

# NEGOTIATIONS AGREEMENT

between

THE VERMILION LOCAL SCHOOL DISTRICT  
BOARD OF EDUCATION

and

THE VERMILION TEACHERS ASSOCIATION

CAPTAIN STARBUCK AND THE PILOT

September 1, 2016 to August 31, 2019

**NEGOTIATIONS AGREEMENT**  
**TABLE OF CONTENTS**

<b><u>ARTICLE</u></b>		<b><u>PAGE</u></b>
I	Term of Agreement.....	1
II	Recognition.....	1
III	Negotiations Procedure .....	1
IV	Grievance Procedure.....	3
V	Salaries and Co-Curricular.....	6
	5.03 A. Salary Schedule 2016-2017 .....	Appendix I
	B. Extended Time	
	C. Co-Curricular	
	D. Athletic	
	5.04 A. Salary Schedule 2017-2018 .....	Appendix J
	B. Extended Time	
	C. Co-Curricular	
	D. Athletic	
	5.05 A. Salary Schedule 2018-2019 .....	Appendix K
	B. Extended Time	
	C. Co-Curricular	
	D. Athletic	
	5.06 Schedule E – Co-Curricular Index .....	Appendix L
	5.07 Advancing on Pay Scale at Mid-Year.....	8
	5.08 Extended Service .....	8
	5.09 Payroll Deductions .....	9
	5.10 Payroll Schedule and Deductions .....	10
	5.11 Hourly Project Rate .....	11
	5.12 Tutors .....	11
	5.13 Retroactive Pay Adjustments.....	12
	5.14 Employment of Retirees .....	12
	5.15 Vermilion Service .....	13

**TABLE OF CONTENTS**

<b><u>ARTICLE</u></b>		<b><u>PAGE</u></b>
VI	Life Insurance .....	13
VII	Medical, Dental and Vision Insurance .....	14
	7.01 Medical Insurance .....	14
	7.02 Dental Insurance .....	15
	7.03 Vision Insurance .....	15
VIII	Leaves of Absence .....	16
	8.01 Family and Medical Leave .....	16
	8.02 Pregnancy Leave .....	16
	8.03 Maternity/Paternity Leave .....	17
	8.04 Leave for Adopting a Child .....	18
	8.05 Personal Business Leave .....	18
	8.06 Sick Leave .....	19
	8.07 Visitation – Inservice Training .....	20
	8.08 Assault Leave .....	21
	8.09 Reporting of Absences/Leaves .....	21
	8.10 General Unpaid Leave .....	22
IX	Notice of Retirement/Severance Pay .....	22
X	Attendance at Professional Conferences .....	23
XI	Jury Duty .....	24
XII	College Credit Reimbursement .....	25
XIII	Teacher Vacancies/Transfers .....	26
XIV	Teacher Work Day .....	28
XV	Class Size .....	29
XVI	Teacher Planning Periods .....	29
XVII	Working Environment .....	30
XVIII	Instructional Materials .....	31
XIX	Student Extracurricular Supervision .....	31
XX	Committees .....	31
	20.01 Local Professional Development Committee .....	31
	20.02 Labor Management Committee .....	32
	20.03 Special Education Committee .....	32

**TABLE OF CONTENTS**

<b><u>ARTICLE</u></b>	<b><u>PAGE</u></b>
20.04 Master Teacher Committee .....	33
20.05 Evaluation Committee .....	33
20.06 Supplemental Review Committee.....	34
XXI Casual Substitute Teachers .....	34
XXII School Calendar .....	35
XXIII Academic Freedom .....	36
XXIV School Program Development .....	36
XXV Contracts .....	37
XXVI Evaluation .....	37
XXVII Personnel Files .....	44
XXVIII Non-Renewal .....	44
XXIX Reduction-In-Force .....	45
XXX Seniority .....	48
XXXI Tuition Waiver .....	49
XXXII Association Rights .....	50
XXXIII Management Rights and Savings Clause .....	51
XXXIV Distribution of Agreement .....	52
XXXV Conflict With Law .....	52
XXXVI No Strike Clause .....	52
XXXVII In Service Training .....	52
XXXVIII Resident Educator Mentoring Program .....	52
XXXIX Online Courses.....	54
XL Evaluations for Librarians, Guidance Counselors and Coaches.....	54
XLI Discipline .....	54
XLII Execution .....	55

**TABLE OF CONTENTS**

Certificate of Available Resources ..... 56

**APPENDICES**

- Absence Day Reserve Plan Donating Member Form ..... Appendix A
- Request to Attend a Professional Meeting ..... Appendix B
- Special/Hourly Project Rate Time Sheet for Conferences and Extra Projects ..... Appendix C
- College Credit Reimbursement Request ..... Appendix D
- Supplemental Contract Completion Form ..... Appendix E
- Application for Assault Leave ..... Appendix F
- Grievance Form I ..... Appendix G-1
- Grievance Form II ..... Appendix G-2
- Grievance Form III ..... Appendix G-3
- Round-trip Mileage Allowance ..... Appendix H
  
- 5.03, 2016-2017 ..... Appendix I
  - A. Salary Schedule
  - B. Extended Time and Additional Services
  - C. Co-Curricular and Additional Duties
  - D. Athletic Responsibilities
  
- 5.04, 2017-2018 ..... Appendix J
  - A. Salary Schedule
  - B. Extended Time and Additional Services
  - C. Co-Curricular and Additional Duties
  - D. Athletic Responsibilities
  
- 5.05, 2018-2019 ..... Appendix K
  - A. Salary Schedule
  - B. Extended Time and Additional Services
  - C. Co-Curricular and Additional Duties
  - D. Athletic Responsibilities
  
- 5.06, Schedule E – Co-Curricular Index ..... Appendix L
  
- Health Care Premium Plan ..... Appendix M
- Health Care Minimum Value Plan ..... Appendix N
- Pre- and Post-Conference Questions/Planning Forms ..... Appendix O
- Classroom Walkthroughs and Informal Observations ..... Appendix P
- Final Summative Rating ..... Appendix Q
- Teacher Performance Evaluation Rubric ..... Appendix R
- Improvement Plan ..... Appendix S
- Self-Assessment ..... Appendix T
- Professional Growth Plan ..... Appendix U

**AGREEMENT BETWEEN  
THE VERMILION LOCAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
AND  
THE VERMILION TEACHERS ASSOCIATION**

**ARTICLE I – TERM OF AGREEMENT**

- 1.01 This Agreement between the Vermilion Local School District Board of Education (“Board”) and the Vermilion Teachers Association (“Association”) sets forth all the terms and provisions relative to salaries, fringe benefits, and other terms and conditions of employment within the scope of collective bargaining on or concerning which the parties intend to bargain or contract during the life of this Agreement. Neither party shall have a duty to bargain on any subject during the life of this Agreement unless required by law. This Agreement sets forth all agreements between the parties and supersedes and renders null and void any and all prior agreements between the parties.
- 1.02 This Agreement shall become effective upon ratification by the Association and adoption by the Board and shall remain effective until midnight on August 31, 2019.

**ARTICLE II – RECOGNITION**

- 2.01 The Board shall continue to recognize the Association as the exclusive bargaining representative of all full-time and regularly employed part-time certificated/licensed employees, including long-term substitutes, but excluding all administrative, supervisory employees, psychologists, substitutes, and personnel employed under the Auxiliary Services Fund, but including Department Chairpersons and in-school tutors who are certified teachers (hereinafter “members of the bargaining unit”).
- 2.02 As used in this Agreement, “his” includes “her” and “her” includes “his”.

**ARTICLE III – NEGOTIATIONS PROCEDURE**

- 3.01 Either party may request opening of negotiations by notifying the other party in writing of its desire to do so. Such notification shall occur no earlier than the 1<sup>st</sup> day of March and no later than the 15<sup>th</sup> day of March of the year in which this Agreement expires. Notification from the Association shall be served on the Superintendent and notification from the Board shall be addressed to the President of the Association. A party receiving notification shall acknowledge receipt in writing.
- 3.02 Within fifteen (15) business days after receipt of such notice, an initial meeting shall be held for the purpose of permitting each party to submit in writing all of its proposals. Thereafter neither party shall submit additional items unless agreed to by both parties.
- 3.03 Until negotiations are concluded, either party may require at each meeting a decision of the date, time and place of a subsequent meeting. Meetings shall be scheduled at

reasonable intervals, places, and times to avoid, as nearly as practicable, conflict and interference with school and employment schedules.

- 3.04 Representation at all negotiation meetings shall be limited to three (3) designated representatives selected by the Board and three (3) designated representatives selected by the Association, unless the parties mutually agree otherwise. Each bargaining team shall have the authority to negotiate on behalf of its party, subject to Board approval and Vermilion Teachers Association (VTA) ratification, as provided by statute. At the initial meeting, each party shall designate its representatives and only those so designated shall attend negotiation meetings, unless the parties otherwise mutually agree. However, each party may have up to two (2) observers present at each meeting.
- 3.05 The parties agree to furnish, upon written request and in a reasonable time, available information concerning the financial status of the District and such other available information as will assist the parties in the development and evaluation of proposals. Access to available information in such form as it may exist constitutes compliance with this provision, and neither party is obligated to develop data or information not in existence or to rework, redraft, summarize, compute or otherwise develop data or information in other than its existing form.
- 3.06 Negotiation meetings shall be closed to the news media and the public.
- 3.07 As tentative agreement is reached on items which are the subject of negotiations, the Agreement shall be reduced to writing and initialed by the designated representatives of each party, but such initialing shall not be construed as final agreement between the representatives until all items have been so initialed and ratified by both parties.
- 3.08 When tentative agreement has been reached on all items, the Agreement shall be reduced to writing and submitted to the members of the bargaining unit for ratification. The Association's designated representatives shall recommend and urge ratification. Following ratification by the Association, the Agreement shall be submitted to the Board for adoption by resolution at its next regular or special meeting. The Board's designated representatives shall recommend and urge ratification. The adopted Agreement shall be signed by the presidents of the respective parties.
- 3.09 The negotiations period shall not exceed forty-five (45) calendar days from the date of the initial meeting held pursuant to Section 3.02 of this Article unless extended by mutual agreement. If agreement is not reached within forty-five (45) days, either party may declare a bargaining impasse whereupon the parties shall jointly request the services of a mediator from the Federal Mediation and Conciliation Service. Mediation shall constitute the parties' final and exclusive dispute settlement procedure, as more fully explained in Section 3.10 of this Article. The mediation period shall terminate on the expiration date of this Agreement or such subsequent date certain as the parties' negotiating teams may mutually agree upon.
- 3.10 The negotiating procedure set forth in this Article supersedes and takes precedence over any inconsistent time limits or procedure set forth in Section 4117.14 of the Ohio Revised Code, which statutory time limits and procedure are hereby mutually waived. Mediation, as described in Section 3.09 of this Article, constitutes the parties' mutually agreed upon, final, and exclusive dispute settlement procedure and shall operate in lieu of any and all of the settlement procedures set forth in Section 4117.14 of the Ohio

Revised Code. This Article does not diminish or preclude the legal right to strike provided that the procedures herein have been followed, mediation has been attempted and failed, the collective bargaining agreement has expired, and the Association has given the Board a ten (10) day prior written notice of an intent to strike with a copy to the State Employment Relations Board.

