the approximate date of adoption must accompany the request for leave. The requested duration of such leave shall be for the remainder of the semester in which the leave commences and not to exceed the four subsequent semesters. All such leaves must terminate at the end of a school year. Request for termination of leave shall be made at least 120 days prior to the time that the teacher expects to return to duty except when delivery occurs during such 120 days.

MILITARY LEAVE (Section 702.05): Copy of the official orders must accompany request form. Request for termination of leave should be made immediately when discharge date is known.

OTHER (Section 702.10 OR 702.15 - CEA Contract)

PROFESSIONAL STUDY OR TRAVEL (Section 702.04 - CEA Contract): Applicant shall outline, in writing, program of study or travel to be pursued.

SABBATICAL LEAVE (SECTION 703): Request must be in writing to the superintendent by March 1st of each year.

ETR Forms

[illegible]

<h1 style="margin: 0;">ETR</h1> <h2 style="margin: 0;">Evaluation Team Report</h2>		
CHILD'S NAME _____	ID NUMBER _____	DATE OF BIRTH _____

1

INDIVIDUAL EVALUATOR'S ASSESSMENT

Section to be completed by each individual evaluator

EVALUATOR NAME: _____

POSITION: _____

AREAS OF ASSESSMENT: _____

Indicate the areas that were assessed by the evaluator in accordance with the evaluation plan

EVALUATION METHODS AND STRATEGIES

Indicate the types of assessment strategies used to gather information about the child's performance

☐ OBSERVATIONS

☐ SCIENTIFIC, RESEARCH-BASED INTERVENTIONS

☐ NORM-REFERENCED ASSESSMENTS

☐ INTERVIEWS

☐ CURRICULUM-BASED ASSESSMENTS

☐ CLASSROOM-BASED ASSESSMENTS

☐ REVIEW OF RECORDS AND RELEVANT TREND DATA (SCHOOL RECORDS, WORK SAMPLES, EDUCATIONAL HISTORY)

☐ OTHER (Specify: _____)

ASSESSMENT INFORMATION

Provide a summary of the information obtained from the assessment results per the evaluation plan, including the child's strengths, areas of need, and baseline data

SUMMARY OF ASSESSMENT RESULTS: _____

DESCRIPTION OF EDUCATIONAL NEEDS: _____

IMPLICATIONS FOR INSTRUCTION AND PROGRESS MONITORING: _____

Evaluator's Signature: _____

Date: _____

ETR Forms

<div style="display: flex; align-items: center;"> <div style="width: 30px; height: 30px; background-color: #0070C0; color: white; border-radius: 50%; display: flex; align-items: center; justify-content: center; margin-right: 10px;">1</div> <div> ETR Evaluation Team Report <small>CHILD NAME: _____ ID NUMBER: _____ DATE OF BIRTH: _____</small> </div> </div>		
<div style="display: flex; align-items: center;"> <div style="width: 30px; height: 30px; background-color: #0070C0; color: white; border-radius: 50%; display: flex; align-items: center; justify-content: center; margin-right: 10px;">2</div> <div> TEAM SUMMARY <small>Combine all Part 1 Individual Evaluators Assessments Form(s) with this ETR Team Summary</small> </div> </div> <p>INTERVENTIONS SUMMARY <small>This is a summary of all interventions done prior to the child's referral for an evaluation or done as part of the initial evaluation. If no interventions provide a summary of interventions actually provided to this child.</small></p> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <p>REASON(S) FOR EVALUATION:</p> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <p>SUMMARY OF INFORMATION PROVIDED BY PARENTS OF THE CHILD:</p> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <p>SUMMARY OF OBSERVATIONS: (only required for preschool and SLD)</p> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <p>MEDICAL INFORMATION:</p> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <p>SUMMARY OF ASSESSMENT RESULTS:</p> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <p>DESCRIPTION OF EDUCATIONAL NEEDS:</p> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div> <p>IMPLICATIONS FOR INSTRUCTION AND PROGRESS MONITORING:</p> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div>		
<small>ETR-01 (Rev. 06/2017) 400-000-0000</small> <div style="float: right;"><small>10/2 12</small></div>		

<div style="display: flex; align-items: center;"> <div style="width: 30px; height: 30px; background-color: #0070C0; color: white; border-radius: 50%; display: flex; align-items: center; justify-content: center; margin-right: 10px;">1</div> <div> ETR Evaluation Team Report <small>CHILD NAME: _____ ID NUMBER: _____ DATE OF BIRTH: _____</small> </div> </div>		
<div style="display: flex; align-items: center;"> <div style="width: 30px; height: 30px; background-color: #0070C0; color: white; border-radius: 50%; display: flex; align-items: center; justify-content: center; margin-right: 10px;">3</div> <div> DOCUMENTATION FOR DETERMINING THE EXISTENCE OF A SPECIFIC LEARNING DISABILITY </div> </div> <p>REQUIRED NOTIFICATION <small>If the child has participated in a process that assesses the child's response to scientific, research-based intervention, indicate if the parents were notified about the following prior to the evaluation.</small></p> <p>The state's policies regarding the amount and nature of student performance data that would be collected and the general services that would be provided (See Procedures and Guidance for Ohio Educational Agencies serving Children with Disabilities) <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Strategies for increasing the child's rate of learning <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>The parent's right to request an evaluation <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><small>Section A must be completed. Either Section B or Section C must be completed.</small></p> <p>A. IDENTIFIED AREAS <small>Identify one or more of the following areas in which the team has determined that the child is not achieving adequately for the child's age or state approved grade-level standards when provided with learning experiences and instruction appropriate for the child's unique state approved grade-level standards.</small></p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Oral Expression</div> <div style="width: 50%;"><input type="checkbox"/> Reading Fluency Skills</div> <div style="width: 50%;"><input type="checkbox"/> Written Expression</div> <div style="width: 50%;"><input type="checkbox"/> Mathematical Calculation</div> <div style="width: 50%;"><input type="checkbox"/> Listening Comprehension</div> <div style="width: 50%;"><input type="checkbox"/> Reading Comprehension</div> <div style="width: 50%;"><input type="checkbox"/> Basic Reading Skill</div> <div style="width: 50%;"><input type="checkbox"/> Mathematics Problem Solving</div> </div> <p>B. RESPONSE TO SCIENTIFIC, RESEARCH-BASED INTERVENTION <small>Assessment information should be summarized in this section if the evaluation team used a process based on a child's response to scientific, research-based interventions to determine whether the child has a specific learning disability in one or more of the areas identified in Section A.</small></p> <div style="border: 1px solid black; height: 100px; margin-bottom: 5px;"></div> <p>C. PATTERNS OF STRENGTHS AND WEAKNESSES <small>Assessment information should be summarized in this section if the evaluation team used a formal or research-based procedures to determine if the child exhibited a pattern of strengths and weaknesses in performance, achievement or both, relative to age-state-approved grade-level standards or the child's developmental level that has been determined to be important to the identification of a specific learning disability in one or more of the areas identified in Section A.</small></p> <div style="border: 1px solid black; height: 100px; margin-bottom: 5px;"></div> <p>D. EXCLUSIONARY FACTORS <small>The evaluation team has determined that its findings are NOT primarily the result of:</small></p> <div style="border: 1px solid black; height: 40px; margin-bottom: 5px;"></div>		
<small>ETR-02 (Rev. 06/2017) 400-000-0000</small> <div style="float: right;"><small>10/2 13</small></div>		

ETR Forms

<div style="display: flex; justify-content: space-between;"> <div> ETR Evaluation Team Report </div> <div> CHILD'S NAME _____ ID NUMBER _____ DATE OF BIRTH _____ </div> </div>		
<input type="checkbox"/> A Visual, Hearing, or Motor Disability <input type="checkbox"/> Mental Retardation <input type="checkbox"/> Emotional Disturbance	<input type="checkbox"/> Limited English Proficiency <input type="checkbox"/> Environmental or Economic Disadvantage <input type="checkbox"/> Cultural Factors	
E. DOCUMENTATION- UNDERACHIEVEMENT NOT DUE TO A LACK OF APPROPRIATE INSTRUCTION Regardless of the process used to identify a child as having a specific learning disability, the team must ensure that the child's underachievement is not due to a lack of appropriate instruction in reading or math by ensuring the following information:		
1. Data that demonstrate that prior to, or as part of the referral process, the child was provided appropriate instruction in general education settings, delivered by qualified personnel. Summarize the data used by the team to document this requirement: <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>		
2. Data-based documentation of repeated assessments of achievement at reasonable intervals, reflecting formal assessment of student progress during instruction, that was provided to the child's parent. Summarize the data-based documentation used by the team to document this requirement: <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>		
F. OBSERVATION Summarize the child's academic performance and behavior in the areas of difficulty as observed in the child's learning environment including the regular classroom setting: <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>		
G. MEDICAL FINDINGS Describe the educationally relevant medical findings, if any: <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>		

<div style="display: flex; justify-content: space-between;"> <div> ETR Evaluation Team Report </div> <div> CHILD'S NAME _____ ID NUMBER _____ DATE OF BIRTH _____ </div> </div>		
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-right: 5px;">4</div> ELIGIBILITY </div>		
ELIGIBILITY DETERMINATION It is the determination of the team that:		
The determining factor for the child's poor performance is not due to a lack of appropriate instruction in reading or math or the child's limited English proficiency. For the preschool age child the determining factor for the child's poor performance is not due to a lack of preschool or academics. <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>		
The child meets the state criteria for having a disability (or continuing to have a disability) based on the data provided in this document. <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>		
The child demonstrates an educational need that requires specially designed instruction. <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>		
If the response is NO to any question, then the child is NOT eligible for special education. If the response to all three questions is YES , then the child IS eligible for special education. The child is eligible for special education and related services in the category of: <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>		
BASIS FOR ELIGIBILITY DETERMINATION: (or Continued Eligibility) Provide a justification for the eligibility determination decision describing how the student meets or does not meet the eligibility or serious deficit in QAC 3301.51-01.80 (Definitions) and QAC 3301.51-06 (Evaluation) because how the child affects the child's progress in the general education curriculum. <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>		

ETR Forms

[illegible]

<h1 style="margin: 0;">ETR</h1> <h2 style="margin: 0;">Evaluation Team Report</h2>			
EVALUATION PLANNING FORM School Age Disability Determination			
CHILD'S NAME _____	DATE OF PLAN _____		
ID NUMBER _____	<input type="checkbox"/> INITIAL EVALUATION <input type="checkbox"/> REEVALUATION		
DATE OF BIRTH _____	<input type="checkbox"/> INITIAL EVALUATION <input type="checkbox"/> REEVALUATION		
SUSPECTED DISABILITY _____			
*TEAM MEMBERS _____			
ASSESSMENT AREAS (RELATED TO SUSPECTED DISABILITIES)	DATA AVAILABLE?	FURTHER TESTING NEEDED?	PERSON RESPONSIBLE FOR ASSESSMENT AND REPORT
Information Provided by Parent	[]	[]	
General Intelligence	[]	[]	
Academic Skills	[]	[]	
Assessment Based Evaluations and Progress in the General Curriculum	[]	[]	
Data from Interactions	[]	[]	
Self-Monitoring Skills	[]	[]	
Vision	[]	[]	
Hearing	[]	[]	
Social/Emotional Status	[]	[]	
Physical Exam/General Health	[]	[]	
Gross Motor	[]	[]	
Fine Motor	[]	[]	
Vocational/Transition	[]	[]	
Background History	[]	[]	
Observations	[]	[]	
Behavior Assessment	[]	[]	
Adapted Behavior	[]	[]	
Other (if relevant): Specific needs as determined by Vt teacher or appropriately trained/licensed personnel. (And logical needs as determined by certified/licensed audiologist. Assisted Technology needs. Other.	[]	[]	

* Submit data to determine eligibility

* Additional data required to determine eligibility (Further testing is needed)

[] The team has taken into consideration limited English proficiency as part of assessment

[] The team has taken into consideration possible sources of cultural bias in this planning and assessment

SIGNATURES

School District Representative (Name) _____ Date _____

Parents' Representative _____ Date _____

Regu or Ldc (Name) _____ Date _____

Intervention Specialist (Name) _____ Date _____

IEP Form for Appeal



COLUMBUS PUBLIC SCHOOLS SPECIAL EDUCATION - I.E.P. APPEAL

TEACHER

School _____ Date Submitted _____

Teacher _____ Spec. Education Program _____

Student's Name _____ Date of Birth _____

Date of entry to the class _____

State specific reasons which formed the basis for the objection:

Recommendation: _____
(Optional)

Teacher's Signature _____ Date _____

PRINCIPAL

Sign and date below and forward to the appropriate Special Education Supervisor within three (3) days of receipt.

Principal's Signature _____ Date _____

SUPERVISOR

Date Received _____ Conference Date _____
(must occur within 15 school days)

Disposition _____

Supervisor's Signature _____ Date _____

TEACHER

To the Principal:
Forward this request to the Director of Special Education.

State objection to Supervisor's disposition: _____

Recommendation: _____
(Optional)

Teacher's Signature _____ Date _____

DIRECTOR

Date Received _____ Conference Date _____
(must occur within 15 school days)

Disposition: _____

Director's Signature _____ Date _____

White: Teacher

Yellow: Special Education

Pink: Principal

IEP Forms

IEP Individualized Education Program

THIS FORM WILL BE IMPLEMENTED OVER THE REGULAR SCHOOL TERM, UNLESS NOTED IN SPECIAL FACTORS

CHILD'S INFORMATION

NAME: _____ ID NUMBER: _____
 STREET: _____ GENDER: _____ GRADE: _____
 CITY: _____ STATE: CH _____ ZIP: _____
 DATE OF BIRTH: _____
 DISTRICT OF RESIDENCE: _____ COUNTY OF RESIDENCE: _____
 DISTRICT OF SERVICE: _____

Will the child be 18 years old before the end of this IEP? YES ☐ NO ☐
Is the child a ward of the state? YES ☐ NO ☐
 If yes, provide the name of the surrogate parent:

PARENTS' / GUARDIAN INFORMATION

NAME: _____
 STREET: _____
 CITY: _____ STATE: CH _____ ZIP: _____
 HOME PHONE: _____ WORK PHONE: _____
 CELL PHONE: _____ EMAIL: _____
 NAME: _____
 STREET: _____
 CITY: _____ STATE: CH _____ ZIP: _____
 HOME PHONE: _____ WORK PHONE: _____
 CELL PHONE: _____ EMAIL: _____

OTHER INFORMATION:

MEETING INFORMATION

MEETING DATE: _____
 MEETING TYPE:
☐ INITIAL IEP
☐ ANNUAL REVIEW
☐ INDICATED BY AN ANNUAL REVIEW
☐ AMENDMENT
☐ OTHER: _____

IEP TIME LINES

IEP COMPLETION DATE: _____
 NEXT IEP DUE DATE: _____
 EFFECTIVE DATES:
 START: _____
 END: _____
 NEXT IEP REVIEW: _____

IEP BY JED DUTCHMAN? YES ☐ NO ☐
Is the participant responsible for the review?