#### **ARTICLE IV – GRIEVANCE PROCEDURE**

4.01 Purpose – The purpose of this grievance procedure is to secure, at the lowest possible level, equitable solutions to grievances. The parties agree that all proceedings shall be kept as confidential as possible.

4.02 Definitions

- A. A grievance shall mean a claim by a member(s) of the Bargaining Unit or the Association that there has been a violation, misinterpretation or misapplication of this Agreement.
- B. The term “grievant” means a member(s) of the Bargaining Unit, or the Association, who files a grievance.
- C. For complaints on matters other than the terms of this Agreement, please refer to the Administrative Procedure and Forms for submitting complaints. (The procedure and forms are available in the administration office in each building.)

4.03 Procedural Steps

Step 1: A grievant shall first schedule a meeting with his principal or other immediate supervisor and attempt to settle his grievance informally.

Step 2: If a grievance is not resolved under the informal procedure, the grievance shall be reduced to writing on the Grievance Form I. (Appendix G-1) The written grievance shall be filed with the principal or other immediate supervisor not later than fifteen (15) days after the date on which the grievant knew or should have known of the claimed violation, misinterpretation, or misapplication of this Agreement. A copy of the form shall be distributed to the Association Grievance Chairperson. If the written grievance is not filed within the foregoing time limit, the grievance shall be considered waived. The written grievance shall be filed with the principal or other immediate supervisor on Form I and shall contain the following:

- A. Name of Grievant
- B. Date filed
- C. Date(s) alleged grievance occurred
- D. Facts upon which the grievance is based
- E. Specific provisions of the Agreement alleged to have been violated, misinterpreted, or misapplied
- F. The remedy sought
- G. Signature of Grievant



Within five (5) days of the receipt of the written grievance, the principal or immediate supervisor shall meet with the grievant in an effort to resolve the grievance. Beginning at this point, and at all following stages of the grievance procedure, the grievant may be accompanied and represented by any person of his/her own choosing. The principal or other immediate supervisor shall indicate in writing to the grievant his disposition of the grievance and the reasons for said disposition within five (5) days of the Step 2 meeting. Copies of the disposition shall be forwarded to the grievant, the Association Grievance Chairperson, and the Superintendent.

Step 3: If the grievant is not satisfied with the disposition of the grievance in Step 2, or if no disposition has been made within the above stated time limitations, the grievant shall notify the Superintendent in writing that the grievance is being appealed to Step 3. Such written notice must be filed on Grievance Form II (Appendix G-2) with the Superintendent within five (5) days from the date the written disposition was made or should have been made under Step 2. A copy of said form shall be forwarded to the Association Grievance Chairperson. If such written notice of appeal is not given within the foregoing time limit, the grievance shall be considered waived.

Within five (5) days of his receipt of such written notice, the Superintendent shall meet with the grievant in an effort to resolve the grievance. The Superintendent shall indicate in writing to the grievant his disposition of the grievance and the reasons for said disposition within five (5) days of the Step 3 meeting. Copies of the disposition shall be forwarded to the grievant and the Association Grievance Chairperson. In the case of grievances filed by the Association, the grievance procedure will commence with this step unless the act or condition causing the grievance occurred at a lower administrative level, in which case the grievance will be filed at that lower administrative level.

Step 4: If the grievant is not satisfied with the disposition of the grievance in Step 3, or if no disposition has been made within the above stated time limitations, the grievant shall notify the Board that the grievance is being appealed to Step 4. Such written notice must be filed on Grievance Form III (Appendix G-3) with the Treasurer of the Board within five (5) days from the date the written disposition was given or should have been given in Step 3. Copies shall be sent to the Association Grievance Chairperson, the Superintendent, and the grievant's immediate supervisor. If such written notice of appeal is not given within the foregoing time limit, the grievance shall be considered waived. On the date of the Board's next regularly scheduled meeting occurring at least ten (10) days after receipt of the notice of appeal, the Board or a committee of the Board consisting of at least three (3) of its members will meet with the grievant and the Superintendent to review said grievance. Unless otherwise mutually agreed, all evidence shall be given by the parties at the initial hearing meeting. The Board or the committee of the Board designated to hear the matter, will indicate its disposition of the grievance in writing to the grievant within five (5) days of the Step 4 meeting. Copies shall be distributed to the Association Grievance Chairperson, the Superintendent and the grievant's immediate supervisor.

Step 5: In the event that the Association is not satisfied with the disposition of the Board on the grievance, or if no written disposition is received by the Association within the above stated time limitations (Step 4), the Association by written notice to the Treasurer of the Board shall have the right to appeal the grievance to an impartial arbitrator. Such notice must be filed with the Treasurer within five (5) days from the date the written disposition was given or should have been given in Step 4. If such notice is not given within the foregoing time limit, the grievance shall be considered waived. The appeal for arbitration of the grievance shall be filed mutually with the American Arbitration Association within fifteen (15) days. The arbitrator shall be selected in accordance with the Voluntary Rules of the American Arbitration Association, from a panel of nine (9) names furnished to the parties by the American Arbitration Association. Should a mutually agreeable arbitrator not be obtained from the first panel of names submitted, the arbitrator shall be selected from a second panel of nine (9) names furnished to the parties by the American Arbitration Association.

The arbitrator's decision will be in writing and will set forth his findings, reasonings, and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law. The decision of the arbitrator shall be binding on the parties. The arbitrator shall have no power to alter, add to or detract from the provisions of this Agreement. The cost for the arbitrator's services will be borne equally by the school board and the grievant.

#### 4.04 Time Limitations

- A. The time limitations set forth in Steps 1 through 5 of the grievance procedure are maximums. The time limitations may be extended, however, by written mutual agreement of a representative of the Board and of the grievant.
- B. If a decision on a grievance is not appealed within the time limits specified in any step of the grievance procedure, the grievance will be deemed settled on the basis of the disposition in the prior step.
- C. Failure at any step of the grievance procedure to communicate the disposition of a grievance within the specified time limits shall permit the grievance to proceed to the next step.
- D. In the event a grievance is filed after May 15 in any school year, and strict adherence to the time limits may result in hardship to any party, the parties shall make reasonable efforts to process the grievance prior to the end of the school year or as soon thereafter as possible.
- E. Except for arbitration proceedings, all meetings or hearings held pursuant to the grievance procedure shall be scheduled so as not to conflict or interfere with the regularly assigned duties of members of the bargaining unit. All parties to the grievance and witnesses shall be granted leave without loss of pay to attend the arbitration proceedings.

- F. The term “days” when used in this procedure shall mean days during which school is in session.

#### 4.05 Rights of Parties

- A. If the grievant is represented by legal counsel at Steps 2 through 5 of the grievance procedure, the meeting may be postponed for a time not to exceed five (5) days until counsel for the Board may be present.
- B. The Chairperson of the Grievance Committee of the Association shall be notified of each meeting in Steps 2 through 5 held to resolve the grievance and shall be given a copy of the disposition of the grievance at each step.
- C. The fact that an employee files a grievance shall not be recorded in his personal file or in any files used in the transfer, assignment or promotion process. No reprisal of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation.
- D. Nothing contained in the procedure shall be construed as limiting the individual right of a certificated employee, having a complaint or problem, to discuss the matter informally with members of the administration through normal channels of communication.
- E. The Board and/or its administrators shall provide to the grievant upon written request any information that the grievant reasonably determines is essential to his/her/its grievance.
- F. Copies of all grievance forms are available in all schools.
- G. The Association shall have the exclusive right to determine whether to proceed to the arbitration step of the procedure.

### **ARTICLE V - SALARIES AND CO-CURRICULAR**

#### 5.01 Explanation of Salary Schedule Headings

- A. Bachelors +18 Graduate Hours or 150 Semester Hours – The holder of a Bachelors Degree who earns an additional 18 semester hours of graduate credit or the holder of a Bachelors Degree which contains 150 semester hours of credit.
- B. Bachelor +30 Graduate Hours – Those who hold a Bachelor’s degree and an additional 30 graduate semester hours.
- C. Masters – The Masters schedule applies to people who hold a Masters.
- D. Masters +18 – Those who hold a Masters and an additional 18 graduate semester hours.
- E. Masters +30 – Those who hold a Masters and an additional 30 graduate semester hours.

- F. Masters +45 – Those who hold a Masters and an additional 45 graduate semester hours.
- G. Doctorate – The holder of an earned Doctorate.
- H. Service Credit – Credit will be given for:
  1. Each year (consisting of at least one hundred twenty [120] days) of teaching experience in an accredited public, private, or parochial school;
  2. Each year (consisting of at least eight [8] continuous months) of active military service in the armed forces of the United States.

A teacher new to Vermilion’s public schools normally will not receive more than ten (10) years credit for past teaching and military service.

For the purpose of this Article, the term “Masters” includes the M.A., M.S., and M.Ed. degrees. The term “Doctorate” includes the Ph.D. and Ed.D. degrees.

#### 5.02 Supplemental Contracts

- A. A committee consisting of the Association President, building principal/athletic director, and the Superintendent can make additions, deletions or changes in levels on this schedule and other contractual stipends at any time during the life of this contract. Additionally, this committee will make recommendations to the Board to suspend contracts during the term of each contract if necessary due to participation levels. Supplemental contracts will be suspended within the specific activity/sport by position title in the following order: (1) non-certified personnel, (2) certified personnel who do not hold teaching contracts in Vermilion and (3) teachers employed by Vermilion. In the event of suspension of an activity/sport, pay will be prorated based on days worked.

The committee shall operate on majority rule and their decision shall be binding and not subject to the grievance procedure. The committee shall be convened at the request of any of its members. Any adjustment made to the level of a supplemental position shall take effect the following year. First consideration with respect to remunerative adjustments for the succeeding school year will be given to members of the bargaining unit who file a written request with the Superintendent for consideration by March 15<sup>th</sup> with a copy to the VTA President.

- B. When co-curricular vacancies occur, a Vermilion teacher who is otherwise qualified shall be hired. Unsatisfactory evaluation means you are not qualified.
- C. The provisions of this Section supersede any contrary provisions of law.

- 5.03
  - A. Appendix I, 2016-2017 Salary Schedule - 2% on Base
  - B. Appendix I, Extended Time and Additional Services
  - C. Appendix I, Co-Curricular and Additional Duties
  - D. Appendix I, Athletic Responsibilities

- 5.04 A. Appendix J, 2017-2018 Salary Schedule – 1.5% on Base  
 B. Appendix J, Extended Time and Additional Services  
 C. Appendix J, Co-Curricular and Additional Duties  
 D. Appendix J, Athletic Responsibilities
- 5.05 A. Appendix K, 2018-2019 Salary Schedule - 1% on Base  
 B. Appendix K, Extended Time and Additional Services  
 C. Appendix K, Co-Curricular and Additional Duties  
 D. Appendix K, Athletic Responsibilities
- 5.06 Appendix L, Schedule E – Co-Curricular Index
- 5.07 Advancing on Pay Scale at Mid-Year

Those who cannot provide transcripts of credits for advancement in salary schedule by September 15 or who complete academic work prior to beginning of the second semester and submit transcripts of credit by January 15, will be placed on the appropriate salary schedule column for which such credits qualify them, beginning with the first payroll of the second semester. Pay will be adjusted by calendar days of the contract according to the following procedures:

Annual contract divided by 184 and multiplied  
 by days of the first semester = \_\_\_\_\_ (A)

(A) pay due during first semester

Annual contract (new column) divided by 184  
 and multiplied by days in second semester = \_\_\_\_\_ (B)

(B) pay due during second semester

(A) plus (B) = \_\_\_\_\_ pay due for school year

Subtracting \_\_\_\_\_ amount actually paid during periods  
 of first semester

\_\_\_\_\_ (C) Amount due for payment during  
 remaining period of 26 annual pay  
 periods

(C) Divided by number of remaining pay  
 periods = \_\_\_\_\_ Amount per pay period remaining  
 from beginning of second semester  
 through August

5.08 Extended Service

Should the term of service of any member of the bargaining unit extend beyond the regular school year and not be covered by the preceding sections of this Article, said member will be paid for each day of extended service at the member’s current daily rate exclusive of supplementary pay. The number and length of any extended day/time

contracts will be determined by the Board on an annual basis with exception of those specified:

- A. High School Counselors will be offered fifteen (15) days of extended service.
- B. Elementary and middle school counselors will be offered ten (10) days of extended service.
- C. The supplemental contract of the Technology Coach will be offered up to ten (10) days of extended supplemental contract service.

#### 5.09 Payroll Deductions

- A. The Board shall continue to make payroll deductions for Association dues and United Charities as in the past. The Board shall also continue to make payroll deductions (including FCPE contributions) as authorized by Section 3313.262 of the Ohio Revised Code at the uniform rate of fifty cents (\$.50) per participating member per year. The Board shall make payroll reductions up to the legal limits for those tax sheltered annuities in which at least five (5) members are participating. Employees who are participating in a tax sheltered annuity by reductions as of May 1, 1990 which continue to be approved may continue reductions for that annuity even if there are fewer than five (5) participants. To participate, the employee will fill out the necessary forms.
- B. By not later than October 15 of each school year, the Association shall supply the Treasurer with an alphabetized list of all members of the bargaining unit desiring payroll deductions for Association dues. Such list shall specify for each member of the bargaining unit named thereon the amounts of such deductions. Association dues deducted under this Section shall be deducted over the fifteen (15) consecutive pays succeeding October 31 of the school year.
- C. Fair Share Fee

*Payroll Deduction of Fair Share Fee:* The Board shall deduct from the pay of members of the bargaining unit who elect not to become or to remain members of the Vermilion Teachers Association, a fair share fee for the Association's representation of such non-members during the term of this contract. Payroll deduction of such fees shall begin at the second payroll period in January for the next ten (10) consecutive pays of the school year, except that no such fees will be deducted prior to the second paycheck of a new employee. This provision does not apply to any bargaining unit member who was not a member of the Association on June 15, 1990 and was an employee of the Board at that time, so long as said employee does not subsequently become a member of the Association or terminate employment.

*Notification of the Amount of Fair Share Fee:* Notice of the amount of the annual fair share fee, which shall not be more than 100% of the unified dues of the Association, shall be transmitted by the Association to the Treasurer of the Board on or about September 15 of each year during the term of this contract for the purpose of determining amounts to be payroll-deducted, and the Board agrees to

promptly transmit all amounts deducted to the Association together with a description by name of the amount deducted.

*Termination of Membership During the Membership Year:* The Treasurer of the Board shall, upon notification from the Association that a member has terminated membership, commence the deduction of the fair share fee with respect to the former member, and the amount of the fee yet to be deducted shall be the annual fair share fee less the amount previously paid through payroll deduction.

*Procedure for Rebate:* The Association represents to the Board that an internal rebate procedure has been established in accordance with Section 4117.09(C) of the Revised Code and that a procedure for challenging the amount of the fair share fee has been established and will be given to each member of the bargaining unit who does not join the Association and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitutions of the United States and the State of Ohio.

*Entitlement to Rebate:* Upon timely demand, application may be made to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.

*Indemnification of Employer:* The Association on behalf of itself and the OEA and NEA agrees to hold the Board harmless in any suit, claim or administrative proceeding arising out of or connected with the imposition, determination or collection of service fees for dues, to indemnify the Board for any liability imposed on it as a result of any such suit, claim, or administrative proceeding. The Association agrees to indemnify and defend the Board at no cost to the Board. The Association shall reserve the right to designate counsel to represent and defend the employer. The Board agrees to (1) give full and complete cooperation and assistance to the Association and its counsel at all levels of the proceeding, (2) permit the Association or its affiliates to intervene as a party if it so desires, and/or (3) not oppose the Association's or its affiliates' application to file briefs amicus curiae in the action. For purposes of this Section, the term "Board" includes the Board of Education of the Vermilion Local School District, its members, the Treasurer, Superintendent and all members of the administrative staff.

#### 5.10 Payroll Schedule and Deductions

- A. Salary payment shall be made either in twenty-six (26) or twenty-four (24) pays through electronic deposit. Any change shall occur only at the beginning of the school year with prior notice of that year's payroll schedule to the VTA and members. Changes shall only occur upon the approval of the Board and VTA.
- B. If twenty-six (26) payrolls, payday shall be every other Friday except during Leap Year when a payroll adjustment is necessary to avoid twenty-seven (27) pays. If this should occur, employees shall receive notification of the payday schedule for the year involved. If twenty-four (24) payrolls are used, payday shall be the first and third Friday of each month.

- C. One day's pay will be deducted for each day of absence that is not covered by Sick Leave or Personal Leave for other than Sick Leave. The basis for such deductions shall be calculated on the total number of days in the teacher's contract (184).
- D. A member of the bargaining unit who has one or more seasonal supplemental contract assignment, as opposed to the annual supplemental contract assignment, will receive their supplemental compensation in an individual check. Individual checks will be issued by separate payroll following the last regular payday of the month provided that the completion form is submitted to the Treasurer's Office by the cut-off date of the regular payroll.

All supplemental completion forms for each period must be turned in to the Treasurer's Office prior to the release of any check. (Appendix E)

All bargaining unit members will receive electronic notification of any supplemental contract(s) awarded following Board approval and that they are required to sign the contract at the Treasurer's Office prior to beginning supplemental employment.

#### 5.11 Hourly Project Rate

The hourly project rate is twenty-eight dollars (\$28). The hourly project rate will be used for members teaching summer school.

#### 5.12 Tutors

- A. In-school Tutors who are certified teachers ("Tutors") shall be employed and compensated as follows:

##### 1. Contracts

Tutors shall be employed on an hourly, as needed, basis and shall not be eligible for multi-year limited contracts or continuing contracts. A Tutor's limited contract shall be non-renewed automatically without reason or notice at the end of each Tutor's contract period.

##### 2. Compensation

- a. Tutors shall receive an hourly rate based upon the Tutor's experience on the salary schedule for each hour of student instruction. A Tutor's experience on the salary schedule for setting his/her hourly rate shall be advanced in accordance with the current salary schedule on a prorated basis based upon hours worked. The Board will pay the full Board portion of the health and life insurance premium for each Tutor that works full time. Tutors working at least 3-1/2 hours per day shall receive a prorated planning period.
- b. Regularly employed teachers of the District shall receive an hourly rate based upon the teacher's experience on the salary schedule for



each hour of in-home student instruction with no further pay or benefits being paid for tutoring.

3. Individuals may be hired on a full-time or part-time basis as Tutors. Part-time Tutors may also have concurrent part-time teaching contracts. If so, hours worked as a Tutor will be added to the part-time teaching hours for pay advancement for both future tutoring and future teaching, prorated if the total is less than full-time. Tutoring hours will not be credited for any other purposes except as provided herein and in Exhibit (Grid) attached to this Agreement.

- B. The provisions of this Section supersede any contrary provisions of law.

#### 5.13 Retroactive Pay Adjustments

- A. The Board shall annually provide each employee with a Salary Notice. Additionally, each employee shall be provided a Salary Notice if his/her compensation changes during the year. It is the employee's responsibility to review the accuracy of each Salary Notice received, and to immediately report to the Superintendent any errors discovered. Any claims by current members for retroactive pay resulting from inaccurate placement on the salary schedule shall be limited by the current statute of limitations.
- B. The Superintendent will provide all newly hired employees with written instructions on how to determine accurate placement on the salary schedule, accrued sick leave, and years of service with STRS. It is understood that any claims for retroactive pay resulting from inaccurate placement on the salary schedule shall be limited to three (3) years from the first inaccurate salary notice received.

#### 5.14 Employment of Retirees

The Board retains the right to employ Retirees, defined as teachers who have retired from Vermilion Local Schools and are receiving retirement benefits from the State Teacher Retirement System. The Board will make this determination pursuant to Board policy on a case-by-case basis.

- A. A Retiree will be employed either at Step 10 of the salary schedule if the Retiree retired with at least thirty (30) years teaching experience or at Step 5 of the appropriate salary schedule if he/she retired with less than thirty (30) years teaching experience. The Retiree will progress thereafter on the schedule as any other member of the bargaining unit on that Step. No previous experience will be used to determine progression thereafter. The initial salary placement for Retiree will reflect the education level of the Retiree (BA+10, MA, etc.) and will be adjusted when appropriate in accordance with the Collective Bargaining Agreement between the Board and the Association.

A Retiree shall accrue sick leave but shall not be eligible for severance pay upon leaving the employment of the Board.

- B. A Retiree shall be granted a one (1) year limited teaching contract which will automatically be non-renewed without further notice at the end of the contract year. Any subsequent contract shall be a one (1) year limited contract, also subject to automatic non-renewal as above, and the Retiree will not be eligible for nor be granted a continuing contract.

No previous service time shall be used to determine seniority for purposes of a reduction in force.