IEP FORM STATUS

Check all that apply:
☐ 1. FUTURE PLANNING
☐ 2. SPECIAL INSTRUCTIONAL FACTORS
☐ 3. PAPER
☐ 4. POST-SECONDARY TRANSITION
☐ 5. POST-SECONDARY TRANSITION SERVICES
☐ 6. NEAR-FUTURE ANNUAL GOALS
☐ 7. SPECIALIZED INSTRUCTIONAL SERVICES
☐ 8. TRANSPORTATION AND RELATED SERVICES
☐ 9. MONITORING AND EVALUATION
☐ 10. GENERAL FACTORS
☐ 11. LEAST RESTRICTIVE ENVIRONMENT
☐ 12. STATEWIDE AND DISTRICT TESTING
☐ 13. VISITING PARTICIPANTS
☐ 14. SIGNATURES

AMENDMENTS: (Complete only if amending the IEP)

IEP SECTION TO BE AMENDED	DATE OF AMENDMENT	PARTICIPANT & ROLE

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IEP Individualized Education Program

(CHILD'S NAME)

1 FUTURE PLANNING

2 SPECIAL INSTRUCTIONAL FACTORS

Items checked "YES" will be addressed in this IEP.

Does the child have behavior which impedes his/her learning or the learning of others? YES ☐ NO ☐
 Does the child have limited English proficiency? YES ☐ NO ☐
 Is the child blind or visually impaired? YES ☐ NO ☐
 Does the child have communication needs (requiring for deaf or hearing impaired)? YES ☐ NO ☐
 Does the child need assistive technology devices and/or services? YES ☐ NO ☐
 Does the child require specially designed physical education? YES ☐ NO ☐

3 PROFILE

CHILD'S PROFILE:

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IEP Forms

IEP Individualized Education Program

CHILD'S NAME

4

POSTSECONDARY TRANSITION

FOR 14 YEARS AND OLDER

(or younger if appropriate)

A STATEMENT OF TRANSITION SERVICE NEEDS OF THE CHILD THAT FOCUSES ON THE CHILD'S COURSE OF STUDY

FOR 16 YEARS AND OLDER

(or younger if appropriate)

AGE APPROPRIATE TRANSITION ASSESSMENTS

Summarize the results of the age-appropriate transition assessment data in the space below, indicating the source of the assessment(s) used, the relevant information for transition planning.

Download: iep-postsec-trans.pdf

Page 1 of 1

IEP Individualized Education Program

CHILD'S NAME

5

POSTSECONDARY TRANSITION SERVICES

POSTSECONDARY EDUCATION AND TRAINING (optional for 15 and younger)

MEASURABLE POSTSECONDARY GOAL:

COURSES OF STUDY

NUMBERS OF ANNUAL GOALS:

TRANSITION SERVICE/ACTIVITY	PROJECTED BEGINNING DATE	ANTICIPATED DURATION	PERSON/AGENCY RESPONSIBLE

EMPLOYMENT (optional for 15 and younger)

MEASURABLE POSTSECONDARY GOAL:

COURSES OF STUDY

NUMBERS OF ANNUAL GOALS:

TRANSITION SERVICE/ACTIVITY	PROJECTED BEGINNING DATE	ANTICIPATED DURATION	PERSON/AGENCY RESPONSIBLE

Download: iep-postsec-trans.pdf

Page 1 of 1

IEP Forms

IEP Individualized Education Program		CHILD'S NAME	
INDEPENDENT LIVING (As appropriate): _____ MEASURABLE POSTSECONDARY GOAL: _____			
COURSES OF STUDY:		NUMBERS OF ANNUAL GOAL(S)	
TRANSITION SERVICE ENTITY	PROBABLE BEGINNING DATE	ANTICIPATED DURATION	PERSON AGENCY RESPONSIBLE
Target date for child to Graduate: _____			
_____ Signature of representative with authority		_____ Signature of parent	

IEP Individualized Education Program		CHILD'S NAME	
<div style="display: flex; align-items: center;"> <div style="border: 2px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">6</div> MEASURABLE ANNUAL GOALS </div>			
NUMBER: _____ AREA: _____			
PRESENT LEVEL OF ACADEMIC ACHIEVEMENT AND FUNCTIONAL PERFORMANCE _____ _____ _____			
MEASURABLE ANNUAL GOAL			METHOD(S)
METHOD FOR MEASURING THE CHILD'S PROGRESS TOWARDS ANNUAL GOAL			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;">a. Curriculum Based Assessment</div> <div style="width: 33%;">e. Short-Cycle Assessments</div> <div style="width: 33%;">h. Work Samples</div> <div style="width: 33%;">b. Portfolios</div> <div style="width: 33%;">f. Performance Assessments</div> <div style="width: 33%;">j. Inventories</div> <div style="width: 33%;">c. Observations</div> <div style="width: 33%;">g. Check-lists</div> <div style="width: 33%;">k. Rubrics</div> <div style="width: 33%;">d. Anecdotal Records</div> <div style="width: 33%;">i. Running Records</div> </div>			
MEASURABLE OBJECTIVES			
NUM.	OBJECTIVE		
1			
2			
3			
4			
5			
6			
METHOD AND FREQUENCY FOR REPORTING THE CHILD'S PROGRESS TO PARENTS			
<input type="checkbox"/> Written report <input type="checkbox"/> Email <input type="checkbox"/> Phone call <input type="checkbox"/> Journal entry <input type="checkbox"/> The child's progress will be reported to the child's parents each time reports cards are issued <input type="checkbox"/> Other _____			
Reported every _____ weeks			
All interim progress reports must be provided to parents of a child with individualized education plan report cards are issued monthly. When the district provides interim reports to all children, progress reports must be provided to all parents of a child with individualized education plan.			
_____ Signature of representative with authority		_____ Signature of parent	

IEP Forms

IEP Individualized Education Program		CHILD'S NAME:	
7 DESCRIPTION(S) OF SPECIALLY DESIGNED SERVICES			
TYPE OF SERVICE	GOAL(S) ADDRESSED	PROVIDER TITLE	LOCATION OF SERVICES
SPECIALLY DESIGNED INSTRUCTION:			
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:
RELATED SERVICES:			
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:
ASSISTIVE TECHNOLOGY:			
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:
ACCOMMODATIONS:			
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:

IE-01-01 (04/04) REVISED EDITION, MARCH 21, 2004 PAGE 1 OF 11

IEP Individualized Education Program		CHILD'S NAME:	
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:
MODIFICATIONS:			
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:
SUPPORT FOR SCHOOL PERSONNEL:			
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:
SERVICE(S) TO SUPPORT MEDICAL NEEDS:			
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:
BEGIN:	END:	AMOUNT OF TIME:	FREQUENCY:

KEY: OPTIONAL ENTRY NOT REQUIRED

8 TRANSPORTATION AS A RELATED SERVICE

Does the child have needs related to their identified disability that require special transportation? YES ☐ NO ☐

Does the child need accommodations or modifications for transportation? YES ☐ NO ☐

If yes, check any transportation accommodations/modifications that are needed.

☐ The bus driver will be notified of the child's behavioral and/or medical concerns

☐ Specially Adapted Vehicle

☐ Securement Systems

☐ Other Specify: _____

☐ Wheelchair lift

☐ Car Seat

☐ Bus Aide

☐ Harness

Does the child need transportation to and from provider services? YES ☐ NO ☐

IE-01-01 (04/04) REVISED EDITION, MARCH 21, 2004 PAGE 2 OF 11

IEP Forms

IEP Individualized Education Program		CHILD'S NAME _____
9	NONACADEMIC AND EXTRACURRICULAR ACTIVITIES	
<p>In what ways will the child have the opportunity to participate in nonacademic/extracurricular activities with other nondisabled peers?</p> <p>Describe:</p> <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div>		
<p>If the child will not participate in nonacademic/extracurricular activities, explain:</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>		
10	GENERAL FACTORS	
<p>HAS THE IEP TEAM CONSIDERED:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 65%;"> <p>The strengths of the child?</p> <p>The concerns of the parents for the education of the child?</p> <p>The results of the initial or most recent evaluation of the child?</p> <p>As appropriate, the results of performance on any state or district-wide assessments?</p> <p>The academic, developmental, and functional needs of the child?</p> <p>The need for extended school year (ESY) services:</p> <div style="margin-left: 20px;"> <input type="checkbox"/> The team has determined that ESY services are not necessary. <input type="checkbox"/> The team has determined that ESY services are necessary for the following Goals and Objectives or Benchmarks: _____ <input type="checkbox"/> The team needs to collect further data before making a determination and will meet again by: _____ </div> </div> <div style="width: 30%;"> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> </div> </div>		
<p>PR _____ DATE _____</p> <p style="text-align: right;">PAGE 2 OF 2</p>		

IEP Individualized Education Program		CHILD'S NAME _____
11	LEAST RESTRICTIVE ENVIRONMENT	
<p>Does the child attend the school (or for a pre-school-age child, participate in the environment) he/she would attend if not disabled?</p> <p style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Justify:</p> <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div>		
<p>Does the child receive all special education services with nondisabled peers?</p> <p style="text-align: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Justify (justification may not be solely because of needed modifications in the general curriculum):</p> <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div>		
12	STATEWIDE AND DISTRICT-WIDE TESTING	
<p>For each subject tested in the child's grade, choose the method of assessment below. If "With Accommodations" is chosen for any subject, provide a description of the Accommodations for each subject in the right column. Alternate Assessment, if chosen, must apply to all tests taken.</p> <p>Will the child participate in classroom, district-wide and state-wide assessments with accommodations? YES <input type="checkbox"/> NO <input type="checkbox"/></p>		
AREA	GRADE	CHILDREN WILL BE TESTED:
READING		<input type="checkbox"/> WITH ACCOMMODATIONS <input type="checkbox"/> MODIFIED ASSESSMENT
WRITING		<input type="checkbox"/> WITH ACCOMMODATIONS <input type="checkbox"/> MODIFIED ASSESSMENT
MATH		<input type="checkbox"/> WITH ACCOMMODATIONS <input type="checkbox"/> MODIFIED ASSESSMENT
SCIENCE		<input type="checkbox"/> WITH ACCOMMODATIONS <input type="checkbox"/> MODIFIED ASSESSMENT
SOCIAL STUDIES		<input type="checkbox"/> WITH ACCOMMODATIONS <input type="checkbox"/> MODIFIED ASSESSMENT
OTHER		<input type="checkbox"/> WITH ACCOMMODATIONS <input type="checkbox"/> MODIFIED ASSESSMENT
<p>DETAIL OF ACCOMMODATIONS</p>		
<p>PR _____ DATE _____</p> <p style="text-align: right;">PAGE 3 OF 3</p>		

IEP Forms

IEP Individualized Education Program		CHILD'S NAME
Is the child to be excused from the consequences of not passing the Ohio Graduation Test (OGT)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The child is completing a curriculum that is significantly different than the one usually completed by other children required to take the test.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The child requires accommodations that are beyond the accommodations allowed for children taking state-wide assessments.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
The child is excused from the consequences of not passing the OGT in the following subjects:		
<input type="checkbox"/> Reading		
<input type="checkbox"/> Mathematics		
<input type="checkbox"/> Writing		
<input type="checkbox"/> Social Studies		
<input type="checkbox"/> Science		
State Testing Participation Requirement?	Date complete	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the child participating in alternate assessment?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Justify the choice of alternate assessment and address why it is appropriate.		

IEP Individualized Education Program		CHILD'S NAME:
Is the child to be excused from the consequences of not passing the Ohio Graduation Test (OGT)?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
The child is completing a curriculum that is significantly different than the curriculum completed by other children required to take the test.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
The child receives accommodations that are beyond the accommodations allowed for children taking state wide assessments.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
The child is excused from the consequences of not passing the OGT in the following subjects:		
<input type="checkbox"/> Reading <input type="checkbox"/> Mathematics <input type="checkbox"/> Writing <input type="checkbox"/> Social Studies <input type="checkbox"/> Science		
Met Testing Participation Requirement?	Date complete: <input style="width: 150px;" type="text"/>	
Is the child participating in alternate assessment?	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Justify the choice of alternate assessment and address why it is appropriate:		

IEP Forms

IEP Individualized Education Program		CHILD'S NAME _____
<div style="display: inline-block; border: 2px solid black; border-radius: 50%; width: 40px; height: 40px; text-align: center; line-height: 40px; margin-right: 10px;">14</div> SIGNATURES		
INITIAL IEP <input type="checkbox"/> I give consent to include special education and related services specified in this IEP.* <input type="checkbox"/> I give consent to include special education and related services specified in this IEP except for ** AREA: _____ <input type="checkbox"/> I do not give consent for special education and related services at this time** PARENTS' SIGNATURE _____ DATE: _____		
ANNUAL REVIEW/REVIEW OTHER THAN ANNUAL REVIEW (Not a Change of Placement) <input type="checkbox"/> I agree with the implementation of this IEP.* <input type="checkbox"/> I am signing to show my attendance (participation) at the IEP team meeting but I do not agree with the following special education and related services specified in this IEP** AREA: _____ After this 60-day period, parents must sign to implement the IEP. PARENTS' SIGNATURE _____ DATE: _____		
ANNUAL REVIEW/REVIEW OTHER THAN ANNUAL REVIEW (Change of Placement) <input type="checkbox"/> I give consent for the change of placement as identified in this IEP.* <input type="checkbox"/> I do not give consent for the change of placement as identified in this IEP.** <input type="checkbox"/> I revoke consent for all special education and related services** PARENTS' SIGNATURE _____ DATE: _____ * This IEP serves as prior written notice if there is agreement. ** If there is not agreement or consent is revoked, the district must provide prior written notice to the parents.		
TRANSFER OF RIGHTS AT MAJORITY By the child's 18th birthday, the child and the child's parent(s) or surrogate parent received a copy of state procedural safeguards notice and notice of transfer of procedural safeguard rights under IDEA and took place on the child's 18th birthday. CHILD'S SIGNATURE _____ DATE: _____ PARENTS' SIGNATURE _____ DATE: _____		
PROCEDURAL SAFEGUARDS NOTICE A copy of the Procedural Safeguards Notice was given to the parents at the IEP meeting. YES <input type="checkbox"/> NO <input type="checkbox"/> IF NO, DATE SENT TO PARENTS: _____		
COPY OF THE IEP A copy of the IEP was given to the parents at the IEP meeting. YES <input type="checkbox"/> NO <input type="checkbox"/> IF NO, DATE SENT TO PARENTS: _____		

IEP Individualized Education Program

C - LD SRA/HF

15 CHILDREN WITH VISUAL IMPAIRMENTS

This form shall be completed during the IEP meeting for each child who has a visual impairment as defined by Ohio's Amended Section 3306.02(B)(1) Number 104, which requires a statement specifying one or more reading and writing media through which instruction is appropriate to meet the child's educational needs. A copy of this completed form is part of, and must be attached to, the child's IEP form.

1 Annual assessment of reading and writing skills was conducted with each child at all media considered appropriate.
The results of these assessments are indicated in "Present Levels of Development/Functioning Performance" on the IEP and indicate both strengths and weaknesses. YES ☐ NO ☐

2 The IEP contains a requirement for instruction in Braille reading and writing when that medium is appropriate and is indicated by adding "Standard Braille" as a special service in Step 4, listing the date initiated and the anticipated duration of services. YES ☐ NO ☐

3 Instruction in Braille reading and/or writing was carefully considered for this child and pertinent literature describing the educational benefits of instructions in Braille reading and writing was reviewed by the person developing this child's IEP. YES ☐ NO ☐

4 The following visual condition(s) was/were taken into account and discussed in making the above decision: YES ☐ NO ☐

Condition is degenerative and progressive loss is expected

YES ☐ NO ☐

Condition is current, transient, stable in nature and will be reviewed if change in visual condition is noted

YES ☐ NO ☐

Condition is temporary and is expected to improve

YES ☐ NO ☐

Condition is stable and will be maintained.

YES ☐ NO ☐

5 State the appropriate instructional media:

Standard English Braille

YES ☐ NO ☐

Large Print

YES ☐ NO ☐

Repro. or Print

YES ☐ NO ☐

Tape/Audiocassette

YES ☐ NO ☐

Pict. reader

YES ☐ NO ☐

Are complete Braille reading and writing ARE appropriate at this time

Academic goals provided

YES ☐ NO ☐

Short term objectives provided

YES ☐ NO ☐

Date of inception indicated

YES ☐ NO ☐

Frequency and duration of individual sessions indicated

YES ☐ NO ☐

Level of competency to be achieved individually stated

YES ☐ NO ☐

Objective determination used to measure achievement provided

YES ☐ NO ☐

Is learning Braille reading and writing ARE NOT appropriate at this time

Documented visual acuity allowing the choice of large-type regular type

YES ☐ NO ☐

This is considered a pre-reader

YES ☐ NO ☐

Other

YES ☐ NO ☐

CSC Licensed Support Professional Performance Rubric



CCS Licensed Support Professional Performance Rubric



Developed by CCS Licensed Support Professionals,
Teachers on School Assignment, and Administrators

Licensed Support Professional Performance Evaluation Rubric

August 2013

Management and Planning				
	Indeffective	Developing	Skilled	Accomplished
Organize and Manage (Time, Task, Data Driven Decision Making)	The professional is unable to prioritize time or tasks and is unable to identify any course of action.	The professional inconsistently prioritizes time and tasks and may identify a course of action that may not be appropriate.	The professional prioritizes time and tasks and is able to identify an appropriate course of action based upon federal, state and local initiatives.	The professional prioritizes, time and task and is able to identify and create an appropriate course of action based upon federal, state, and local initiatives.
	The professional exhibits lack of appropriate goal to task connection.	The professional is able to identify his/her goal(s) and demonstrates some strategies, content, and delivery related to those goals.	The professional demonstrates specific strategies, content, and delivery related to measurable goal and tasks.	The professional is able to plan for and articulate specific strategies, content, and delivery related to measurable goals and tasks and is able to make connections to other initiatives.
	The professional is unable to identify diagnostic, formative, and summative evidence/data to inform planning of practice.	The professional is able to identify some diagnostic, formative, and summative evidence/data and unable to connect the data/evidence to inform planning of practice.	The professional is able to analyze varied diagnostic, formative, and summative evidence/data to inform planning of practice.	The professional is able to analyze varied diagnostic, formative, and summative evidence/data to inform planning and construct appropriate interventions as well as assist others in making data-driven decisions.

Knowledge of Content (Content/Professional Standards)	The professional's planning/organization is deficient in specialized content knowledge and is unable to align content knowledge, practice, with federal, state, and local guidelines/initiatives.	The professional's planning/organization identifies the alignment between knowledge and practice and the connection between content knowledge, practice, with federal, state, and local guidelines/initiatives.	The professional's planning/organization demonstrates the alignment between knowledge and practice and can link content knowledge, practice, with federal, state, and local guidelines/initiatives.	The professional's planning/organization will make meaningful and relevant connections between knowledge and practice that explicitly links content knowledge, practice, with federal, state, and local guidelines/initiatives. The professional will assist other colleagues in making these connections.
Knowledge of Context (District Initiatives, Infrastructure and Protocols, Culture and Climate)	The professional is unable to identify district initiatives in planning/organization and/or does not see any connection to role.	The professional inconsistently aligns role to district initiatives in planning/organization.	The professional aligns role performance in planning/organization in support of district initiatives.	The professional has a clear and complete understanding of district initiatives and his/her role within them. The professional uses this knowledge to frame work from a local to global perspective and assists others with this work.
	The professional follows local, state, and federal organizational guidelines, and inconsistently follows professional standards, systems, and protocols.	The professional follows local, state, and federal organizational guidelines, and professional standards, systems and protocols.	The professional successfully utilizes and navigates professional, local, state, federal organizational guidelines, and professional standards, systems and protocols.	The professional empowers others to utilize and navigate professional, local, state, and federal organizational guidelines, and professional standards, systems and protocols.

CSC Licensed Support Professional Performance Rubric (Continued)

	The professional does not establish an environment that is fair, respectful, supportive, safe, and inclusive.	The professional inconsistently establishes an environment that is fair, respectful, supportive, safe, and inclusive.	The professional consistently establishes an environment that is fair, respectful, supportive, safe, and inclusive.	The professional models an environment that is fair, respectful, supportive, safe, and inclusive. The professional successfully empowers constituent growth.
Knowledge of Constituents (Diversity, Assets and Needs)	The professional cannot identify strategies to support diverse populations.	The professional supports diverse populations by consistently treating constituents with fairness, respect, and support.	The professional plans and utilizes culturally relevant strategies, content, and delivery that will meet the needs of individual constituents and groups.	The professional plans and utilizes culturally relevant strategies, content, and delivery that will meet the needs of individual constituents and groups. The professional plans to empower constituent growth and models behavior for others.
	The professional does not collect accurate constituent data/evidence and/or may not connect the evidence to specific strategies and plans.	The professional collects constituent data/evidence but inconsistently uses this information to develop specific strategies and plans.	The professional's analysis of constituent data/evidence (development, backgrounds, prior experiences, etc.) accurately connects the data/evidence to specific strategies and plans.	The professional's analysis of constituent data/evidence contributes to the growth of district initiatives. The professional actively mentors colleagues in effective data analysis used in planning.

Delivery and Impact				
	Ineffective	Developing	Skilled	Accomplished
Constituent Support (Respect and Support, Linkage to relevant support agencies/resources/personnel)	There is little or no evidence of a positive rapport between the professional and constituents. The professional rarely seeks resources to support constituents.	The professional is fair in the treatment of constituents and establishes a basic rapport with them. The professional identifies and seeks individuals, agencies, and resources to support constituents from limited sources.	The professional has positive rapport with constituents and demonstrates respect for and interest in their experiences, thoughts, and opinions. The professional seeks, identifies, and collaborates with individuals, agencies, and resources to develop and/or enhance the networks available to support constituents.	The professional has positive rapport with constituents and demonstrates respect for and interest in their experiences, thoughts, and opinions, being cognizant of the uniqueness of the individual. The accomplished professional models positive interpersonal relations and maintains ongoing relationships.
Communication (On-going, Clear, Coherent, Precise and Appropriate)	The professional creates an environment that allow for little or no communication with constituents.	The professional welcomes communication from constituents and replies in a timely manner.	The professional engages in two-way communication to support constituent learning.	The professional engages in two-way, on-going communication with constituents that results in active partnership that contribute to constituent learning and development.

	The professional's communications are unclear, incoherent, or inaccurate and are generally ineffective. The communication's language is inappropriately matched to the constituents and discourages independent or creative thinking.	The professional's communications are accurate and generally clear but the professional might not fully clarify strategies and communication language might be inappropriately matched to the constituents leading to confusion.	The professional's communications are clear, coherent, and precise and communication language is appropriate for the constituents. The communication strategies are designed to actively encourage independent, creative, and critical thinking.	The professional's communications are clear, coherent, and precise and communication language is appropriate for the constituents. The communication language is designed to actively encourage independent, creative, and critical thinking. The professional actively assists colleagues with communication strategies and language.
Differentiated Practices (Need-based, Culturally Relevant, Research/Evidence-Based)	The professional doesn't attempt to match strategies or materials to individual constituent needs. The professional cannot identify strategies to support diverse populations.	The professional relies on one strategy or set of materials to meet the individual constituents' needs. The professional supports diverse populations by consistently treating constituents with fairness, respect, and support.	The professional matches strategies, materials, and pacing to constituents' individual needs. The professional supports diverse populations by utilizing culturally relevant practices to treat constituents with fairness, respect, and support.	The professional matches strategies, materials, and pacing to constituent's individual needs. The professional actively mentors colleagues. The professional supports diverse populations by utilizing culturally relevant practices to treat constituents with fairness, respect, and support. The professional successfully empowers constituent growth.

CSC Licensed Support Professional Performance Rubric (Continued)

	The professional rarely uses research-based materials and information.	The professional inconsistently uses research-based materials and information.	The professional utilizes research-based materials and information to reinforce best practices.	The professional utilizes research-based materials and information to reinforce best practices and successfully empower constituent growth.
Use of Data/Evidence (Responsive Services, Formative Evaluation)	The professional rarely uses data to differentiate delivery of services to constituents. The professional rarely uses data/evidence to evaluate constituents and situations.	The professional inconsistently uses data to differentiate delivery of services to constituents. The professional inconsistently uses data/evidence to evaluate constituents and situations that may or may not inform future practices while maintaining confidentiality.	The professional consistently uses data to effectively differentiate delivery of services to constituents. The professional consistently uses data/evidence to evaluate constituents and situations to inform future practices while maintaining confidentiality.	The professional consistently uses data to effectively differentiate delivery of services to constituents and contribute to the development of colleagues. The professional consistently uses data/evidence to evaluate constituents and situations to inform future practices and to empower constituent growth while maintaining confidentiality.
Evaluation and Impact (Analysis of Constituent Data, Accurately Connects Data to Practice, Checks for accuracy and makes changes as needed)	The professional rarely analyzes assessment data to reflect on effectiveness of services.	The professional inconsistently analyzes assessment data to reflect on effectiveness of services.	The professional consistently analyzes assessment data to reflect on effectiveness of services.	The professional consistently analyzes assessment data to reflect on effectiveness of services, empower constituent growth, and mentor colleagues.

	The professional rarely uses assessment results to reflect on practices.	The professional inconsistently uses assessment results and often sees little connection between data/evidence and practice.	The professional uses assessment results to reflect on the connection of data/evidence to practices in order to monitor strategies and behaviors in relation to constituent success.	The professional uses assessment results to reflect on the connection of data/evidence to practice in order to monitor strategies and behaviors in relation to constituent success. The professional uses assessment results to contribute to the empowerment of constituent and mentor colleagues.
	The professional rarely uses assessment results to check for accuracy of practices.	The professional uses assessment results inconsistently to check for accuracy of practices; with adjustments appearing disorganized and/or unpredictable.	The professional consistently uses assessment results to check for accuracy of practices and make adjustments to practice as needed.	The professional consistently uses assessment results to check for accuracy of practice and make adjustments to practice as needed. The professional uses assessment accuracy to contribute to the empowerment of constituent and mentor colleagues.

Professionalism				
	Ineffective	Developing	Skilled	Accomplished
Professional Responsibilities (Follows regulations, policies, ethical standards and agreements, Self-assessment)	The professional fails to collaborate effectively with students, families, colleagues and/or relevant constituents.	The professional uses a variety of ways to collaborate with students, families, colleagues and/or relevant constituents, but these approaches may not always be appropriate for a particular situation or achieve the intended outcome.	The professional uses effective strategies for communication with students, families, colleagues and/or relevant constituents to examine problems of practice, analyze appropriate data, and identify targeted strategies.	The professional collaborates effectively with students, families, colleagues and/or relevant constituents. The professional collaborates with colleagues to improve individual and team practices by engaging in professional dialogue, feedback, coaching and other collegial learning activities.
	The professional fails to understand and follow regulations, policies, ethical standards, and agreements.	The professional understands ethical and professional standards and related responsibilities, and follows district policies and state and federal regulations.	The professional demonstrates ethical and professional standards and related responsibilities. The professional models and upholds district policies and state and federal regulations.	The professional exemplifies ethical and professional responsibilities, helps colleagues access laws and policies, and conveys implications for practice.
	The professional fails to demonstrate evidence of ability to accurately self-assess performance and appropriately identify areas for professional development.	The professional identifies strengths and areas for growth to develop and implement targeted goals for professional growth.	The professional sets data-based, short-term and long-term professional goals and takes action to meet these goals.	The professional determines short- and long-term goals based on on-going self-assessment and analysis of pertinent evidence.

Notice of Special Evaluation



COLUMBUS CITY SCHOOLS
270 East State Street
Columbus, OH 43215

Notice of Special Evaluation

Date _____

Dear: _____

This notice is to inform you that your performance, as deemed by the Administrator of _____ School, as a professional in the Columbus City Schools, is in need of a special evaluation in accordance with Article 401.03 of the Agreement between the Columbus Education Association and the Board of Education. The area of alleged developing/ineffective performance is indicated below; please circle the performance level that applies.

Area	Rating
Proficiency on Standards/Performance	Developing
	Ineffective

The Special Evaluation conference will be held:

Special Evaluation Conference Time/Date _____

You are entitled to Association Representation at this Special Evaluation conference.

The professional's signature below indicates that this notice has been read but does not necessarily indicate agreement with the implications.

Professional

Administrator

Revised June 8, 2015

INSTRUCTIONS FOR TEACHER EVALUATION

"Notice of Special Evaluation" Form

The Notice of Special Evaluation shall be handled in the following manner:

1. In accordance with Article 401.03 of the Agreement between the Columbus Education Association and the Board of Education, a professional that is alleged to be developing/ineffective in her/his performance is to first be informed through the notice.
2. A circle rating will indicate the area of alleged developing/ineffective performance.
3. The professional must sign the notice and be provided with a copy at the time of signing.
4. A conference must be held before an observation or further evaluation. At this conference the professional is entitled to Association representation. The Special Evaluation Conference must occur within the next two school days. The request for the presence of a representative of the Association shall not delay this conference for more than one (1) school day. During the conference the administrator shall identify specific professional performance which resulted in the decision to perform this special evaluation.
5. Following the conference arranged through this notice the evaluation process will follow all stipulations of the Agreement. See especially Articles 401.03 and 401.04.