- C. All terms, conditions, rights and responsibilities afforded to members of the bargaining unit shall apply to all Retirees unless expressly stated otherwise above. Any term, condition, right and responsibility expressly stated above is intended to apply to all Retirees, regardless of any statutory or contractual provisions on those matters and the provisions set forth in this Section 5.14 specifically are intended by the parties to supersede such statutory and contractual provisions, including, but not limited to, Ohio Revised Code 3317.13.

5.15 Vermilion Service

Members who qualified for longevity based upon years of service (as set forth below) in the Vermilion School District on or before the date of July 1, 2013, and did not receive a step increase at the beginning of the school year, shall receive the following annual payment upon completion of the listed years of service payable at the end of the school year. These payments are not cumulative. Service is based upon seniority as defined in Article 30; placement on the salary schedule is not determinative. No further compensation under this Section will be paid to employees who did not qualify on or before July 1, 2013. Those employees who qualify for continued compensation will be "frozen" at the payment amount received during the 2012-2013 contract year and there will be no further progression on the steps for years of service.

<u>Years of Service</u>	<u>Payment Amount</u>
16	780
17	780
18	1080
19	1080
20 and up	1380

**ARTICLE VI - LIFE INSURANCE**

- 6.01 The Board will fully pay the premium for group term life insurance in the amount of thirty-five thousand dollars (\$35,000.00) life and thirty-five thousand dollars (\$35,000.00) accidental death and dismemberment for each full-time member of the bargaining unit. The Board will pay one-half (1/2) the premium for each member of the bargaining unit who works at least half-time but less than full-time.
- 6.02 Subject to the insurer's limitations, restrictions, or conditions, if any, members of the bargaining unit may purchase additional term life insurance at the group rate.

## ARTICLE VII - MEDICAL, DENTAL AND VISION INSURANCE

### 7.01 Medical Insurance

The Board will maintain a health care program for all District employees through the Lake Erie Regional Council (LERC). The projected schedule of benefits effective January 1, 2017 is set forth in Appendix M (Premium Plan).

The Board, through the LERC Minimum Value Plan (Appendix N), shall also offer a plan that equals the sixty percent (60%) minimum value as defined by the Affordable Care Act once defined to eligible employees who may otherwise not meet affordability requirements. This plan may also be offered to any employee who elects the coverage as an option to the existing plan.

Employees will contribute fifteen percent (15%) of the cost of the District's monthly health care premium.

The Board will pay one-half (1/2) the premiums for each member of the bargaining unit who works at least half-time but less than full-time. Any employee who elects NOT to take health care coverage shall receive the following monthly amounts: Single, one hundred dollars (\$100.00) and Family, two hundred dollars (\$200.00). Employees' spouses who also work in the District will not be eligible for this payment option. Any employee married couple can elect either one (1) family plan or two (2) single plans. Election shall be made within the annual window period between sixty (60) and ninety (90) days prior to renewal date. All following Articles are based upon above stipulations.

- A. New employees may enroll for health and prescription drug coverages on the effective date of employment by the Board. Current employees may enroll at any time if accepted by the insurer.
- B. A member of the bargaining unit who retires or resigns after completion of a school year shall continue to receive the District's health insurance coverage until the effective date of his resignation, for purposes retirement or otherwise.
- C. The Board will add Flexible Spending Accounts to the health coverage, contributing three hundred dollars (\$300.00) per year to a Flexible Spending Account for each full-time teacher.
- D. Eligibility for Board paid health insurance plan:
  - 1. Single or married employees are eligible for a single plan.
  - 2. Married employees may qualify for a family plans, if needed.
  - 3. A single employee may qualify for a family plan if he or she is the sole support or legal guardian of a child or children.

7.02 Dental Insurance

- A. The Board shall provide a group dental insurance plan for full-time members of the bargaining unit and their eligible dependents.
- B. The Board shall pay eighty-five percent (85%) for dental coverage for all full-time employees.
- C. Eligibility for Board paid dental insurance plan:
  - 1. Single or married employees are eligible for a single plan.
  - 2. Married employees are eligible for family plans, if needed.
  - 3. A single employee may qualify for a family plan if he or she is the sole support or legal guardian of a child or children.

7.03 Vision Insurance

- A. The Board shall provide a group vision insurance plan for full-time members of the bargaining unit and their eligible dependents.
- B. The Board shall pay eighty-five percent (85%) for vision coverage for all full-time employees.
- C. Eligibility for Board paid vision insurance plan:
  - 1. Single or married employees are eligible for single plan.
  - 2. Married employees are eligible for family plans, if needed.
  - 3. A single employee may qualify for a family plan if he or she is the sole support or legal guardian of a child or children.

7.04 The Board shall maintain a Cafeteria and/or a Section 125 Plan as permitted by Internal Revenue Code.

7.05 Employees may “opt out” of the health care coverage set forth in 7.01 through 7.03, above, and receive the following monthly stipend in lieu of such health care coverage:

Single plan: \$100.00 per month  
Family plan: \$200.00 per month

Employees’ spouses who also work in the District will not be eligible for this payment option. Any employee married couple can elect either one (1) family plan or two (2) single plans. Election to “opt out” may ONLY be made in the window period within 60-90 days prior to the insurance renewal date of September for the current school year. Opt out payments will be made through the District’s qualified Section 125 Plan.

7.06 Contributions set forth in this Article shall be subject to the provisions of 7.04, above, to the extent allowable by law.

## ARTICLE VIII - LEAVES OF ABSENCE

### 8.01 Family and Medical Leave

- A. A member of the bargaining unit who has been employed in the Vermilion Local School District for twelve (12) months, and has worked at least one thousand two hundred fifty (1,250) hours during that period is eligible for leave as provided under the Family and Medical Leave Act of 1993 (FMLA).
- B. Leave under the FMLA guarantees paid medical insurance during the period of the leave. A member of the bargaining unit who applies and is qualified may take up to twelve (12) weeks of FMLA leave in any twelve (12) month period. That twelve (12) month period begins the first day of their leave approved under the FMLA.
- C. Leave under the FMLA can be used for birth of a child, adoption/foster care, serious medical condition of the employee or employee's spouse, child or parent. In addition, FMLA applies to any qualifying circumstances arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in the Armed Force (including the National Guard and Reserve). Military Caregiver Leave shall be granted upon request for the care of a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member for up to twenty-six (26) weeks of unpaid leave per contract year (i.e., September 1 to August 31).
- D. Application for leave under FMLA must be made thirty (30) days in advance, except in cases of emergency utilizing appropriate Department of Labor forms available through the Treasurer's office.
- E. Applicable paid leave will run simultaneously with qualified FMLA leave.
- F. A member of the bargaining unit who, with the approval of the Superintendent, is on unpaid leave outside of the required FMLA leave period, who works the last teacher workday of the school year and is expected to be on paid status by the beginning of the succeeding school year shall continue to receive the District's health insurance coverage during the summer period.
- G. Rules governing the eligibility and application of Section 8.01 will be those in the FMLA of the 1993, and subsequent amendments thereto, and the implementing policies adopted by the Board of Education.

### 8.02 Pregnancy Leave

Pregnancy Leave will be granted in accordance with the following procedures:

- A. An employee shall be entitled to Pregnancy Leave whenever the ability to teach is impaired because of pregnancy. The duration of Pregnancy Leave shall be determined by the employee's physician. Such Pregnancy shall be charged against accumulated sick leave. It is expected that a pregnant employee will teach for as long as normal attendance and teaching duties can be maintained.

- B. Application for pregnancy leave shall be made in writing to the Superintendent. The employee shall file this application as soon as possible after learning of her anticipated delivery date.
- C. If the employee elects not to use accumulated sick leave or exhausts accumulated sick leave credit, the employee shall receive Pregnancy Leave without pay or benefits (other than those provided under FMLA) while the ability to teach is impaired because of pregnancy. The employee may, however, continue to participate in the insurance programs accorded other employees by payment of the premium as required by the Board.
- D. Upon termination of Pregnancy Leave, the employee, unless Maternity Leave is requested as outlined below, shall be reinstated to the same position with the same contractual status which was held prior to the leave. If that position is no longer available, the employee shall be given a subsequently equivalent position for which valid certification/licensure is held. Such reinstatement normally will coincide with the commencement of a grading period.

8.03 Maternity/Paternity Leave

Maternity/Paternity Leave will be granted in accordance with the following procedures:

- A. Immediately subsequent to termination of Pregnancy Leave, if any, the employee shall be entitled upon request to Maternity Leave without pay or benefits (other than those provided under FMLA) for the balance of the school year. If termination of the employee's pregnancy occurs subsequent to March 15 and prior to the beginning of the next succeeding school year, the employee shall be entitled upon request to Maternity Leave for up to one (1) additional school year.
- B. An employee on Maternity Leave may continue to participate in the insurance programs accorded other employees by payment of the premium otherwise payable by the Board at the beginning of each month at the office of the Treasurer.
- C. Application for reinstatement may be made by an employee on Maternity Leave at any time during the school year, and such employees may be reinstated by mutual agreement providing the substitute is not under a regular teaching contract. In any event, the employee will be reinstated no later than the beginning of the next succeeding school year, unless an additional year of leave has been granted in accordance with the foregoing Section.
- D. Upon return from Maternity Leave, the employee shall be reinstated to the same position held prior to the leave. If that position is no longer available, the employee shall be given a substantially equivalent position for which valid certification/licensure is held. All benefits shall be reinstated upon the employee's return; however, no advancement in increment will be allowed unless the employee taught at least one hundred twenty (120) days of the school year in which leave commenced.

- E. An employee on Maternity Leave shall advise the Superintendent in writing by not later than April 1 of the school year in which the leave expires of whether she intends to resume service in Vermilion Schools the following school year.
- F. A male member of the bargaining unit shall be entitled to a Paternity Leave of absence without pay in accordance with the provisions set forth in this Section. To qualify for such unpaid Paternity Leave, the employee must notify the Superintendent, in writing, of his wife's pregnancy within a reasonable time after learning of her pregnancy. The employee shall also notify the Superintendent, in writing, of the anticipated delivery date within a reasonable time after being informed of such date. Paternity Leave shall not commence prior to the delivery date and must commence within four (4) weeks after the delivery date.

#### 8.04 Leave for Adopting a Child

A member of the bargaining unit who adopts a child shall be entitled to leave in accordance with the Maternity and Paternity Leave provisions stated in Section 8.03 of this Article. This is available when adopting a pre-school age child or when such leave is a necessary term or condition of the adoption agency involved. The adoptive parent shall notify the Superintendent of the date of adoption immediately after such date has been definitely determined.

#### 8.05 Personal Business Leave

Each member of the bargaining unit shall be entitled to three (3) days nonaccumulative Personal Business Leave per school year without loss of pay or accumulated sick leave. Request for Personal Business Leave shall be made to the Superintendent at least three (3) days in advance of the anticipated absence. However, in cases of emergency, requests to the Superintendent shall be made as far in advance of absence as is practicable in order that proper arrangements for handling the employee's duties may be made. Further, if circumstances make advance requests impossible, the employee shall notify the Superintendent of the reasons for leave as soon as is practicable and approval by the Superintendent or the Superintendent's designee will, when appropriate, be granted after the fact.

Personal Business Leave will not normally be granted on the workday immediately preceding or following a holiday or vacation or on a scheduled parent-teacher conference day, or the first or last school day of the school year.

The aggregate number of employees on Personal Business Leave on any given day shall not exceed three (3) in the building-the three (3) employees who first applied for leave, in the event more than three (3) employees apply for the same day, shall be granted the leave.

A teacher who uses no Personal Business Leave for the entire school year shall receive an additional day of accumulated sick leave. No other Personal Business Leave will accumulate. Alternatively, a teacher may elect at the end of the year to receive one hundred dollars (\$100.00) for each unused full day of Personal Business Leave if the Request Form is submitted to the Payroll Office within three (3) business days of the last teacher work day of the year.

The Superintendent has the discretion to approve or deny additional personal business leave and may require additional documentation. After exhausting Personal Business Leave, a member of the bargaining unit may be granted a leave of absence without pay. To be considered for such unpaid leave, the member must apply, in writing, to the Superintendent at least two (2) weeks in advance of the desired departure date. Unpaid leave will normally not be approved for any scheduled workday during the first or last week of the employee's work year or immediately preceding or following a holiday or vacation period. The amount of a contract day's salary for each day of approved unpaid leave will be deducted from the employee's next pay.

## 8.06 Sick Leave

### A. Accrual

1. All employees earn sick leave credit at the rate of 1-1/4 days per month of completed service. Unused sick leave may be accrued to a maximum of two hundred fifty-five (255) days. Sick leave may be used in either half days or full days. Sick leave may be granted in quarter day increments with pre-approval of the building principal.
2. The previously accumulated sick leave of an employee (up to the above maximum) earned in Ohio public employment shall be placed to his credit upon his employment with the District. The employee must obtain verification of accumulated sick leave from the fiscal office of the agency from which it is to be transferred.
3. Part-time employees accumulate sick leave at the same rate as full-time employees. Pay for such days shall be prorated and the number of accrued days shall be adjusted upon movement to full-time employment.
4. At least once per month, the statement of earnings with the regular paycheck shall show the amount of sick leave accumulated at the beginning of that month.
5. Sick leave is not forfeited because of authorized absence without pay, nor is it earned during such absence. A regular or part-time employee who leaves the employment of the Board shall retain his accumulated sick leave unless the employee retires.
6. Employees who have accrued the maximum days of sick leave shall annually earn sick leave at the rate of 1-1/4 days a month up to a maximum of two hundred seventy (270) days. At the beginning of the next school year, employees whose sick leave exceeds the maximum accrual shall have their sick leave returned to the maximum.

### B. Personal Illness or Disability

1. The bargaining unit member may use all or any portion of his/her leave to recover from his/her own illness or disability, which shall include, in part, all disabilities caused or contributed to by pregnancy, miscarriage, childbirth



and recovery. The bargaining unit member may use all or any portion of his/her leave to attend to illness or disability of his/her immediate family.

2. For sick leave purposes, “immediate family” is defined as: father, mother, brother, sister, spouse, child, foster child, grandchild, grandparent, uncle, nephew, aunt, niece, brother-in-law, son-in-law, sister-in-law, daughter-in-law, mother-in-law, father-in-law, member of the immediate household.

C. Absence Day Reserve Plan

1. To qualify for the Absence Day Reserve Plan, the bargaining unit member must submit a doctor’s statement to the Treasurer certifying that the member is unable to work due to serious unforeseen personal or family illness, or serious unforeseen medical complications caused by pregnancy, miscarriage, childbirth and recovery.
2. No bargaining unit member may receive more than an aggregate of thirty (30) donated sick leave days in any one school year. Donation of sick days shall be initiated by a bargaining unit member on a form furnished by the Treasurer (Appendix A). Donated sick leave shall be added to the accumulated sick leave of the absent bargaining unit member and deducted from the donating member.
3. If a bargaining unit member exhausts his/her sick leave accumulation, another bargaining unit member may voluntarily donate up to six (6) days of his/her accumulated sick leave to the absent teacher. The absent teacher will be credited with one (1) day for one (1) day donated.
4. Donated sick leave days must be submitted to the Treasurer three (3) work days prior to the need of the absent member. This requirement may be waived at the discretion of the Superintendent. However, any waiver decision by the Superintendent shall not set precedent for future requests for waiver.
5. Donated sick leave may not be used for severance pay and will not carry over from one school year to the next.

8.07 Visitation – Inservice Training

The Superintendent may excuse a teacher upon recommendation of his/her principal or other District administrator to visit another school system or other classes within the Vermilion School District without loss of pay. The Board will pay the substitute for the day and transportation at current approved mileage when requested to visit by the administration. The visitation will be planned in cooperation with, and scheduled by the principal and teacher. Visits shall be limited to Tuesday, Wednesday, Thursday when possible. Teachers are to submit a brief written report to the Curriculum Director upon their return. (Appendix B)

8.08 Assault Leave

- A. Any employee who, without fault, must be absent due to physical disability resulting from an assault on such employee which occurred in the course of Board employment shall be entitled to Assault Leave with pay under the conditions stated hereinafter.
- B. Assault Leave shall not be approved unless and until the employee or designee authorized by the employee furnishes the Treasurer with a signed statement on the form prescribed by the Board and maintained by the Treasurer. (Appendix F) This statement shall indicate the nature of the employee's injury, the date of its occurrence, the identity of the alleged assailant(s), if known, the facts surrounding the assault, and the willingness of the employee to participate and cooperate fully with the Board in pursuing legal action against the alleged assailant(s). If medical attention is required, the employee shall supply a certificate from a licensed physician stating the nature and duration of the disability.
- C. Assault Leave shall be granted for the period of the employee's physical disability or thirty (30) calendar days, whichever is less. If duration of the physical disability exceeds thirty (30) calendar days, the employee may apply for an extension of Assault Leave which will then be considered and acted upon by the Board. In no event shall Assault Leave exceed the actual duration of physical disability.
- D. "Pay," as used in this Section, means the salary or hourly or per diem rate of the employee, whichever is applicable, under the employee's basic contract of employment in effect at the time of the assault exclusive of: (1) any supplemental contract of employment; and (2) any worker's compensation due the employee by virtue of the employee's physical disability.
- E. If the employee receives benefits under the State Teachers Retirement System (Chapter 3307, Ohio Revised Code), or if the employee's employment by the Board ceases for any reason whatsoever, Assault Leave under this Section shall automatically terminate.
- F. Falsification of either the signed statement or physician's certificate required under this Section shall constitute grounds for suspension or termination of the employee's employment under Section 3319.081 or Section 3319.16 of the Ohio Revised Code, whichever is applicable.
- G. Assault Leave approved under this Section shall not be charged against the employee's sick leave or any other leave that may be granted under the Board's rules and regulations.

8.09 Reporting of Absences/Leaves

Employees are required to give appropriate notification regarding any absence from work. All absence reporting shall be done through the District's automated reporting system.

8.10 General Unpaid Leave

In accordance with Ohio Revised Code Section 3319.13, upon the written application of a bargaining unit member, the Board may grant a leave of absence for a period of not more than two (2) consecutive school years for educational, professional or other purposes. The Board shall grant such leave where illness or disability is the reason for the request. Insurance coverage shall be maintained by the Board, for eligible teachers on unpaid leave, in accordance with the FMLA.

**ARTICLE IX - NOTICE OF RETIREMENT/SEVERANCE PAY**

- 9.01 A member of the bargaining unit who retires shall be paid a lump sum equal to one-fourth (1/4) of the member's accrued but unused sick leave up to a maximum of one hundred ninety-five (195) days multiplied by the per diem rate of such member's base salary at retirement. Severance Pay shall be paid only once, shall eliminate all sick leave credit, and shall be paid only upon acceptance and certification by the employee's retirement system that the employee has retired provided such acceptance and certification occur within one (1) year from when the employee leaves the Board's employ.
- 9.02 A. The service credits determining eligibility for full service retirement shall be those certified by the member's retirement system.
- B. Eligibility requirements for full service retirement shall be specified in Section 3307.58 of the Ohio Revised Code (ORC).
- C. To exercise this option, the member must provide written notification of his/her intent to retire at the end of the year to the Superintendent by May 1 of the year in which he/she will retire.
- D. Severance pay under this Section shall be paid only once, shall eliminate all sick leave credit, and shall be paid only upon acceptance and certification by the employee's retirement system that the employee has retired, provided such acceptance and certification occur within one (1) year from when the employee leaves the Board's employ.
- E. Notwithstanding the provisions set forth in Section 9.01 of this Article, a member of the bargaining unit who elects to retire at the end of the school year during which the member first becomes eligible for full service retirement with unreduced benefits under the conditions defined in "B" above shall be paid a lump sum equal to the member's accrued but unused sick leave up to a maximum of one hundred eighty (180) days multiplied by the per diem rate of such member's base salary at retirement. Severance pay applicable only to those bargaining unit members employed continuously as of September 20, 1999. Later hires subject only to Section 9.01.
1. A member may elect to retire at the end of the school year during which the member first becomes eligible for full service retirement with reduced benefits and still qualify for this benefit.

2. Documentation from the member's retirement system of first time eligibility with unreduced benefits must be provided to the Treasurer.
3. No payment will be made under 9.02 E until said documentation has been provided.

9.03 Members who are eligible for severance pay under this Article may earn an Incentive for Early Notice of Retirement. To earn the incentive, the member must provide written notification of his/her intent to retire at the end of the contract year to the Superintendent as follows:

<u>Early Notice by</u>	<u>Retirement Date</u>	<u>Incentive</u>
January 1	End of the current school year (6 mos.)	\$500
	End of the following school year (18 mos.)	\$1,000

The Incentive will be paid by the second pay following Board action accepting the teacher's retirement as set forth in the early notification to the Superintendent. Once accepted by the Board, the retirement may be revoked only due to the occurrence of a life event, defined as 1) your marriage, 2) your divorce or legal separation, 3) death of your spouse, 4) termination or substantial reduction of your spouse's employment, or 5) birth or adoption of a dependent. To be effective, the revocation must occur prior to May 1 of the year of retirement and must be accompanied by the return of the full incentive payment.

#### **ARTICLE X - ATTENDANCE AT PROFESSIONAL CONFERENCES**

10.01 Any bargaining unit member desiring to attend a professional conference or convention shall submit to the Superintendent a written request to do so on Request for Attendance at a Professional Meeting form. (Appendix B) Said request shall be submitted no later than ten (10) school days prior to the conference or convention and shall state the school days, if any, which the person will miss by attending the conference or convention. The applicant shall provide a written summary as to the professional nature of the conference or convention, an estimate of expenses and the proposed method of travel.