Revised June 8, 2015

CSC Teacher Performance Rubric



CCS Teacher Performance Rubric



Source: [The Ohio Teacher Evaluation System](#)
The Ohio Department of Education

Ohio Teacher Evaluation System

Assessment of Teacher Performance

Teacher Performance Evaluation Rubric

The **Teacher Performance Evaluation Rubric** is intended to be scored holistically. This means that evaluators will assess which level provides the best overall description of the teacher. The scoring process is expected to occur upon completion of both thirty (30) minute observations and post-conference. The evaluator is to consider evidence gathered during the pre-observation conference, the observation, the post-observation conference, and classroom walk-throughs (if applicable). When completing the performance rubric, please note that evaluators are not expected to gather evidence on all indicators for each observation cycle. Likewise, teachers should not be required to submit additional pieces of evidence to address all indicators. The professionalism section of the rubric may use evidence collected during the pre-observation and post-observation conferences as well as information from the Professional Growth and/or Improvement Plan (if applicable).

INSTRUCTIONAL PLANNING				
	ineffective	Developing	Skilled	Accomplished
FOCUS FOR LEARNING (Standard 4: Instruction) Sources of Evidence: Pre-Conference Evidence	The teacher does not demonstrate a clear focus for student learning. Learning objectives are too general in grade-level, subject, and/or success criteria for the activity, and/or do not reference the Ohio standards.	The teacher communicates a focus for student learning, demonstrating objectives that are appropriate for students and reference the Ohio standards (if appropriate), include measurable goals, but does not include measurable goals.	The teacher demonstrates a focus for student learning, with specific learning objectives (including measurable goals) for student learning aligned with the Ohio standards. The teacher demonstrates the importance of the goal(s) in appropriate for students.	The teacher establishes challenging and measurable goal(s) for student learning that align with the Ohio standards and reflects a range of student learning needs. The teacher demonstrates how the goal(s) fit into the teacher's unit, course, and school goals for student learning and skills.
ASSESSMENT DATA (Standard 5: Assessment) Sources of Evidence: Pre-Conference Evidence	The teacher does not plan for the assessment of student learning or does not analyze student learning data to inform instruction.	The teacher collects the observational data, and analyzes it to inform instructional planning, and summarizes assessment data to inform instructional planning.	The teacher demonstrates an understanding that assessment is a means of evaluating and supporting student learning through effective assessment practices, formative and/or summative assessment, and/or assessment data to inform instructional planning.	The teacher purposefully uses assessment and differentiation, assessment practices to provide the full range of student needs, abilities, and learning styles, incorporating a range of appropriate strategies, formative, and summative assessment data to inform instructional planning.

INSTRUCTIONAL PLANNING				
	ineffective	Developing	Skilled	Accomplished
PRIOR CONTENT KNOWLEDGE/SEQUENCE/CONNECTIONS (Standard 1: Students, Standard 2: Content, Standard 4: Instruction) Sources of Evidence: Pre-Conference Evidence	The teacher's lesson does not build on or connect to students' prior knowledge, or the teacher may give an explanation that is logical or inaccurate as to how the content connects to previous and future learning.	The teacher makes an attempt to connect the lesson to students' prior knowledge, to previous lessons or future learning, but it is not completely successful.	The teacher makes clear and coherent connections with students' prior knowledge and future learning—both explicitly to students and within the lesson.	The teacher uses the input and contributions of families, colleagues, and other professionals in understanding each learner's prior knowledge and supporting their development. The teacher makes meaningful and relevant connections between lesson content and other disciplines and real-world experiences and connects as well as prepares opportunities for students to apply learning from different content areas to solve problems.
PRIOR CONTENT KNOWLEDGE/SEQUENCE/CONNECTIONS (Standard 1: Students, Standard 2: Content, Standard 4: Instruction) Sources of Evidence: Pre-Conference Evidence			The teacher plans and sequences instruction to include the appropriate content, concepts, and processes in school and district curriculum practices and standards.	The teacher plans and sequences instruction that reflects an understanding of the prerequisite relationships among the appropriate content, concepts, and processes in school and district curriculum practices and standards as well as multiple pathways for learning depending on student needs. The teacher effectively explains how the lesson fits within the progression of the discipline.

CSC Teacher Performance Rubric (Continued)

Delivery and Impact				
	Ineffective	Developing	Skilled	Accomplished
Constituent Support (Respect and Rapport, Linkage to relevant support agencies/resources/personnel)	There is little or no evidence of a positive rapport between the professional and constituents.	The professional is fair in the treatment of constituents and establishes a basic rapport with them.	The professional has positive rapport with constituents and demonstrates respect for and interest in their experiences, thoughts, and opinions.	The professional has positive rapport with constituents and demonstrates respect for and interest in their experiences, thoughts, and opinions, being cognizant of the uniqueness of the individual. The accomplished professional models positive interpersonal relations and maintains an ongoing relationship.
	The professionally rarely seeks resources to support constituents.	The professional identifies and seeks individuals, agencies, and resources to support constituents from limited sources.	The professional seeks, identifies, and collaborates with individuals, agencies, and resources to develop and/or enhance the networks available to support constituents.	The professional seeks, identifies, and collaborates with individuals, agencies, and resources to develop and enhance the networks available to support constituents. The professional actively assists colleagues in collaborating with relevant agencies/resources/personnel.
Communication (On-going, Clear, Coherent, Precise and Appropriate)	The professional creates an environment that allow for little or no communication with constituents.	The professional welcomes communication from constituents and replies in a timely manner.	The professional engages in two-way communication to support constituent learning.	The professional engages in two-way, on-going communication with constituents that results in active partnerships that contribute to constituent learning and development.

Instruction and Assessment				
	Ineffective	Developing	Skilled	Accomplished
LESSON DELIVERY (Standard 2: Content; Standard 4: Instruction; Standard 6: Collaboration and Communication)	A teacher's explanations are either superficial, or inaccurate, and are generally ineffective in building student understanding. The teacher can language that fails to engage students, is inappropriate to the content, and/or demonstrates ineffective or no collaboration.	Teacher explanations are accurate and generally clear but the teacher may not fully clarify information, does not answer questions about content or instruction for learning activities or the teacher may not use language that demonstrates responsibility, leading to confusion or misunderstanding.	Teacher explanations are clear and accurate. The teacher uses developmentally appropriate language and language designed to actively encourage independent, creative, and critical thinking.	Teacher explanations are clear, coherent, and precise. The teacher uses well-crafted, developmentally appropriate language and language designed to actively encourage independent, creative, and critical thinking, including the appropriate use of questions and discussion techniques.
Evidence	The teacher fails to address student confusion or frustration and does not use effective questioning techniques during the lesson. The lesson is almost entirely teacher-directed.	The teacher recognizes topics which students show confusion, but does not always take the time to provide an effective alternative explanation. The teacher attempts to answer personal questioning techniques, but may confuse students and the phrasing or timing of questions. The lesson is primarily teacher-directed.	The teacher effectively addresses confusion by re-explaining topics in other ways and ensuring understanding. The teacher employs effective purposeful questioning techniques during instruction. The lesson is a balance of teacher-directed instruction and student-led learning.	The teacher recognizes and/or anticipates confusion by presenting information in multiple formats and checking content before student ask questions. The teacher designs high-level understanding through effective use of varied levels of questions. The lesson is student-led, with the teacher as the one of facilitator.
DIFFERENTIATION (Standard 1: Students; Standard 4: Instruction)	The teacher does not attempt to make the lesson accessible and challenging for most students, or attempts are consistently inappropriate.	The teacher relies on a single strategy or alignment set of materials to make the content accessible to most students though some students may find it difficult to access certain parts of the lesson and/or some concepts are challenged.	The teacher supports the learning needs of students through a variety of strategies, resources, and/or pacing that make learning accessible and challenging for all students in the classroom.	The teacher matches strategies, materials, and/or pacing to students' individual needs to make learning accessible and challenging for all students in the classroom. The teacher effectively uses collaborative, individualized and whole-class instruction to support individual learning goals and address various cultures for all students and demonstrate learning.
Evidence				

Instruction and Assessment				
	Ineffective	Developing	Skilled	Accomplished
RESOURCES (Standard 2: Content; Standard 4: Instruction)	Instructional materials and resources used for instruction are not relevant to the lesson or are inappropriate for students.	The teacher uses appropriate instructional materials to support learning goals, but may not meet individual students' learning styles and needs or actively engage them in learning.	Instructional materials and resources are aligned to the instructional purposes and are appropriate for students' learning styles and needs, actively engaging students.	Instructional materials and resources are aligned to instructional purposes, are varied and appropriate to ability levels of students, and actively engage them in ownership of their learning.
Evidence				

CSC Teacher Performance Rubric (Continued)

Instruction and Assessment				
	Ineffective	Developing	Skilled	Accomplished
RESOURCES (Standard 2: Content Standard 4: Instruction) <i>Sources of Evidence:</i> Pre-Conference Formal Observation Classroom Walkthrough/ Informal Observations	Instructional materials and resources used for instruction are not relevant to the lesson or are inappropriate for students.	The teacher uses appropriate instructional materials to support learning goals, but may not meet individual students' learning styles/needs or actively engage them in learning.	Instructional materials and resources are aligned to the instructional purposes and are appropriate for students' learning styles and needs, actively engaging students.	Instructional materials and resources are aligned to instructional purposes and are aligned and appropriate to ability level of students, and actively engage them in ownership of their learning.
Evidence				

Instruction and Assessment				
	Ineffective	Developing	Skilled	Accomplished
CLASSROOM ENVIRONMENT (Standard 1: Students Environment; Standard 6: Collaboration and Communication) <i>Sources of Evidence:</i> Pre-Conference Formal Observation Classroom Walkthrough/ Informal Observations	<p>There is little or no evidence of a positive rapport between the teacher and students. For example, the teacher may respond disparagingly to students' questions or comments.</p> <p>There are no evident routines or procedures; students seem unclear about what they should be doing or are often disruptive.</p> <p>Procedures are ineffective with inconsistent results; students are frequently mismanaged.</p> <p>The teacher creates a learning environment that does not invite or encourage communication or engagement with families.</p> <p>Expectations for behavior are not established or are unrealistic and/or inconsistent; performance is not monitored or reinforced.</p>	<p>The teacher is fair in the treatment of students and establishes a basic rapport with them. For example, the teacher addresses students' questions or comments, but does not respond about their overall well-being.</p> <p>Routines and procedures are in place, but the teacher may inappropriately prompt or direct students when they are unclear or late.</p> <p>Procedures have inconsistent learning outcomes, but consistently take some instructional time in the process.</p> <p>The teacher maintains a communication with families and begins to build a strong relation.</p> <p>Appropriate expectations for behavior are established, but some expectations are unclear or do not address the needs of individual students. The teacher inconsistently monitors behavior.</p>	<p>The teacher has positive rapport with students and demonstrates respect for and interest in all students. For example, the teacher makes eye contact and connects with individual students.</p> <p>Routines and procedures are smoothly throughout the lesson, and students demonstrate appropriate levels of responsibility for the efficient execution of the classroom.</p> <p>Procedures are efficient and work smoothly. There is evidence of varied learning situations (e.g., they, cooperative learning, and group and independent work).</p> <p>The teacher engages in two-way communication and offers a variety of authentic opportunities and activities for families to support student learning.</p> <p>A classroom management system has been implemented that is appropriate and responsive to classroom and individual needs of students. Clear expectations for student behavior are positive. Monitoring of student behavior is consistent, appropriate, and effective.</p>	<p>The teacher has positive rapport with students and demonstrates respect for and interest in individual students' experiences, thoughts and opinions. For example, the teacher responds quickly, individually, and consistently to student questions or distress.</p> <p>Routines are well established and clearly and students maintain responsibility for the efficient execution of the classroom.</p> <p>Procedures are equitable in the teacher's attention; students demonstrate high and consistent responsibility, initiative, and whole-class learning situations.</p> <p>The teacher engages in two-way, ongoing communication with families that results in a clear, consistent, and timely response to family concerns, and actively partnering with families to enhance learning and development.</p> <p>A classroom management system has been designed, implemented, and adjusted with student input and is appropriate for the classroom and individual student needs. Students are actively encouraged to take responsibility for their behavior. The teacher uses research-based strategies to learn students' behaviors and reinforce positive behaviors.</p>
Evidence				

Professionalism				
	Ineffective	Developing	Skilled	Accomplished
PROFESSIONAL RESPONSIBILITIES (Standard 3: Collaboration and Communication; Standard 7: Professional Responsibility and Growth) <i>Sources of Evidence:</i> Professional Development Plan or Improvement Plan Pre-conference; Post-conference; Daily interaction with others	<p>The teacher fails to communicate clearly with students and families or collaborate effectively with professional colleagues.</p> <p>The teacher fails to understand and follow regulations, policies, and agreements.</p> <p>The teacher fails to demonstrate evidence of an ability to accurately reflect on performance and to appropriately identify areas for professional development.</p>	<p>The teacher uses a variety of strategies to communicate with students and families and collaborates with colleagues, but these approaches may not always be appropriate for a particular situation or achieve the intended outcome.</p> <p>The teacher understands and follows district policies and state and federal regulations at a minimal level.</p> <p>The teacher identifies strengths and areas for growth to develop and implement targeted goals for professional growth.</p>	<p>The teacher uses effective communication strategies with students and families and works effectively with colleagues to examine problems of practice, analyze student work, and identify targeted strategies.</p> <p>The teacher meets ethical and professional responsibilities with integrity and honesty. The teacher models and actively demonstrates policies and state and federal regulations.</p> <p>The teacher uses data-based, short- and long-term professional goals to meet these goals.</p>	<p>The teacher communicates effectively with students, families, and colleagues. The teacher collaborates with colleagues to improve personal and team practices by facilitating professional dialogue, peer observation and feedback, peer coaching and other collegial learning activities.</p> <p>The teacher meets ethical and professional responsibilities and helps colleagues access and interpret laws and policies and understand their implications in the classroom.</p> <p>The teacher creates regularly modifies short- and long-term professional goals based on self-assessment and analysis of student learning evidence.</p>
Evidence				

Teacher Pay Plan Change Form

**COLUMBUS CITY SCHOOLS
TREASURER'S OFFICE
TEACHER PAY PLAN CHANGE FORM**

Full Name – Please Print _____

Employee ID or Social Security Number _____

PLEASE CHOOSE ONE OPTION

I choose the **SCHOOL YEAR PLAN**. I will receive **21** **pays** **September through June**.

Signature _____
Do not sign here if you choose the other plan.

Date _____

Pay Plan A

OR

I choose the **TWELVE MONTH PLAN**. I will receive **26** **pays** **September through August**.

Signature _____
Do not sign here if you choose the other plan.

Date _____

Pay Plan B

- ◆ This plan will remain in effect through the last pay of the 2008-2009 school year.
- ◆ Changes will be accepted ONLY during open enrollment (April 1 – August 29).

Forward completed form to Payroll Office by Friday, August 29, 2008, 5:00 p.m.

**COLUMBUS PUBLIC SCHOOLS
LOCAL TRANSPORTATION REIMBURSEMENT REPORT**

Vendor # _____

[illegible]

Cat. #200398 (Rev. 07/00)

Trip Requisition Form

INSTRUCTION SHEET

COLUMBUS PUBLIC SCHOOLS
TRANSPORTATION DEPARTMENT

TRIP REQUISITION

NO.405593

SCHOOL _____		FACTORY CODE _____		DRIVER _____	
DESTINATION _____				COMPOUND _____	
ADDRESS _____				BUS # _____	
DAY _____		DATE _____		FOR OFFICE USE ONLY	
		*ACTIVITY ROUTE			
		PICK-UP TIME	LOCATION	RETURN TIME	
LEAVE TIME (FROM SCHOOL) _____					
LEAVE TIME (FROM DESTINATION) _____					
CLASS, TEAM, OR GROUP _____					
NO. OF STUDENTS _____					
TEACHER IN CHARGE _____					
Supervising Adults _____					
(1) _____					
(2) _____					
(3) _____					
(4) _____					

Please charge the following account for this trip:

NUMBER OF REQUIRED DIGITS FOR COUNTO

3	4	3	4	4	3	2	3
FUND	FUND	OBJ	SCC	SUBJ	OBJ	IL	JOB
							Signature of Administrator
							Date

TRANSPORTATION DEPARTMENT OFFICE USE ONLY

APPROVED _____ DISAPPROVED _____

\$_____ should be transferred
to the Transportation Department Account.

NUMBER OF REQUIRED DIGITS FOR COUNTO

3	4	3	4	4	3	2	3
FUND	FUND	OBJ	SCC	SUBJ	OBJ	IL	JOB
001	1384	0440	000	000000	000	00	000

DRIVER PLEASE COMPLETE:

DATE OF TRIP	BEGINNING TIME	ENDING TIME	BEGINNING ODOMETER	ENDING ODOMETER

NO. OF STUDENTS _____ (Count Only Once) TOTAL TIME _____ TOTAL MILES _____

DRIVERS SIGNATURE _____

TEACHER'S SIGNATURE _____ TIME RETURNED TO SCHOOL (TEACHER) _____

1001 K&M '92 REV 4-92

DEPARTMENT OF TRANSPORTATION

Variance Process for School Reform—Procedures



COLUMBUS CITY SCHOOLS & COLUMBUS EDUCATION ASSOCIATION

Variance Request Procedures

Waivers from the CEA/Board Collective Bargaining Agreement, Columbus Board of Education Policy, State or Federal Regulation, or District Administrative Practice, need to be processed through the Reform Panel Committee.

Basic steps to present to the Reform Panel Committee:

1. Complete the **Variance Request Form-Initial Request** and forward the form with and all corresponding documents with original signatures to:

Office of School Improvement
Attention: Gail Davenport
Kingswood – Mail Route 4

Check the Reform Panel Committee calendar for submission of variance request deadlines. Please note that the date you are approved to present may be changed to a later date should the number of agenda items that have previously been approved for that meeting.

2. Fill out the forms completely; as incomplete forms will delay the process. Please note:

Item #2, *Variance topic requested* - should contain a title and a brief description of the requested variance even if the attachments explain the request in detail.

- Item #3, *Rationale for Variance* - should contain appropriate documentation and any applicable data that would support your expected student outcomes as a result of the variance.
- Signatures of both the School Principal and Senior Faculty Representative are required to attest that two-thirds of the teaching staff, by secret ballot voted to support the variance request.
- Variances requiring changes to individual teacher schedules should include:
 - Both the former and requested schedule of the staff member involved
 - A written statement from the staff member confirming their agreement with the contract change(s).
 - The timeframe during which the variance would be in effect, signed by the staff member.

3. Once your **Variance Request Form-Initial Request** has been reviewed for completeness and any additional clarifications addressed, you will be notified of the tentative date that your variance will be presented to the Reform Panel Committee.

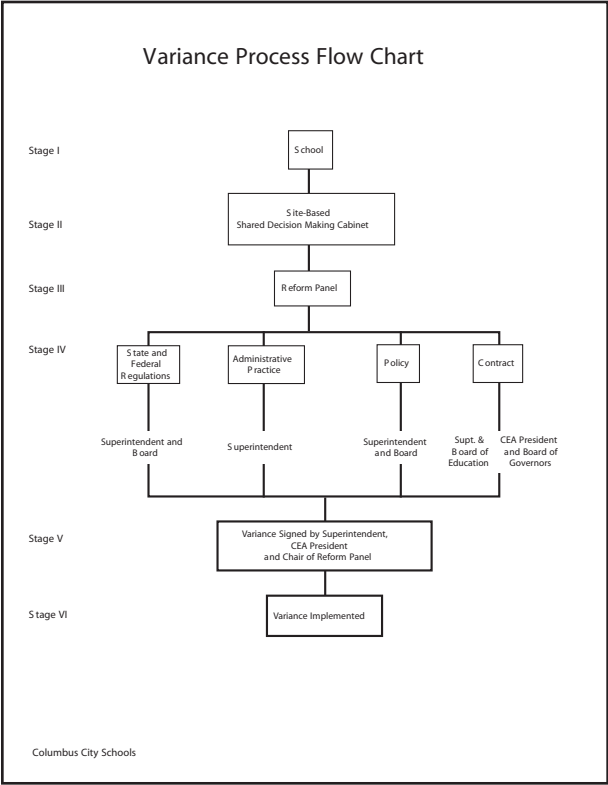
4. Approximately one week before the meeting, you will receive an Agenda of the meeting, indicating the date, time, and location that you are scheduled to appear. All meetings are currently scheduled to take place at CEC (Cabinet Room). You will be advised if there is a change in location.

5. After the request has been presented to the Panel, the originator of the Variance Request will be notified if the variance has been "Approved" or "Denied". A copy of the signed Variance Request will be sent to the originator for their file.

Variance-Renewal Request

Variance renewals must be submitted each year. If you intend to renew your approved variance for the following school year you must submit a Variance Request Form-Renewal Request. Please note, continuation of a variance requires a two-thirds vote of your building staff supporting the continuation, and an appearance before the Reform Panel Committee. Your presentation will include a brief report of the success status of your waiver for requesting continuation.

Variance Process for School Reform–Flow Chart



Variance Process for School Reform-Request Form



VARIANCE REQUEST FORM INITIAL REQUEST 2008-09

SCHOOL: _____ Implementation Year: _____

1. Requesting variance from (List Article/Policy Numbers/Code Regulation Numbers)

- a. _____ CEA-Bd Collective Bargaining Agreement: Article Number _____
 b. _____ Columbus Board of Education Policy: Policy Number _____
 c. _____ State or Federal Regulation: Code Regulation Number _____
 d. _____ Current District Administrative Practice (Briefly Note) _____

2. Variance Request title as you wish listed on Agenda: Please be specific.

A brief description of your variance topic must appear below:
 (Attach additional sheets if wish to give more detail)

3. Rationale for Variance: (Attach appropriate documentation)

4. Expected student outcomes as a result of variance: (Attach additional sheets if necessary)

*Signatures below indicate that at least 2/3 of the teaching staff, by secret ballot vote, support this Variance Request.

*Variances requiring changes in individual teacher schedules should be attached with a written statement that the teachers involved are in agreement with the Contract changes.

Principal or Chair, Site-Based _____ (date) _____ Building CEA Senior Faculty Representative _____ (date)
 Decision Making Cabinet

Date received initial review by Reform Panel Committee Designee: _____

Presentation Scheduled: YES NO Date: _____ Time: _____ Location: _____

REFORM PANEL ACTION

Date of Reform Panel Action: _____

Variance Approved as Submitted _____ Variance approved as Modified (see below) _____ Variance Denied _____
 Complete and Submit State Waiver Request

Modifications Explanation: _____

Superintendent _____ (date) _____ CEA President _____ (date)



VARIANCE REQUEST FORM RENEWAL REQUEST 2008-09

VARIANCE REQUEST FORM - RENEWAL REQUEST

SCHOOL: _____ Implementation Year: _____

1. Requesting variance from

- a. _____ CEA-Bd Collective Bargaining Agreement: Article Number _____
 b. _____ Columbus Board of Education Policy: Policy Number _____
 c. _____ State or Federal Regulation: Code Regulation Number _____
 d. _____ District Administrative Practice (Briefly Note) _____

2. Variance topic requested: Please be specific. A description of your variance topic must appear below:
 (Attach additional sheets if necessary)

3. Rationale for Variance: (Attach appropriate documentation)

4. Expected student outcomes as a result of variance: (Attach additional sheets if necessary)

*Signatures below indicate that at least 2/3 of the teaching staff, by secret ballot vote, support this Variance Request.

*Variances requiring changes in individual teacher schedules should be attached with a written statement that the teachers involved are in agreement with the Contract changes.

Principal or Chair, Site-Based _____ (date) _____ CEA Senior Faculty Representative _____ (date)
 Decision Making Cabinet

Date received initial review by Reform Panel Committee Designee: _____

Presentation Scheduled: YES NO Date: _____ Time: _____ Location: _____

REFORM PANEL ACTION

Date of Reform Panel Action: _____

Variance Approved as Submitted _____ Variance approved as Modified (see below) _____ Variance Denied _____
 Complete and Submit State Waiver Request

Modifications Explanation: _____

Superintendent _____ (date) _____ CEA President _____ (date)

Part IV

Index to the Master Agreement

Note: Italicized index items are those that appear in headline or subheadline format in the actual contract including article and section titles.

A

- A Plan/B Plan, paychecks, (Sec. 109.03, 901.10, 906, 1013, 1106), 5–6, 96, 109, 118, 121, 132, 166
- ABC, *see* Association Building Council
- Ability Grouping* (Art. 303) 38, 194
- Absence, Leaves of* (Art. 702) 67
- absence of teachers
 - assault on Board premises (Sec. 701.02D), 62–63
 - assault leave, disputed (Sec. 701.02D7), 63
 - Association Leave* (Sec. 702.14), 75
 - coverage when no substitute (Sec. 209.04), 25–26
 - court hearings *see* administrative hearings
 - death in the immediate family (Sec. 701.02C), 62, 175
 - donating sick leave, catastrophic illness/injury (Sec. 701.07), 66–67, 155
 - Exchange Teaching* (Sec. 702.03), 70
 - extended sick leave (Sec. 702.01), 68–69
 - holidays and weekends (Sec. 701.05), 64
 - Ill Health* (Sec. 701, 702.01), 61, 67–69
 - illness or injury of family members (Sec. 701.02B), 61–62, 175
 - illness or injury of family members without pay (Sec. 702.10), 73
 - Jury Duty* (Sec. 702.13), 75
 - Maternity/Paternity/Adoptive Leave* (Sec. 702.02), 69–70
 - medical or psychological verification requirements (Sec. 701.06D), 64
 - Military Leave* (Sec. 702.05), 71–72
 - National Service Leave* (Sec. 702.15), 75
 - non-work day (Sec. 701.05, 702.12C), 64, 74
 - personal illness (Sec. 701.02A), 61, 67–69
 - Personal Leave* (Sec. 702.12), 74
 - Professional Study or Travel* (Sec. 702.04), 70–71
 - Religious Leave* (Sec. 702.11), 74, 179
 - reporting of (Sec. 701.03, 701.04), 63, 64
 - Returning From Leave* (Sec. 702.08), 73
 - Sabbatical Leave* (Art. 703), 76–77
 - sick leave abuse (Sec. 701.06F), 65–66
 - sick leave use, notification of (Sec. 701.03A), 63
 - Special Leaves* (with reason) (Sec. 702.06), 72–73
 - Special Leave Without Publicly Stated Reasons* (Sec. 702.07), 73
 - Superintendent, granted by without loss of pay (Sec. 702.09), 73
- Academic Freedom* (Art. 201), 15
- accrual of sick leave (Sec. 109.03I-14, 701.01A), 7, 61, 67
- Administrative Guide (Art. 107), 3
- administrative hearings, released time for (Sec. 208.05), 24
- Administrative Policy on Class Size*, (Sec. 301.01), 35
- administrative or supervisory personnel, definition of (Sec. 101), 1–2
 - Authority of the Superintendent* (Art. 103), 2
 - meetings, once a month with the Association (Sec. 108.02), 3
- adoptive leave (Sec. 702.02), 69–70
- Agency Fee* (Art. 112), 13–14
 - automatic deduction (Sec. 112.02A), 13
 - Board compensation (Sec. 112.02C), 14
 - Board indemnification (Sec. 112.04), 14
 - Ohio Revised Code (Sec. 112.03), 14