If said request is approved, the Board will indicate which expenses of the following, in addition to regular salary and the cost of a substitute teacher, it will pay:

- A. Registration fees.
- B. The cost of meals, lodging and incidentals will be reimbursed according to the following schedule:

Meal Reimbursement – Employees are to claim actual meal expenses up to amounts authorized. Lunch will be reimbursed for any all-day conferences. Receipts are required for meals and will be reimbursed within the limits set forth

below. No meals are to be charged if provided as part of the conference registration fee.

Breakfast	-	\$ 5.00
Lunch	-	\$10.00
Dinner	-	\$20.00

Lodging Reimbursement – Up to \$100 per night plus tax. Receipts are required.

Incidental Expenses – Parking, etc. – Receipts are required.

All employee reimbursements shall be made by ACH.

- C. Transportation via the method approved by the Superintendent. If the approved method of transportation is automobile, mileage will be paid at the current IRS mileage rate using the Board approved standard mileage allowance (Appendix H). Car pooling is encouraged and may be required. In no case shall the transportation cost by automobile exceed the cost of the same trip by train or airplane coach.
- D. None of the above that are reimbursed by another group.
- E. If an employee is required to attend a professional conference or convention, all costs will be reimbursed.

To be eligible for reimbursement of the above expenses, the person attending the professional conference or convention must submit a statement of all expenses which shall be accompanied by the original receipts for every expense within thirty (30) days of the completion of the conference or convention.

A written summary of the meeting attended may be requested.

10.02 Duly authorized delegates or elected officers shall be permitted to attend meetings of the OEA or NEA or NEOEA without loss of pay. Such approval shall be limited to two (2) days per meeting per semester per delegate or official provided the total number of workdays lost to the District does not exceed eight (8) over the course of a school year. An employee who is elected an officer in OEA, NEA, or NEOEA shall be permitted to attend required sessions without loss of pay with approval limited to ten (10) days per year per employee for a maximum of two (2) employees per year. The OEA, NEA, or NEOEA shall reimburse the District for the cost of substitute(s). Additional days shall be granted under this Section at the discretion of the Superintendent.

**ARTICLE XI - JURY DUTY/WITNESS/SUBPOENA**

11.01 A member of the bargaining unit required by law to report for jury duty or who is subpoenaed to appear in a court action arising out of his/her duties as a District employee shall be compensated at the member’s regular rate for each day of such service. Such service will not be charged to any other leave provisions under this Agreement.

## ARTICLE XII - COLLEGE CREDIT REIMBURSEMENT

12.01 Subject to the limitations stated below, the Board shall reimburse a teacher for the cost of:

- A. Credit courses taken in the teacher's area of certification/licensure, assignment and all other education courses at an accredited college or university;
- B. Other credit courses taken, with the prior approval of the Superintendent, which directly relate to performance of the teacher's duties as a teacher in Vermilion.

The Board will appropriate an annual amount of \$40,000 for tuition reimbursement. The maximum total payment per teacher per year under this Section, 12.01, shall be fifty percent (50%) of the cost of the courses taken or one thousand five hundred dollars (\$1,500), whichever is less. Should requests exceed the annual appropriated amount, reimbursement will be made in a proportional amount (i.e., number of approved requests divided by the full appropriation amount).

12.02 To be eligible for any payments:

- A. The teacher must complete the ensuing school year as a teacher for Vermilion.
- B. Course work must be scheduled at times that do not interfere with the normal duties of a teacher.
- C. Requests for reimbursement must be made BEFORE COURSE COMPLETION on the proper form. (Appendix D)
- D. The teacher must present proof of satisfactory completion of the course work. (i.e., a grade of "C" or better, or "Passing" if the course is graded on a Pass/Fail basis under 12.01)
- E. The teacher must present satisfactory documentation of all costs on the proper form for which reimbursement is sought. (Appendix D) Reimbursement will be made by October 15<sup>th</sup> for course work completed in the prior school year provided the teacher has fully complied with all documentation requirements of this Article by September 30<sup>th</sup>.
- F. The teacher must be an active employee of the Board at the time the course work is taken (for example, a teacher on a leave of absence would not qualify).

12.03 The term "cost," as used in this Article, is defined as charges for tuition and required textbooks.

## ARTICLE XIII - TEACHER VACANCIES/TRANSFERS

### 13.01 Definition

A vacancy exists:

1. When the Board determines to fill a position after the retirement, resignation, transfer, reassignment, non-renewal, leaves of absence (except paid leave), death, or termination of an employee; or
2. When a new position is created.
3. When a vacancy occurs after the start of the school year, the Board may fill the vacancy on a temporary basis with a long-term substitute, and then post it as an open position for the following school year.
4. Long Term Substitutes
  - a. Long-term substitutes are defined as substitute teachers placed in the same assignment for more than sixty (60) days. By the sixty-first (61<sup>st</sup>) day of employment, all long-term substitutes shall receive a written contract of employment. Long term substitutes may be utilized to fill positions that are open due to approved leaves of absence.
  - b. The duration of employment of long-term substitutes shall be for the period specified in their contract of employment, and shall automatically expire at the end of that term without action by the Board or further notice to the teacher.
  - c. Neither the provisions of Article XXIX Reduction in Force, nor the provisions of Section 3319.17, Ohio Revised Code shall apply to long-term substitutes, whose contracts may be suspended at any time without recourse as the needs of the Board so dictate.
  - d. Neither the provisions of Article XXVI Evaluation nor the provisions of Section 3319.111 or Section 3319.11, Ohio Revised Code shall apply to long-term substitutes, except as may be required under OTES.
  - e. Long term substitutes will be informed of their status upon employment.
  - f. Beginning with the sixty-first (61<sup>st</sup>) day of employment, long-term substitutes shall be placed on the BA-0 step of the salary schedule.
  - g. If the employment of a long term substitute extends beyond one year, the long term substitute shall be advanced to the next step of the pay scale, assuming that they worked a minimum of one hundred twenty (120) days of at least three and one-half (3½) hours per day in the prior year.
  - h. To the extent that the provisions of this Article conflict with the Ohio Revised Code, they shall supersede and replace same. Except as otherwise specified above, nothing herein shall be deemed to affect the

rights and benefits of long-term substitutes available under this Agreement and law.

- 13.02 Vacancies will be posted through July 10 for bargaining unit positions and for administrative positions on the District Website for a period of not less than five (5) days prior to filling a vacancy. From July 11 to the beginning of the school year, employees wishing to be considered must indicate on their Letter of Intent which may be changed by the teacher giving written notice received in the Superintendent's office by July 20. The President of the Association shall be sent a copy of all posted positions. The posting shall include the name of the position, certification/licensure required, deadline for application and the effective starting date. Employees who wish to be considered must have their written requests received in the Superintendent's office during the posting period. An employee may make a prior request to be considered for vacancies occurring in the summer by submitting a written request including position(s) requested, summer address, and summer phone number and email address to the Superintendent's office.
- 13.03 Internal applicants will be given equal consideration for any opening for which they may be qualified. They will be given the opportunity to interview prior to the Superintendent making his decision. After considering training, experience, compatibility with personnel, certifications/licensure, teaching ability and length of service in the District, all assignments shall be made by the Superintendent as he determines to be in the best interest of the Vermilion Local School District pursuant to Section 3319.01 of the Ohio Revised Code. An applicant who is denied the vacancy shall be granted, upon written request, a meeting with the Superintendent to discuss the reasons for the denial.
- 13.04 An employee who wishes to receive a copy of postings during the summer must provide self-addressed stamped envelopes to the Superintendent's office. This does not expand the time for receipt of written request by the Superintendent's office.
- 13.05 Involuntary Transfer
1. An involuntary transfer shall be made only after first considering volunteers.
  2. After considering training, experience, compatibility with personnel, certifications/licensure, teaching ability and the length of service in the District, all transfers shall be made by the Superintendent as he determines to be in the best interest of the Vermilion Local School District pursuant to Section 3319.01 of the Ohio Revised Code.
  3. Prior to teacher notification, notice of the involuntary transfers will be given to the VTA President along with the reason(s) for the transfers.
  4. Employee(s) shall not be involuntarily transferred without first having an opportunity for a conference with the Superintendent if requested, and being notified in writing at the earliest possible time before the effective date of the transfer.
  5. Employees who have been involuntarily transferred shall retain the right to request assignment to open positions as they are posted.



- 13.06 Any classroom teacher desiring a change in teaching assignment or building transfer for the succeeding school year shall so indicate prior to March 15 on the "Intent to Return" form. This form serves as notice of availability but does not replace the procedure in Section 13.02.
- 13.07 This Article does not apply to supplemental contracts.

#### **ARTICLE XIV – TEACHER WORK DAY**

- 14.01 The classroom teacher's normal workday shall total seven (7) hours and forty-five (45) minutes. Classroom teachers are expected to be available for meetings with students or parents before/after class within the normal workday unless the teacher makes satisfactory alternative arrangements.

An equal amount of release time will be given for parent conferences that occur outside the workday and do not exceed fifteen (15) minutes. Parent conferences that require more than fifteen (15) minutes outside the workday will be compensated at the hourly project rate in increments of quarter hours.

- 14.02 Conferences for IEP reviews shall follow these procedures:

- A. Any IEP conferences for transition students conducted outside of the established time frame for the seven (7) hour and forty-five (45) minute day in each building shall be voluntary for any member of the bargaining unit.
- B. Any member of the bargaining unit who elects to participate in an IEP conference outside of the established time frame for the seven (7) hour and forty-five (45) minute day may elect one (1) of the following options:
  - 1. The member may elect to adjust his/her hours to a seven (7) hour and forty-five (45) minute day beginning at 12:00 p.m. and ending at 7:45 p.m. with appropriate time allowances for dinner and planning/preparation as specified in the Negotiated Agreement.
  - 2. Article 14.01 applies to the member who elects to work his/her normal workday and, in addition, participates in the IEP transition conferences beyond that workday.
- C. Upon request, intervention specialists shall be granted two (2) professional days each school year to prepare for IEPs and IEP meetings, to be scheduled with the approval of the Administration. All such professional days for this purpose (i.e., preparation of IEPs and IEP meetings) will be completed on campus. Intervention specialists may be required to attend an IEP meeting during his or her planning time.

- 14.03 Conferences and meetings with building principals or administrators shall be scheduled as far in advance as practicable. Notwithstanding Section 14.01 of this Article, all members of the bargaining unit shall be expected to attend the annual open house. Classroom teachers shall be excused from meetings or activities which are held beyond

the normal workday if the teacher has a previous commitment that cannot be changed nor cancelled without undue hardship, provided the teacher gives notice to the principal or administrator prior to the meeting and provided further that such teachers shall not be required to attend such meetings in excess of one (1) in any one (1) month.