- printout, of nonmember teachers (Sec. 112.02D), 14
- prorated dues balance (Sec. 112.02B), 13–14
- who shall pay dues (Sec. 112.01), 13
- Agreement*, (in negotiations) (Sec. 1501.10), 145
- aides, *see* Instructional Assistants
- aides of teachers of emotionally disturbed (Sec. 305.02, 305.03), 39, 194
- alternative disciplinary program (Sec. 208.11), 25, 166–167
- Alternative Schools* (Art. 503), 53
- Amendment Procedures* (Art. 1601), 149
- Annual Evaluation* (Art. 501), 53, 194
- Annuity Programs* (Art. 804), 82–83
- annuities and Section 125, salary reductions for (Sec. 109.03I-2), 6
- annuities, transfers of amounts by third day (Sec. 109.03I-5), 6
- Applicable State Law* (Art. 1602), 149
- Arbitration* (Art. 111), 12
- arbitration, costs paid by loser (Sec. 111.06), 13
- arbitration of disputes over no strike clause (Art. 106), 3
 - agreement not to cause or sponsor (Sec. 106.01), 3
 - disciplinary action (Sec. 106.02), 3
 - effort to control (Sec. 106.03), 3
- art, music and physical education (Art. 307), 40
- assault of teachers (Sec. 208.07), 24
- Assault Leave* (Sec. 701.02D), 62–63
- assault leave, joint committee on (Sec. 701.02D-7), 63
- Assignment Stipend* (Art. 911), 112
- assignment, outside their certification area (Sec. 211.05D), 34
- assignment, notification of for next year (Sec. 211.05C), 33–34
- assignments of teachers to sponsorship of school organizations (Sec. 209.01, 209.02), 25
- Assignments and Transfers* (Art. 211), 28
 - Assignment Notification (Sec. 211.05C), 33–34
 - Involuntary Transfers (Sec. 211.02), 31
 - Job Fair (Sec. 211.04), 33
 - Posting and Filling Vacancies (Sec. 211.01), 28–31, 191–193
 - preferences, related to assignment (Sec. 211.05B), 33
 - Staff Reductions* (Sec. 211.03), 31–33, 157, 180
 - vacancies, in first semester (Sec. 211.05A), 33
 - vacancies, in second semester (Sec. 211.05A), 33
- Association Building Council* (Art. 202), 15, 18, 19, 20–23, 29, 36, 38
- Ability Grouping (Art. 303), 38, 194
- Annual Evaluation*, (building survey) (Art. 501), 53
- assignment of educational aides (Sec. 601.02), 59, 194–195
- electing text book selection committee members (Sec. 504.01), 55
- establish procedures for discipline (Sec. 208.03), 23
- expenditure of fund raising profits in school's General Fund (Sec. 206.10), 21, 22, 190
- expenditure of vending machine profits (Sec. 206.03), 20, 190
- for nurses (Sec. 604.02), 60
- guidelines for volunteer workers (Art. 602), 59, 180
- in interview and selection process (Sec. 211.01D), 29
- in schools with shared decision-making cabinets (Sec. 1503.05), 147, 196
- interview and selection of aides (Sec. 601.05), 59, 195

- member selection (Sec. 202.02), 15, 16, 147, 196
- number of pupil stations in nonacademic classrooms, (Sec. 301.03) 36
- number of recesses per day (Sec. 302.05), 37–38, 193
- requesting an extension telephone (Sec. 206.07), 21, 151
- scheduling building level staff meetings (Sec. 205.02), 19, 178
- studying proposed innovative programs (Sec. 204.05), 17–18, 188–189
- training program for aides at Alum Crest, Clearbrook and Beatty Park (Sec. 305.03), 39, 194
- Association grievance (Sec. 110.06), 12
- Association Leave* (Sec. 702.14), 75
- Association, on the regular mail route (Sec. 109.05B), 8
- Association, meetings with Superintendent (Sec. 108.02), 3
- Association representative, *see* faculty representatives, governors
- authority of the Board (Art. 102), 2
- Authority of the Superintendent* (Art. 103), 2
- automobiles, voluntary use of (Sec. 209.03), 25

B

- bargaining agent, (Art. 101), 1
- bargaining unit, defined (Art. 101), 1
- benefits, effective date for new hires (Sec. 109.03I15), 6
- Board adoption of city-wide policies, consultation with Association (Sec. 108.01), 3
- Board-Association Consultation (Art. 108), 3
- Board contributions to medical plan (Art. 806), 83–86, 165, 174
- break time, for elementary teachers (Sec. 302.03), 37
- “Building Staff Assignment” directory (Sec. 109.02C), 4
- building, evaluation of (Art. 501), 53, 194
- Building Staff Meetings* (Art. 205), 19, 189
- bulletin board space (Sec. 109.04), 8
- bus schedules, accommodation of (Sec. 204.08), 18–19

C

- Cafeteria Premium Payment Plan (Art. 814), 93–94, 162
- calendar, school

2015–2016	Chart (Art. 1401), 129
	Days (Art. 1402), 131
	Payroll and Deductions (Art. 1403), 132–133
2016–2017	Chart (Art. 1404), 135
	Days (Art. 1405), 137
	Payroll and Deductions (Art. 1406), 138–139
- in negotiations (Sec. 1501.03), 142–143
- Catastrophic Illness/Injury Sick Leave Donation Procedures* (Sec. 701.07), 66–67
- central office verification, ill health (Sec. 702.01A, 702.01D), 67–68
- changing from payroll plan A to plan B (Sec. 109.03I-6), 6
- charity deductions (Art. 1403, 1406), 132, 138
- city-wide policies, Board–CEA consultation (Sec. 108.01, 211.05G), 3, 34
- city-wide programs
 - delay implementing interview process (Sec. 211.05G), 34
 - selection process (Sec. 211.01D), 29, 30, 34

- staff/in-service meeting (Sec. 205.06), 19
- staff reduction (Sec. 211.03G), 32–33
- classroom coverage/reassignment (Sec. 209.04), 25, 26
- class load *see* Teacher Class Load
- Classroom Atmosphere* (Art. 208), 23
- Class Size* (Art. 301), 35
 - Administrative Policy on Class Size (Sec. 301.01–301.05), 35–37
 - excess of class limits (Sec. 301.01–301.05), 35–37
 - General Assembly action reopener (Sec. 301.05-1), 36–37
 - high school (Sec. 301.01–3, 302.01), 35, 37
 - kindergarten–3rd. grade (Sec. 301.01–1, 301.05–1), 35, 36
 - kindergarten–5th. grade (Sec. 301.01–1, 301.05), 35, 36
 - mainstreamed special education students (Sec. 301.01–2), 35
 - middle school (Sec. 301.01–2, 302.01), 35–37
 - nonacademic (Sec. 301.01–4), 36
 - pilot project (Sec. 301.05–2), 36–37
- classroom interruptions (Sec. 206.04), 21
- classroom observation for evaluation purposes (Sec. 401.04), 43
- classroom visitations guidelines (Art. 207), 22–23
- clerical responsibilities (Sec. 206.08), 21
- coach’s pay (Art. 905), 102, 105–106, 107, 108
- coach’s conference period (Sec. 905.03), 105
- coach’s driving record/van certification (Sec. 905.04K), 108
- coach’s prorated salary (Sec. 905.04A3), 106
- Co-Curricular Activities and Extra Duties* (Sec. 209, 905.01, 905.02, 905.03, 905.04), 25, 102, 105, 106–109
- coffee-makers and vending machines (Sec. 206.03), 20, 190
- college scrip (Art. 802), 82
- Committee Procedures* (Art. 506, 1503), 56, 147
 - chairperson elected by members (Sec. 506.01), 56
 - guidelines for Professional Leave Committee (Sec. 702.16), 75–76
 - joint committee, meaning of (Sec. 506.04), 56
- complaints by parents (Sec. 403.01), 50
- conference days and reports to parents (Art. 210), 27
- conference guidelines (Art. 207), 22–23
 - elementary and middle schools (Sec. 210.01, 210.02, 210.03), 27, 28
 - high schools (Sec. 210.02), 27
 - requirements for (Sec. 210.01, 210.02), 27
 - self-contained (Sec. 210.01), 27
- conferences, scheduling of parent-teacher (Art. 1401, 1402, 1404, 1405, 1407), 129, 135
- conference period
 - coach’s extra during off season (Sec. 905.03), 105, 183
 - payment for losing while covering class (Sec. 209.04), 25–26
 - providing for teachers (Sec. 204.05), 17–18, 188–189
- consultants (in negotiations) (Sec. 1501.09), 145
- continuing contract, *see* contracts, continuing
- continuous experience defined (Sec. 401.01), 41–42
- Continuous Performance Pledge* (Art. 106), 3
- contracts
 - continuing (Sec. 401.06, 401.08), 44, 45–49
 - contract Forms, Teacher (Sec. 402), 48–49

- limited (Sec. 401.08E–F, 401.09), 47, 48, 49
- termination (Sec. 404.03), 51
- supplemental, (Sec. 402.02), 49–50
- contributions to medical plan, Board (Sec. 806.04), 84–85
- contributions deducted (Sec. 109.12), 10
- copy machines *see* Teaching Environment and New Buildings
- corporal punishment (Sec. 208.02), 23
- correcting errors in reporting sick leave/personal leave
(Sec. 109.03I-8), 6
- counselors (Art. 603), 60
- court hearings, job related (Sec. 208.05), 24
- credit for outside teaching experience, *see* Salary Policies
- credit union deductions (Sec. 109.03I-4), 6

D

Days, meaning of (Sec. 1501.06), 143

death in immediate family, use of sick leave (Sec. 701.02C), 62

debiting of employees bank account (Sec. 109.03I-7), 6

deductions,

- contributions (Sec. 109.12), 10
- credit union (Sec. 109.03I-4), 6
- flexible spending accounts (Sec. 109.03I-5), 6
- government savings bonds (Sec. 109.03I-17), 7
- membership dues (Sec. 109.03A), 5
- paychecks (Sec. 109.03D), 5
- schedule for (Sec. 1303, 1306, 1309), 132–133, 138–139
- tax deductions, supplemental wages (Sec. 109.03I-12), 7
- United Negro College Fund (UNCF) (Sec. 109.12), 10
- United Way (Sec. 109.03I-1), 6

Dental Insurance (Art. 807), 86–88

- dental deductible (Sec. 807C-3), 87

department chairpersons, election of (Art. 203, 905.04-J), 16, 108

development of Administrative forms, consultation with
Association (Sec. 108.03), 3

Diagnostic Performance Summary (Sec. 302.07), 38

direct deposit to bank (Sec. 901.13), 97

directory, employee (Sec. 109.02-C), 4

Disability Insurance Payroll Deduction (Art. 805), 83

disciplinary program, alternative (Sec. 208.11), 25

disciplinary transfer, notification of (Sec. 208.06, 208.09), 24–25

discipline (Art. 208), 23–25

discipline, principal's responsibility (Sec. 208.03), 23–24

donation of sick leave, catastrophic illness/injury (Sec. 701.07),
66–67

Duration of Agreement (Art. 1603), 149

duties

- aides (Sec. 601.04), 59
- Co-curricular Activities and Extra Duties (Art. 209), 25–27
- custodial (Sec. 206.03), 20, 190
- duty-free period for Association Senior Faculty Representative
(Sec. 109.13), 10
- exclusion for members who travel (Sec. 209.12), 27
- factor in assignments and transfers
(Sec. 211.01A and F), 28–29, 30
- for coaches during off season (Sec. 905.03), 105

Pay for Extra Duties (Art. 905), 102–109
payroll procedures (Sec. 109.03I-13 and 16), 7
one half-time aide minimum (Sec. 209.09), 26
related to testing (Sec. 201.02), 15
restrictions to six daily assignments (Sec. 905.03), 105
school treasurer's duties (Sec. 209.10), 27

E

early departure for Association business (Sec. 109.10), 9–10
Early Separation Plan (ESP), 165–166
educational aides, *see* Instructional Assistants
Effective Dates (benefits for Art. 806, 807, 808 & 809) (Art. 813),
83–85, 86–88, 88–89, 89, 93
effective dates, VESA benefits (Art. 811), 91–93, 152–154
effective date (Contract) (Art. 1603), 149
Election of Department Chairpersons (Art. 203), 16
Elementary Art, Vocal Music, Physical Education Programs
(Art. 307), 40
elementary, compensation for substituting (Sec. 209.04A), 26
elementary lunch schedule (Sec. 204.06A), 18, 189
elementary lunchroom supplemental (Sec. 905.01), 102–104, 154,
155, 157
Elementary Planning-Preparation Time (Sec. 302.02), 37, 154
Elementary Safety Patrol inservice (Sec. 905.04-L), 108
Elementary School Collaboration Time Report (Sec. 302.02-B), 37
Employee Assistance Program (EAP) (Sec. 815), 94
Employee Directory (Sec. 109.02-C), 4
enrollment period, insurance for tutors (Sec. 109.03I-19), 8
enrollment period for payroll deduction (Sec. 109.03A), 5
EPA (Sec. 206.05), 21
Equal Employment Rights (Art. 105), 2
errors on paycheck, correcting of (Sec. 109.03I-8, 109.03I-9), 6
evaluation
 annual building survey (Art. 501), 53, 194
 designation of evaluator (Sec. 401.02), 42–43
 evaluation, for PAR intervention (Sec. 401.07), 45
 building survey (Art. 501), 53, 194
 Special Evaluation (Sec. 401.05), 43–44
 teacher (Art. 401), 41–49
Exchange of Information (in negotiations) (Sec. 1501.08), 144–145
Exchange Teaching (Sec. 702.03), 70
exclusive payroll deduction rights for Association (Sec. 109.03H), 5
Exclusive Representative, defined (Sec. 1501.01), 141
expulsion regulations being posted in buildings (Sec. 206.12), 22
extended sick leave (Sec. 702.01), 68–70
extra duties (Sec. 209.04), 25–26, *also see* duties
extra duties, pay (Art. 905), 102–109, *also see* duties

F

faculty representatives (Sec. 109.04, 109.08, 109.10, 109.11,
109.13, 110.02A, 202.02, 205.03, 208.10, 211.01D, 404.01,
701.06, 904.02, 1503.05), 8, 9, 10, 11, 15, 16, 19, 25, 29, 51,
65, 100, 147, 188, 191, 196
 accompanying teachers to hearings (Sec. 109.11, 404.01), 10, 51
 announcements at staff meetings (Sec. 205.03), 19

- bulletin board space (Sec. 109.04), 8
- duty-free period (Sec. 109.13), 10
- early departures for Association business (Sec. 109.10), 9–10
- grievance notification (Sec. 110.02A), 11
- participation in Association Building Council (Sec. 202.02), 15–16
- permission to work on Association business (Sec. 109.06, 109.10), 8–10
- use of office equipment (Sec. 109.08), 9
- fair employment laws (Art. 105, Sec. 1501.01), 2, 141
- fee and representation of nonmembers (Art. 112, 104), 2, 13–14
- fee waivers (Art. 802), 82, *also see* Use of College Scrip
- flexible spending accounts, deductions (Sec. 109.03I-5), 6
- Foreign Language* (Art. 306), 40
- formal reprimand, right to Association representation (Sec. 404.01), 51
- forms, 190 Corrective Measures Form (Sec. 208.10), 25
- Forms Index*, 201
- forms, mutual development of (Sec. 108.03), 3
- Full-Time Hourly Professional Employees* (Art. 904), 100–102
 - defined (Art. 101), 1–2
 - hourly rate (Sec. 904.01), 100
 - layoff and recall provision (Sec. 704.03), 79, 80, 101
 - offered next regular contract teaching vacancy (Sec. 904.08), 102
- full-time teachers, proportional sick leave credit for those other than (Sec. 701.01C), 61
- fund-raising projects, profits from (Sec. 206.10), 21–22

G

- Good Faith Bargaining*, defined (Sec. 1501.05), 143
- government savings bonds, deductions (Sec. 109.03I-17), 7
- governors, early departure for Association business (Sec. 109.10), 9–10
- governors, permission to work on Association business (Sec. 109.10), 9
- governors, use of office equipment (Sec. 109.08), 9
- grade reporting forms (Sec. 210.04), 28
- grade reporting system (Sec. 210.03), 27–28
 - elementary grade card (Sec. 210.06), 28
- grade reporting forms, interim progress report (Sec. 210.03), 27–28
- grades (Art. 210), 27
 - pupil's failing (Sec. 210.02), 27
 - pupil's final, changes by Administrator (Sec. 201.03), 15
 - reports to parents (Sec. 210), 27–28
- Grievance Procedure* (Sec. 110), 10–12
 - Association (Sec. 110.06, 110.07), 12
 - group (Sec. 110.05), 11–12
- grievance process (Sec. 110.02), 11
- grievance for violation of provisions of Agreement (Sec. 110.01), 10, 11
- grouping, ability (Art. 303), 38, 194
- guidance counselors (Art. 603), 60
- Guidelines for Classroom Visitations and Teacher Conferences* (Art. 207), 22–23

H

half-time kindergarten teachers (Art. 607), 60
Health Benefits (Art. 806), 7, 34, 83–86
health insurance (Art. 806), 7, 34, 83–86
hearings, administrative (Sec. 208.05), 24
hearings, job related court (Sec. 208.05), 24
hearings, notification for student (Sec. 208.08), 24
heat in school, lack of (Sec. 206.05), 21
high school, class size/load (Sec. 301.01–4), 35–36, 193
high school, compensation for substituting (Sec. 209.04), 25–26
high school, length of school day (Art. 204), 17–19
Highly Qualified Teacher (HQT), 168, 170
hold harmless clause, agency fee (Sec. 112.04), 14
hourly rate (Art. 903), 100

I

IEP team, appeal of decision (Sec. 305.01), 39
I KNOW I CAN deductions (Art. 1403, 1406), 133, 136
Ill Health (Sec. 702.01), 67–69
illness in immediate family (Sec. 702.10), 73
illness of teacher, sudden (Sec. 209.04B), 26
immediate family, defined (Sec. 701.02B, 702.10), 61–62, 73, 175
initial class size adjustments (Sec. 301.04), 36
inservice meetings (Art. 205), 19, 20
Instructional Assistants (Sec. 209.09, Art. 601), 26, 59, 154,
194–195, 197–200
instructional assistants, requirements for (Sec. 209.09), 26
of teachers of emotionally disturbed (Sec. 305.02, 305.03), 39, 194
instructional materials centers (Sec. 502.01, 502.02), 53
Instructional Support Substitutes (Art. 1201), 125
insurance (Art. 805, 806, 807, 808, 809, 814, 815), 7, 34,
83–86, 89, 93, 94, 115, 121, 125
Cafeteria Premium Payment Plan (Art. 814), 93–94
dental (Art. 807), 7, 34, 86–88, 93, 115, 125, 174
dental deductible (Sec. 807C3), 87
disability (Art. 805), 7, 83, 93
health (Art. 806), 7, 34, 83–86, 93, 115, 125, 165, 174
Term Life Insurance (Art. 809), 7, 34, 89, 93, 125
Vision Care Insurance (Art. 808), 7, 34, 88–89, 93, 125, 174
insurance enrollment period, tutors (Sec. 109.03I-19), 8
insurance premiums, tutors (Sec. 109.03I-18), 7, 8
Integrated Textbooks (Art. 505), 56
Interim Negotiations (Art. 1502), 145–146
interim progress reports (Sec. 210.03), 27, 28
Inter-School Travel (Sec. 209.12, 211.06), 27, 34
interruptions of classrooms (Sec. 206.04), 21
inventories, annual limit for elementary teachers (Sec. 209.11), 27
involuntary assignment outside certification area (Sec. 211.05D), 34
Involuntary Transfers (Sec. 211.02, 211.05E), 31, 34
days without students (Sec. 211.02), 31

J

- Job Fair* (Sec. 211.04), 33
- Job Sharing* (Art. 213), 34
 - prorated insurance fringe benefits (Sec. 213.01), 34
- joint committee
 - assignments and transfers (Sec. 211.05G), 34
 - assault leave (Sec. 701.02D7), 63
 - defined (Sec. 506.04), 56
 - Joint Negotiations Committee* (Sec. 1501.04), 143
 - payroll (Sec. 109.03I-20), 8
 - Sick Leave Bank (Sec. 701.08), 67
 - to guide use of leaves of absence (Sec. 702.16), 75
- Joint CEA/Board of Education Insurance Committee (Sec. 806.01), 83–84
- Jury Duty Leave* (Sec. 702.13), 75
- just cause (Sec. 404.02), 51

K

- kindergarten teachers (Art. 607), 60

L

- laws, employment (Art. 105), 2
- latchkey teachers, recognition (Art. 101,), 1–2
- latchkey teachers
 - Agreement (Art. 1112), 123
 - Applicability (Art. 1101), 119
 - Assault Leave (Art. 1103), 119
 - calamity days (Sec. 1105.02), 121
 - Insurance Programs (Art. 1107), 121–122
 - Latchkey Contracts (Art. 1102), 121
 - Other Provisions (Art. 1111), 123
 - Personal Leave (Art. 1104), 121
 - Professional Behavior (Art. 1110), 122
 - section limitations (Art. 1111), 123
 - Stretch Pay (Art. 1106), 121
 - STRS Payments (Art. 1109), 122
 - Vacancy Postings (Art. 1108), 122
 - Wages (Art. 1105), 121
- layoff procedures (Art. 704), 44, 48, 73, 77–80, 90, 101
- Leaves of Absence* (Art. 702), 67–75
 - adoptive, *see* Maternity/Paternity/Adoptive Leave (Sec. 702.02), 69–70
 - assault on Board premises (Sec. 701.02D), 62, 63
 - Association Leave* (Sec. 702.14), 75
 - central office verification (Sec. 702.01A, 702.01D), 67–68
 - Exchange Teaching (Sec. 702.03), 70
 - Ill Health (Art. 701, Sec. 702.01), 61, 67–69
 - Jury Duty Leave (Sec. 702.13), 75
 - Maternity/Paternity/Adoptive Leave (Sec. 702.02), 69–70
 - Military Leave (Sec. 702.05), 71–72
 - National Service Leave (Sec. 702.15), 75
 - personal illness (Sec. 701.02A), 61, 67–69
 - Personal Leave (Sec. 702.12), 74
 - personal (on non-work day) (Sec. 701.05, 702.12C), 64, 74
 - Professional Study or Travel (Sec. 702.04), 70–71

- Religious Leave (Sec. 702.11), 74, 179
- return to active status (Sec. 702.01E), 68–69
- Returning From Leave (Sec. 702.08), 73
- Sabbatical Leave (Art. 703), 76–77
- Special Leaves (with reason) (Sec. 702.06), 72–73
- Special Leave Without Publicly Stated Reasons (Sec. 702.07), 73
- Superintendent, granted by without loss of pay (Sec. 702.09), 73
- to the Association (Sec. 109.07), 8–9
- Length of School Day* (Art. 204), 17–19
- Eight-Period Day in High School, 156, 173–174
- Libraries* (Art. 502), 53
- life insurance (Art. 809), 7, 34, 89, 93, 125
- local, state and national meetings, absence with pay (Sec. 702.09), 73
- longevity payments (Art. 902), 98–99
- lunch area for teachers (Sec. 206.09A) 21
- lunch period, 30 minutes, duty-free (Sec. 204.06B, 204.06C, 209.12), 18, 27, 189
- lunch schedule, elementary (Sec. 204.06A, 204.06C), 18
- lunchroom supplemental, *see* elementary lunchroom supplemental

M

- mail distribution (Sec. 109.05), 8
- major medical insurance (Art. 806), 84–86
- management rights (Art. 102, 103, 107, 108), 2, 3–4
- Maternity/Paternity/Adoptive Leave* (Sec. 702.02), 69–70
- medical plan, Board contributions to (Sec. 806.04, Sec. 109.06), 84–85, 117
- members of the Bargaining Unit, Defined (Art. 101), 1, 2
- Membership Dues Deduction* (Sec. 109.03), 5
- Meetings*, (in negotiations) (Sec. 1501.07), 144
- meetings, staff/in-service (Art. 205), 19–20
- middle school class size (Art. 301, 302), 35–36, 37–38, 173–174, 193
- middle school, compensation for substituting (Sec. 209.04B), 26
- middle school, length of student school day (Sec. 204.03), 17
- mileage, rate (Art. 907), 109–110
- Military Leave* (Sec. 702.05), 71–72
- minority organizations, negotiation rights (Sec. 1501.12), 145
- Miscellaneous* (transfer language), (Sec. 211.05), 33–34

N

- National Board Certification Stipends* (Art. 908), 110
- National Service Leave* (Sec. 702.15), 75
- negotiations impasse procedure (Sec. 1501.11), 145
- negotiations, interim (Art. 1502), 145–146
- new buildings (Art. 206), 20–22, 190
- new teacher, five days sick leave credit (Sec. 701.01B), 61
- “no strike” clause (Sec. 106.01), 3
- non-renewal of contract (Sec. 401.05A, 404.04), 44, 51
- notification of student hearings (Sec. 208.08), 24
- notification of student disciplinary transfer (Sec. 208.06), 24
- number of preparations, high school (Sec. 302.06), 38

O

- occupational and physical therapists (Art. 101), 1, 2
- Ohio Tuition Trust Authority (O.T.T.A.) (Sec. 109.12), 10

open house participation (Sec. 209.07), 26
OSHA (Sec. 206.05), 21
outside teaching experience, *see* credit for) (Sec. 901.04), 95–96

P

PAR (Peer Assistance and Review) (Sec. 401.01E4–5, 401.02A&B3, 401.07), 42, 42–43, 44–45
parent complaints, *see* complaints by parents
parent-teacher conferences (Art. 210), 27–28
parent-teacher conferences, scheduling (Sec. 1401, 1404), 129, 135
parking lots, safety of (Sec. 206.05), 21
Part-Time Employees (Art. 1301), 127
 applicability (Sec. 1301.03), 127
 assignments, Superintendent's authority, (Sec. 1301.02), 127
 definition of (Sec.1301.01), 127
 evaluation and employment of (Sec. 1301.02), 127
 recognition of (Sec. 1301.01), 127
PAS, *see* Performance Advancement System
paternity leave (Sec. 702.02), 69–70
pay
 additional college credit (Sec. 901.02C), 95
 Pay for Extra Duties (Art. 905), 102–109
 severance (Art. 810), 89–91, 152–153, 164
 for teachers when no substitute is available (Sec. 209.04), 25–26
paycheck errors, correcting of (Sec. 109.03I-8, 109.03I-9), 6
paychecks, A & B plans (Sec. 901.10), 96
 annuities, salary reduction (Sec. 109.03I-2) 6
 annuities, transfers of amounts by third day (Sec. 109.03I-5), 6
 direct deposits (Sec. 901.13), 97
 supplemental paychecks, payment of (Sec. 901.14), 97
payment of supplemental wages (Sec. 109.03I-13, 109.03I-16), 7
Payroll and Deduction Schedule for Certificated A and B Plan Employees
 2015–2016 (Art. 1403), 132–133
 2016–2017 (Art. 1406), 138–139
payroll deduction of membership dues (Sec. 109.03), 5–8
payroll deduction of political contributions (Sec. 109.12), 10
payroll, joint committee (Sec. 109.03I-20), 8
Peer Assistance and Review, *see* PAR
Performance Advancement System (Art. 909), 110, 111
performance pledge (Art. 106), 3
permission to work on Association business (Sec. 109.10), 9–10
Personal Leave (Sec. 702.12), 74
 (absent on non-work day) (Sec. 702.12C), 74
personnel information to the Association (Sec. 109.02), 4–5
personnel file (Art. 403) 50–51
 adverse comments (Sec. 403.02), 50
 removing a notation (Sec. 403.04), 50–51
 right to examine and review (Sec. 403.03), 50
personnel records (Art. 403), 50–51
Ph.D. salary schedule (Sec. 901.12), 97
Physical Examination (Art. 803), 82
planning-preparation time, elementary (Sec. 204.04, 302.02), 17, 18, 37, 154, 158

- political contributions, procedures for (Sec. 109.12), 10
- political material, posting of (Sec. 109.04), 8
- posting, not interview/selection (Sec. 211.05F), 34
- Posting and Filling Vacancies* (Sec. 211.01, 211.04, 211.05), 28–31, 33–34
- posting of vacancies (Sec. 211.01), 28–31
- power in school, lack of (Sec. 206.05), 21
- preparations, limiting number of (Sec. 302.06), 38
- preparation time (Sec. 204.04), 17, 18, 158, 189
- Present Policies* (Art. 107), 3
- President of the Association, released time (Sec. 109.07A), 8–9
- Procedures for Professional Negotiations* (Art. 1501), 141–145
- Professional Behavior* (Art. 404), 51–52
- Professional Development* (Art. 507), 56–57
- Professional Development Related to Special Education* (Art. 508), 57
 - pay for (Sec. 508.01), 57
 - times and dates of (Sec. 508.02), 57
- Professional Leave Committee (Sec. 702.16), 75
- Professional Personnel Records* (Art. 403), 51–52
- Professional Study or Travel Leave* (Sec. 702.04), 70–71
- profits, from fund-raising projects (Sec. 206.09), 21
- programs, WCBE (Sec. 109.09), 9
- psychologists (Art. 906), 109
- pupil stations (Sec. 301.01–.04, 301.03), 35–36
- purposes for which sick leave may be used (Sec. 701.02), 61–63

R

- radio time for the Association (Sec. 109.09), 9
- recall of teachers from layoff (Sec. 704.02, 704.03), 77–78, 78–79
- recess ballot, elementary (Sec. 302.05), 37–38, 193
- recesses, determining number of (Sec. 302.05), 37–38, 193
- Recognition* (of the Association as Bargaining Agent) (Art. 101), 1–2
- records of teacher performance (Art. 403), 50–51
- Reductions in Personnel* (Art. 704), 44, 77–80
- Reform Panel* (Art. 1503), 146–148
- Regular Teacher Contracts* (Sec. 402.01), 49
- release of Association officers (Sec. 109.07A), 8–9
- released time for hearings and court proceedings (Sec. 208.05), 24
- Religious Leave* (Sec. 702.11), 74, 179
- reports to parents (Art. 210), 27–28
- reporting time, tutors (Sec. 109.03I-10), 7
- representation fee for nonmembers (Art. 112), 13–14
- representation of teacher by Association (Art. 104), 2
- reprimand of teachers (Sec. 404.02), 51–52
- reserve, 166
- reserve teachers, *see* Instructional Support Substitutes
- Residence* (Art. 212), 34
- Responsibility of the Association* (Art. 104), 2
- Responsibility of the Board* (Art. 102), 2
- Returning from Leave* (Sec. 702.08), 73
- Rights of the Association* (Art. 109), 4–10
- Rights of Individuals and Minority Organizations* (in negotiations) (Sec. 1501.12), 145