- 14.04 Each member of the bargaining unit shall receive a duty free lunch period of not less than thirty (30) consecutive minutes. A member of the bargaining unit may leave the school premises during the scheduled lunch period if the employee receives advance approval from the building principal.

#### **ARTICLE XV – CLASS SIZE**

- 15.01 Consistent with its resources, the Board desires to maintain reasonable class sizes sensitive to the needs of pupils and the concerns of teachers.
- 15.02 The term inclusion shall mean the placement of children with identified disabilities whose least restrictive environment has been determined to include the regular education classroom. All teachers with inclusion students in their class shall be provided training to assist in addressing the educational needs of such students in a regular classroom environment.

#### **ARTICLE XVI – TEACHER PLANNING PERIODS**

- 16.01 Teachers (K-12) shall have two hundred fifty (250) minutes per week with at least thirty (30) consecutive minutes per day within the student day as planning and conference time. The only exception to two hundred fifty (250) minutes per week will be when an adjusted schedule (i.e., early release, assemblies, class parties, two hour delays and etc.) is needed. However, teachers will receive at least thirty (30) consecutive minutes on those days. Included in the two hundred fifty (250) minutes is the student movement time for which the teacher is responsible.
- 16.02 The Board will schedule non-teachers to provide supervision of students for the current noon time duties at grades K-7. This is to provide more planning and conference time outside the 16.01 planning and conference time for those teachers who would otherwise be scheduled for noon time duties, given the ever-increasing teacher responsibilities for conferences with parents, with administrators and with other teachers so that the educational process is improved.

In addition to the planning and conference time provided for in Section 16.01, teachers are expected to use the workday before and after the student day for teacher directed activities such as planning and class preparation, conferences, and attendance as the referrer at necessary intervention and discipline conferences. However, the administration may schedule mandatory attendance at meetings and conferences during this time up to five (5) days each month with the agenda/purpose set by the administrator, exclusive of emergencies. Mandatory attendance at intervention and IEP meetings are to be included within the limitation.

- 16.03 The Administration may schedule up to three (3) required meetings per month during planning time established in 16.01 with prior notification of five (5) days.

Administration shall not schedule any additional meetings during planning and conference time.

## **ARTICLE XVII – WORKING ENVIRONMENT**

- 17.01
- A. Lunchroom area, rest room lavatory and lounge facilities exclusively for employee use shall be made available in each school.
  - B. Smoke-free workrooms for preparation of instructional materials will be made available in each building.
  - C. A telephone shall be available for use of school personnel conducting school business. Such telephone will be placed in a separate room, if available. If a separate room is not available, a good faith effort will be made to place the telephone in an area that assures reasonable privacy.

17.02 The Board shall provide the following:

- A. A desk with a lockable drawer for each teacher.
- B. Lockable closet space for each teacher.
- C. Storage space for instructional materials.
- D. The above items will be provided in buildings when equipment and furniture are adaptable to these items and are specifically requested by the teacher.
- E. Laptop computer, projector, paper, pens, chalk, markers and other such materials required in daily teaching.
- F. Facilities within each school to provide the needed privacy for special services to carry out their responsibilities with individuals or groups of students.
- G. Classroom facilities that are adequately insulated, heated and lighted throughout the entire workday. It is recognized that due to the characteristics of some buildings, heating and ventilation may require periods of time for adjustment, especially during seasonal changes.

If conditions exist which are detrimental to the teaching process, such conditions shall be reported to the building principal. The principal will then take all possible action to correct the conditions or to provide an alternative temporary work space.

It is also recognized that existing building conditions that are deemed detrimental to the instructional program by the Board are subject to renovation and improvement so far as funds are available.

17.03 The VTA and the Board commit to working together to ensure a safe environment for staff and students. A committee agreed to by the VTA and the Board will review

present policies and make recommendations to the VTA and the Board for a safe environment.

### **ARTICLE XVIII – INSTRUCTIONAL MATERIALS**

- 18.01 Elementary grade and middle and high school department shall meet annually to evaluate instructional needs for the following school year with recommendations to be submitted to the building principal with respect to appropriate texts, library facilities, maps, laboratory and audio-visual equipment, special area equipment, current periodicals, standard tests and questionnaires, and other tools of the teaching profession.

### **ARTICLE XIX – STUDENT EXTRACURRICULAR SUPERVISION**

- 19.01 Supervision of student extracurricular activities (i.e., activities that fall outside the normal workday) by members of the bargaining unit shall be voluntary.

### **ARTICLE XX – COMMITTEES**

- 20.01 Local Professional Development Committee

A. Purpose

The District will form a Local Professional Development Committee to encourage the professional staff development and to insure a fair and equitable review and approval of course work and other professional development activities that educators propose to complete for the purpose of certificate/license renewal.

B. Committee Requirements

The Committee will consist of one (1) teacher representative from each building selected by the VTA, two (2) Administrators selected by the Superintendent, and the Director of Curriculum and Instruction. Each member will serve a two (2) year staggered term. At all times, the LPDC should have a majority of teachers. The Committee is responsible for adopting and revising its By-Laws.

C. Policies and Procedures

Every certified staff member of the Vermilion Local School District who holds an Ohio provisional/professional certificate(s)/license(s) must have an approved Individual Professional Development Plan on file. This plan will serve as the guideline for the individual's professional development during the next renewal cycle.

The staff member may appeal any decisions made by the LPDC. The appeals process will follow the LPDC guidelines.

The LPDC policy and procedures cannot supersede the District policy and Negotiated Agreement. Proposals to the LPDC and approval by the LPDC cannot override the District policy and Negotiated Agreement. No decision of the LPDC or the LPDC appeals process (any and all steps) is grievable.

Individuals are responsible for maintaining Professional Development records and completing necessary paperwork for the license renewal in a timely fashion.

- D. Service on the LPDC will be compensated by a payment of five hundred dollars (\$500.00) every six (6) months. Any member of the LPDC who does not complete his or her assigned duties during the six-month period forfeits the compensation for that period.
- E. LPDC meetings will be held outside the normal teacher workday on a monthly basis not to exceed ten (10) meetings each year unless by mutual agreement.

#### 20.02 Labor Management Committee

A Labor Management Committee shall be established consisting of up to four (4) VTA members, including the VTA President, and up to four (4) Administrators, including the Superintendent. The purpose of the Committee shall be to encourage labor-management cooperation and provide a forum for communication and joint problem solving in resolving workplace issues. The Committee shall be scheduled to meet quarterly unless the VTA President and Superintendent mutually agree to cancel. Approved professional leave shall be granted for meetings. An agenda of items shall be submitted no later than one (1) week prior to each meeting to the Superintendent and VTA President. All actions of the Committee shall be made by consensus.

#### 20.03 Special Education Committee

A Special Education Committee shall be established consisting of up to six (6) representatives of the Association and up to six (6) administrative representatives, including the Special Education Coordinator, if available. The Board will communicate its request that the Coordinator attend committee meetings as a priority.

The purpose of the Committee shall be to study, review, and recommend effective and consistent Special Education Practices, as well as, address and resolve current issues related to Special Education Services within the District.

The Committee shall meet once in the Fall, Winter, and Spring quarters. The Committee may meet more often as appropriate. Release time shall be provided to all members of the Committee. An agenda of items to be addressed at each meeting shall be submitted to each party at least one (1) week prior to each scheduled meeting. Decisions of the Committee shall be by consensus.

At the end of each school year, the Committee may choose to submit a report to the Superintendent and Board of Education regarding recommended changes to the District's Special Education practices. Such recommendations may include, but are not limited to, changes in current practices, staff training related to Special Education, communication among the Administration and Special Education staff, use of Special Education staff, and consideration of Special Education models used in other Districts.

20.04 Master Teacher Committee

A. Purpose

The parties agree to establish a committee called the Master Teacher Committee.

The purpose of the Committee shall be to designate employees in the District as Master Teachers.

B. Committee Requirements

The committee shall consist of three (3) members selected by the VTA and two (2) Administrators selected by the Superintendent.

The appointments shall be made annually on or before May 1<sup>st</sup>. If a vacancy occurs during the year, a replacement appointment will be made by the Association President and the Superintendent for their representative members.

The Committee shall determine the time, location and number of committee meetings.

The Committee members shall establish its plan of operation, protocol, appeals process, and guidelines for the designation of Master Teacher.

C. Nothing in the Master Teacher Committee process shall have an adverse impact on a teacher's performance evaluation as established by the Negotiated Agreement.

D. As determined by the Committee, the members of the Committee shall be provided ongoing training to ensure consistent application of master teacher criteria at no cost or loss of pay to the Committee members. All necessary, actual and reasonable costs of training – including all registration costs, travel, meals, accommodations, and mileage – will be reimbursed by the Board of Education in accordance with the Negotiated Agreement.

E. The Committee will meet after regular school hours. At the inception of the Committee, members of the committee will be compensated by a one thousand dollar (\$1,000) stipend for the school year. For all school years thereafter, members of the committee will be compensated at the hourly project rate.

20.05 Evaluation Committee

A. Purpose

An Evaluation Review Committee shall be established and shall meet as needed. The purpose of the Committee shall be to revise, evaluate, and review District evaluations procedures as necessary resulting from changes to Sections 3319.111 & 3319.112 of the Ohio Revised Code (ORC).

B. Committee Requirements

The Committee will consist of one (1) teacher representative from each building selected by the VTA, one (1) Administrator selected by the Superintendent, and the Director of Curriculum and Instruction. Additional members may be invited to join the Committee as agreed upon by a majority of the standing Committee members.

C. Policies and Procedures

The Committee shall submit recommendations to the bargaining teams of the Board and Association. The bargaining teams shall have the authority to accept, reject, or make modifications to the Committee's recommendations. Upon approval by both teams, recommendations will be submitted for ratification and Board approval within thirty (30) days.

Professional leave shall be provided for all Committee meetings.

20.06 Supplemental Review Committee

A. Purpose

A Supplemental Review Committee shall be established and shall meet as needed. The purpose of the Committee shall be to revise, evaluate, and review all supplemental positions, including compensation amounts for each position. The Committee shall also create job descriptions and qualifications for existing and new supplemental positions.

B. Committee Requirements

The committee will consist of three (3) teacher representatives to be selected by the VTA and two (2) Administrators selected by the Superintendent. The Committee shall submit recommendations to the bargaining teams of the Board and Association.

C. Policies and Procedures

The Committee shall submit recommendations to the bargaining teams of the Board and Association. The bargaining teams shall have the authority to accept, reject, or make modifications to the Committee's recommendations. Upon approval by both teams, recommendations will be submitted for ratification and Board approval within thirty (30) days.

Professional leave shall be provided for all Committee meetings.