S

- Sabbatical Leave* (Art. 703, 802), 76–77, 82
- Safety Patrol inservice, elementary (Sec. 905.04L), 108
- salaries, full-time hourly (Art. 904), 100–102
- salary column placement (Sec. 901.02C, 901.11), 95–97
- salary increment (Sec. 901.02A, 901.02B), 95
- Salary Policies* (Art. 901), 95–97
 - checks in envelopes (Sec. 901.10), 96
 - credit for outside teaching experience (Sec. 901.04, 901.07), 95, 96
- salary (Ph.D.) (Sec. 901.12), 97
- salary reductions/transfers for annuities and Sec. 125 Accounts (Sec. 109.03I-2), 6
- salary schedules (Art. 902), 98–99
- scheduling of parent-teacher conference (Art. 1401, 1406), 129–130, 138–139
- schedules of school days (Art. 204), 17–19
- School Calendar* (in negotiations) (Sec. 1501.03), 142–143
- School Calendar*
 - 2015–2016 (Sec. 1401, 1402), 129–131
 - 2016–2017 (Sec. 1404, 1405), 135–137
- school day, definition (Sec. 110.07), 12
- school closing, effect on supplemental contracts (Sec. 402.02C), 49
- School Counselors* (Art. 603), 60
- school day, defined for grievance procedure (Sec. 110.07), 12
- school day for teachers, length of (Art. 204), 17–19
- School Employees Health Care Board (Sec. 806.01), 84
- school General Fund accounts (Sec. 206.10), 21–22
- school mail, restricted use of (Sec. 109.05A), 8
- school mail, use of (Sec. 109.05A, 109.05B), 8
- School Nurse Orientation and Inservice* (Art. 605), 60
- School Nurses* (Art. 604), 60
- school pictures, tickets, candy, insurance (Sec. 209.08), 26
- School Psychologists* (Art. 906), 109
- School Social Workers* (Art. 606), 60
- School Treasurers (Sec. 209.10), 27
- school visits by Association President (Sec. 109.01), 4
- school year, bargaining any extension of (Sec. 205.07), 20
- scrip (Art. 802), 82
- Scope of Negotiations* (Sec. 1501.02), 141–142
- Seniority
 - basic criterion for staff reductions (Sec. 211.03C), 32
 - defined (Sec. 211.03A), 31–32
 - defined in city-wide programs (Sec. 211.03G), 32–33
 - full-time hourly (Sec. 704.03), 79–80
 - preference to continuing contract (Sec. 704.01A), 77
 - Reductions in Personnel (Art. 704), 77–80
 - rigid adherence to (Sec. 211.03C), 32
 - rights restored (Sec. 704.02E), 79
- service credit (Sec. 901.07), 96
- Severance Pay* (Art. 810), 89–91
- sexual stereotyping, avoidance of (Sec. 108.04), 3–4
- Sick Leave* (Art. 701), 61–67
 - absence on holidays (Sec. 701.05), 64
 - accrual (Sec. 109.03I-14, 701.01A), 7, 61
 - adoption of a child (Sec. 701.02A), 61

Catastrophic Illness/Injury Sick Leave Donations Procedure (Sec. 701.07), 66–67
 central office verification (Sec. 701.06D, 701.06F), 64–65, 65–66
 Certificates Required in Case of Sick Leave Absence (Sec. 701.06), 64–66
 death in immediate family (Sec. 701.02C), 62
 donation of sick leave, catastrophic illness/injury, (Sec. 701.07) 66–67, 155
 extended sick leave (Sec. 702.01), 68–69
 General Rules Pertaining to Sick Leave (Sec. 701.01), 61
 Ill Health (Sec. 702.01), 67–69
 illness in immediate family (Sec. 701.02B), 61–62, 175
 immediate family, defined (Sec. 701.02B), 61–62, 73, 175
 new teachers (Sec. 701.01B), 61
 notification of absence (Sec. 701.03A), 63
 notification of return (Sec. 701.04), 63–64
 sick leave donation program (Sec. 701.07), 66–67
 purposes for which sick leave may be used (Sec. 701.02), 61–63
 reporting of (Sec. 701.06), 64–66
 transfer of unused days (Sec. 701.01D), 61
 unused (Sec. 701.01A), 61
 used (Sec. 701.02), 61–63
 voluntary donation (Sec. 701.07), 66–67
 weekends and holidays and paid non-work days (Sec. 701.05), 64
Special Education (Art. 305), 39
 appeal of decision of IEP team (Sec. 305.01), 39
 mainstreamed (Sec. 301.01 1, 2), 35
Special Evaluation (Sec. 401.05), 43–44
Special Leave Without Publicly Stated Reasons (Sec. 702.07), 73
Special Leaves (with reasons) (Sec. 702.06), 72–73
 staff meetings, building (Art. 205), 19–20
 ABC involvement (Sec. 205.03), 19
 additional (Sec. 205.02), 19
 beginning of school year (Sec. 205.05), 19
 city-wide (Sec. 205.06), 20
 monthly (Sec. 205.01), 19
 on Mondays (Sec. 205.04), 19
Staff Reductions (Sec. 211.03), 31–33
 state law, applicable (Art. 1502), 145–146
 Stretch Pay for Latchkey Teachers (Art. 1106), 121
 strike (Art. 106), 3
STRS-Board “Pick-Up” (Art. 812), 93
 student conduct, guide to (Sec. 208.01), 23
 student grades (Sec. 201.03), 15
 student hearings, notification of (Sec. 208.08), 24
 student removal (Sec. 206.11, 208.04), 22, 24
 student safety specialists (Art. 101), 1–2
 students, disciplinary transfer of (Sec. 208.09), 24–25
 students when no substitute is available (Sec. 209.04), 25–26
 Study Halls (Art. 304), 38
 study leave (Sec. 702.04), 70–71
 substitute service, provision of (Sec. 209.05), 26
 substituting by regular staff, compensation for (Sec. 209.04), 25–26
 elementary (Sec. 209.04A), 26

- middle school (Sec. 209.04B), 26
- high school (Sec. 209.04B), 26
- self-contained (Sec. 209.04B), 26
- sudden illness of a teacher (Sec. 209.04B), 26
- Summer Employment* (Art. 801), 81–82
- Superintendent, Association meeting with (Sec. 108.02), 3
- supervision of school events outside work day (Sec. 209.02), 25
- Supplemental Contracts* (Sec. 402.02), 49–50
 - automatic non-renewed (Sec. 402.02A), 49
 - awarding (Sec. 402.02D), 49
 - Closed Schools (Sec. 402.02C), 49
 - insufficient participation (Sec. 402.02F), 50
 - minimum number of participants (Sec. 905.04), 105–109
 - pay (Sec. 905.01), 102–104
 - paychecks, payment of supplemental (Sec. 901.14), 97
 - psychologists (Art. 906), 109–110
 - school closings (Sec. 402.02C), 49
 - three-year contracts (Sec. 402.02E-1, 2) 49–50
- Supplemental Hourly Rate* (Art. 903), 100
- supplemental wages, payment of (Sec. 109.03I-13, 109.03I-16), 7
- supplemental wages, tax deduction (Sec. 109.03I12) 7

T

- tax deduction, supplemental wages (Sec. 109.03I-12), 7
- tax-deferred annuities (Art. 804), 82–83
- teacher aides (Art. 601), 59, *see* Instructional Assistants
- teacher assignment to PAR (Sec. 401.01E, 401.02B3, 401.07), 42, 43, 44–45
- Teacher Class Load* (Art. 302), 37–38
 - recess ballot, elementary (Sec. 302.05), 37–38
- teacher conferences (Art. 207, 210.03), 22–23, 27–28
- teacher contract termination (Sec. 404.03), 51
- Teacher Contract Forms* (Art. 402), 49–50
- Teacher Evaluation* (Art. 401), 41–49
- teacher's file, *see* personnel file
- teachers' lounges (Sec. 206.03, 206.05), 20, 21
- teacher preparation (Sec. 302.06), 38
- Teacher-Parent Conferences & Reports to Parents* (Art. 210), 27–28
- Teacher Salary Schedules* (Art. 902), 98–99
 - 2015–2016 (Sec. 902.01), 98
 - 2016–2017 (Sec. 902.09), 99
- teacher transfers (Art. 103, 211), 2, 28–34
- teachers, assault of (Sec. 208.07), 24
- teachers, continuing contract (Sec. 401.06, 401.08), 44, 45–48
- teachers, defined (Art. 101), 1–2
- Teachers for Better Schools (TBS) (Sec. 109.12), 10
- teachers of the emotionally disturbed children (Sec. 305.02, 305.03), 39
- teachers in trades and industries (Sec. 901.04), 95–96
- Teaching Aids* (Art. 504), 53–56
- Teaching Environment and New Buildings* (Art. 206), 20–22
- telephones for teachers' use (Sec. 206.06), 21
- Term Life Insurance* (Art. 809), 89
- termination of contract (Sec. 401.05, 404.03), 43–44, 51,
 - see* Special Evaluation
- Test Selection Committee (Sec. 504.02), 53–56

- testing, standardized (Sec. 201.02), 15
- textbook and equipment inventories (Sec. 209.11), 27
- textbooks
 - integrated (Art. 505), 56
 - selection committees (Sec. 504.01, 504.02, 504.03), 53–56
 - selection committee nominations (Sec. 504.01), 53
 - selection of (Art. 504), 53–56
- therapists, occupational and physical (Art. 101), 1–2
- three-year supplemental contract (Sec. 402.02E1, E2), 49
- transfers and assignments (Art. 211), 28–34
 - assignment preferences (Sec. 211.05B), 33
 - assignment notification (Sec. 211.05C), 33–34
 - Involuntary Transfers (Sec. 211.02), 31
 - Job Fair (Sec. 211.04), 33
 - Posting and Filling Vacancies (Sec. 211.01), 28–31
 - Staff Reductions (Sec. 211.03), 31–33
 - vacancies, first semester (Sec. 211.05A), 33
 - vacancies, second semester (Sec. 211.05A), 33
- transfers of students, disciplinary (Sec. 208.09), 24–25
- transfers, Superintendent’s authority (Art. 103), 2
- Transportation Mileage Rate* (Art. 907), 109–110
- travel leave (Sec. 702.04), 70–71
- travel reimbursement (Art. 907), 109–110
- tutor, recognition (Art. 101), 1–2
- tutors,
 - Applicability (Art. 1002), 113
 - Calamity Days (Art. 1007), 114
 - Definition of (Art. 1001), 113
 - Hourly Rate (Art. 1010), 117
 - hourly rated (Art. 1001, 1002), 113
 - Insurance and Annuity Programs (Art. 1009), 115–117
 - insurance enrollment period (Sec. 109.03I-19) 8
 - insurance program (Sec. 109.03I-18), 7–8
 - insurance premiums (Sec. 109.03I-19), 8
 - Negotiations Procedures (Art. 1014), 118
 - Other Provisions (Art. 1015), 118
 - Progress Reports (Art. 1004), 114
 - reporting time (Sec. 109.03I-10), 7
 - pay sheet (Sec. 109.03I-10), 7
 - Salary Experience (Art. 1010), 117
 - Sick Leave (Art. 1005), 114
 - STRS Service Credit Reporting (Art. 1008), 114–115
 - Tutor Contracts (Art. 1003), 113–114

U

- underfunding, 166
- unlimited accumulation of sick leave (Sec. 701.01A), 61
- United Negro College Fund, payroll deductions (Sec. 109.12), 10
- United Way deductions (Sec. 109.03I-1), 6
- Use of College Scrip* (Art. 802), 82
- use of equipment by teachers (Sec. 206.01), 20
- use of office equipment by faculty representatives and governors
(Sec. 109.08), 9
- Use of Sick Leave Notification*
 - SEMS or principal (Sec. 701.03A), 63

certificates required in case of sick leave absence, central office verification, (Sec. 701.06D, 701.06F), 64, 65–66

V

vacancies (Sec. 211.01), 28–31
vacancies, kindergarten, half- to full-time (Art. 607), 60
Value Added (Sec. 910.01), 111
value added, use of in PAS (Sec. 909.04), 110–111
value added, use of in Assignment Stipend (Sec. 911.02), 111
verbal abuse of teacher (Sec. 404.07), 52
verbal criticism of teachers (Sec. 404.06), 52
VESA (Voluntary Employee Separation Assistance Plan), (Art. 811), 91–93
Vision Care Insurance (Art. 808), 88–89
visitors to schools and classes, guidelines (Art. 207), 22–23
visits to schools by the Association (Sec. 109.01), 4
Voluntary Employee Separation Assistance Plan, *see* VESA
voluntary transfers (Sec. 211.01), 28–31
Volunteer Workers (Art. 602), 59

W

WCBE Programs (Sec. 109.09), 9
water in school, lack of (Sec. 206.05), 21
 work day (Art. 204), 17–19
 elementary (Sec. 204.01, 204.02), 17
 exceptions (Sec. 204.04), 17
 high schools (Sec. 204.03), 17
 middle schools (Sec. 204.03), 17
 schedule variations (Sec. 204.05), 17–18
working conditions (Art. 206), 20–22
 address systems (Sec. 206.04), 21
 bulletin boards (Sec. 206.02), 20
 chalkboards (Sec. 206.02), 20
 clerical responsibilities (Sec. 206.08), 21
 coffee-makers (Sec. 206.03), 20
 duplicating machines (Sec. 206.01), 20
 expenditure of fund raisers profits (Sec. 206.09), 21
 new or remodeled buildings (Sec. 206.09), 21
 status of school funds (Sec. 206.10), 21–22
 telephone (Sec. 206.06), 21

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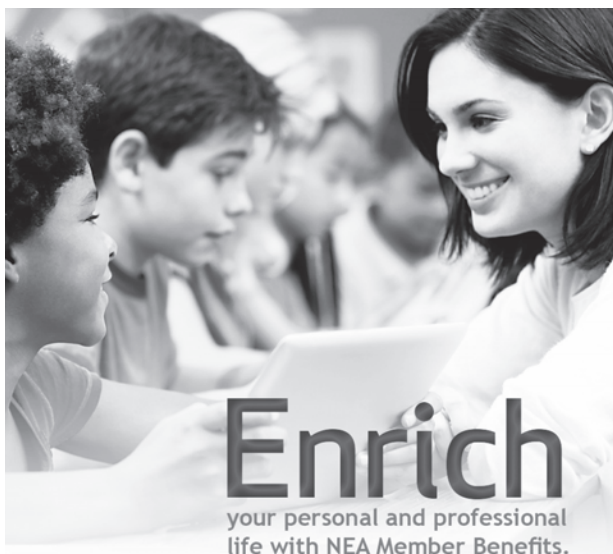
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