**ARTICLE XXI – CASUAL SUBSTITUTE TEACHERS**

21.01 A member of the bargaining unit who must be absent shall report his unavailability for work in accordance with administrative procedure.

- 21.02 If a teacher is absent, coverage of the absent teacher's class shall be the responsibility of the building principal or his designee.
- 21.03 If a teacher is absent and no substitute is available, a teacher may be assigned to cover the class and will receive his/her per diem hourly rate.
- 21.04 A teacher may decline a request to cover an absent teacher's class provided another teacher is available and willing to cover the class. Should another teacher cover the class, such teacher shall be entitled to remuneration under the same terms and conditions set forth in Section 21.03 of this Article.
- 21.05 No Substitute Teacher Report Form will be placed in the personnel file of the regular classroom teacher. A copy of the Form, if used, shall be placed in the regular classroom teacher's mailbox.

## **ARTICLE XXII – SCHOOL CALENDAR**

- 22.01 The school calendar shall include:
- A. One hundred eighty days (180) full instructional days, including two (2) days (or the equivalent thereof) for parent/teacher conferences.
  - B. Six (6) professional development days to include the following usage:
    - 1. Two (2) teachers work days, placed at the beginning and end of the school year.
    - 2. Two (2) professional development days.
    - 3. NEOEA Day, half of which will be professional development provided by the District and half of which will be used as teacher directed work time in the classroom. Teachers may elect to engage in pre-approved professional development outside of the District on this day.
    - 4. One (1) day to be placed at the end of the first semester, half of which will be professional development provided by the District and half of which will be used as teacher directed work time in the classroom. Teachers may elect to engage in pre-approved professional development outside of the District on this day.
- 22.02 The Association may submit suggestions to the Superintendent for the development of the school calendar.
- 22.03 If instructional days are lost due to inclement weather or other calamity, the staff will not be required to make up the first five (5) days lost to calamity but will be required to make up all other lost days to fulfill their contract. Teachers will not be expected to report on calamity days.

Following the occurrence of the fifth (5) calamity day, the Superintendent and the Association President shall meet to schedule any make-up days that have or may



become required. Make-up days will be planned as part of the District calendar. An effort will be made to schedule instructional days as make-up days.

Based upon the number of instructional days completed to date and the potential for additional calamity days, the Board of Education, by resolution, may amend the school year calendar after consultation with the VTA.

### **ARTICLE XXIII – ACADEMIC FREEDOM**

- 23.01 In educating young people, the parties seek to inspire in them an inquiring mind and respect for truth, a recognition of individual freedom, social responsibility and the democratic tradition, an understanding and respect for the Constitution, Bill of Rights, and the law, and an appreciation of individual personality.

Other than accepted standards of professional behavior and responsibility, as set forth as part of the Board of Education’s evaluation procedure and the competent fulfillment of the Board’s approved curriculum guides, there shall be no limitations on teachers or students with respect to their study, investigation, presentation or interpretation of facts or ideas concerning man, society, government, the arts or sciences, the physical and biological world, or other areas of learning, and teachers and students shall be guaranteed freedom of individual conscience, association and expression.

The parties recognize that the above can best be accomplished in, and will work together to create and preserve, an atmosphere which is free from censorship and artificial restraint, and in which academic freedom for teacher and student is guaranteed. Further, the teaching about controversial issues, suitable to the age level, is approved as preparation of students for intelligent and conscientious participation in our democratic social order. The maintenance of the intellectual atmosphere which is implied here will necessarily depend upon the discretion of the administration and the objectivity and wisdom of the teaching staff.

### **ARTICLE XXIV – SCHOOL PROGRAM DEVELOPMENT**

- 24.01 A curriculum advisory committee shall be established ad hoc.

The Director of Curriculum or his/her designee shall serve as the chairperson of this committee.

Committees shall be appointed to make recommendations with respect to the following:

- A. New adoptions for textbooks and supplementary materials.
- B. Revisions of school programs presently in operation.
- C. Development of new school programs.

An effort shall be made to include on the committee a majority of teachers, including the department head or his/her designee, from those curricular areas involved in the study and to secure representation from each building and from each grade level to which the study directly pertains. Appointments to committees will be made on the basis of preferences expressed by the teachers concerned.

## ARTICLE XXV – CONTRACTS

### 25.01 Limited Contract

- A. During the first three (3) years of service in the Vermilion Local School District, teachers not eligible for tenure shall, if renewed, receive a one (1) year limited contract.
- B. Teachers with three (3) full years of service in the Vermilion Local School District shall, if renewed and not eligible for tenure, be eligible for a multiple year contract.

### 25.02 Limited Contracts – Effective January 1, 2011

For all teachers employed by the Vermilion School District who become licensed on or after January 1, 2011, the following shall apply:

- A. During the first three (3) years of service in the Vermilion Local School District, teachers not eligible for tenure shall, if renewed, receive a one (1) year limited contract. Thereafter, said teachers shall be eligible for a multiple year contract until they qualify for tenure.
- B. Teachers with seven (7) full years of service in the Vermilion Local School District shall, if renewed and not eligible for tenure, be eligible for a multiple year contract.

### 25.03 Continuing Contract

- A. To be considered for a continuing contract in the Vermilion Local School District, a teacher shall notify the Superintendent in writing no later than October 15<sup>th</sup> of any year he/she may be eligible for a continuing contract.
- B. A teacher with a limited contract who becomes eligible for continuing contract during the term of the limited contract need not wait until his/her limited contract expires to be considered for a continuing contract.

### 25.04 Supplemental Contracts

All Supplemental contracts shall automatically expire at the end of the school year. No action by the Board nor notice to the employee shall be required to cause this expiration.

## ARTICLE XXVI – EVALUATION

### 26.01 Purpose

To provide ongoing assessment of an employee's work performance and provide meaningful feedback.

To help the employee to achieve greater effectiveness in performance of the work assignment.

To help constitute the basis for personnel decisions including promotions, reassignments, continuing contract status, limited contract renewal, or contract non-renewal or termination.

### Definitions

- A. Evaluation: An evaluation of a teacher, including non-instructional responsibilities, using post and/or pre conferences, announced and/or unannounced observations/walkthroughs, and approved evaluation instrument. (See Appendices O, P, Q, R, S, T and U)
- B. Formal Observation: A scheduled visit to the classroom at least thirty (30) minutes in length.
- C. Informal Observations/Walkthroughs: An administrative or supervisory visit to a classroom by an administrator of not less than five (5) minutes and not more than fifteen (15) minutes.

### 26.02 General Guidelines

- A. Teacher: A licensed bargaining unit member who spends his/her time providing content-related student instruction. For OTES evaluated instructors, at least fifty percent (50%) of his/her time is spent providing content-related student instruction working under one (1) of the following:
  - 1. A license issued under R.C. 3319.22, 3319.26, 3319.222 or 3319.226; or
  - 2. A permanent certificate issued under R.C. 3319.222 as it existed prior to September, 2003; or
  - 3. A permanent certificate issued under R.C. 3319.222 as it existed prior to September, 2006; or
  - 4. A permit issued under R.C. 3319.301.
- B. Credentialed Evaluator: A District administrator assigned by the Superintendent to perform evaluations. The administration will assign the evaluator for the subsequent evaluation cycle and approve the professional growth plan, utilizing the components set forth in "Teacher Evaluation Form." Teachers will be evaluated by one (1) administrator unless that person is no longer employed or on extended leave for more than twenty (20) days. A District administrator is one who:
  - 1. meets the eligibility requirements under R.C. 3319.111(D); and
  - 2. holds a credential established by the Ohio Department of Education for teacher evaluation;

3. has completed State-sponsored evaluation training and has passed an online credentialing assessment;
  4. has administrative responsibilities within the District outside of being an evaluator. (This requirement is intended to exclude third-party evaluators).
- C. Schedule for Evaluation: Evaluations as defined in 26.01 A. shall not occur during the first four (4) weeks of school or last four (4) weeks of school. All evaluation timelines may be changed by mutual written agreement or due to illness or other non-availability of the teacher or evaluator.
- D. Criteria for Evaluation: An employee shall be evaluated on criteria set forth on the appropriate approved evaluation instrument. Job descriptions and evaluation criteria will be distributed upon employment or revision.
1. No employee shall be evaluated on his or her work performance except after fair and reasonable observations of the work performance of the employee.
  2. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee.
  3. All teachers will be granted an additional observation by the same or a different evaluator upon request.
- E. Formal Evaluation Report/Final Summative Rating: The evaluation of an employee should be based upon review of the employee's performance and should acknowledge the performance strengths of the employee evaluated as well as the performance deficiencies, if any. The evaluator shall note the data used to support the conclusions reached in the formal evaluation report. The supervisor conducting the evaluation shall assist the employee in correcting deficiencies. The plan shall include a reasonable opportunity to allow time for improvement in the areas of performance deficiency. The evaluator will recommend strategies and resources for correcting any deficiencies. The formal evaluation report shall be signed by the evaluator. The formal evaluation report should then be signed by the employee to verify notification to the employee that the evaluation will be placed on file, but the employee's signature should not be construed as evidence that the employee agrees with the contents of the evaluation report. The formal evaluation report, signed by both parties, shall be sent to the Superintendent.
- F. Response to Evaluation: The employee shall have up to fifteen (15) days to submit a written response to an evaluation report or follow up report. The response shall be attached to said report.
- G. Student Growth: For the purpose of the OTES evaluations, student growth is defined as the change in student achievement for an individual student between two (2) or more points in time.
- H. Student Learning Objectives (SLOs): Include goals identified by a teacher or group of teachers that identify expected learning outcomes or growth targets for a group of students over a period of time.

- I. Shared Attribution Measures: Student Growth Measures that can be attributed to a group.
- J. Value-Added: Refers to the EVAAS Value-Added methodology provided by SAS, Inc. which provides a measure of student progress at the District and school level based on each student's scores on State issued standardized assessments.
- K. Vendor Assessments: Student assessments approved by the Ohio Department of Education that measure mastery of the course content for the appropriate grade level, which may include nationally normed standardized assessments, industry certification exams, or end-of-course examinations for grade level and subjects for which the Value-Added measure does not apply.
- L. Comparable Evaluations: Since seniority may not be the basis for teacher retention or other employment decisions, except when deciding between teachers who have comparable evaluations, this refers to teachers within the categories of "Ineffective," "Developing," "Skilled," and "Accomplished." For the 2016-2017, 2017-2018, and 2018-2019 school years, teachers who have earned a rating of ineffective will be considered comparable. Teachers who have earned a rating of developing, skilled, or accomplished will be considered comparable.

26.03 Evaluation

- A. The Principal shall review the evaluation process and evaluation instruments with the entire staff by September 15<sup>th</sup>.
- B. By September 30<sup>th</sup> of each school year, all bargaining unit members shall do one of the following:
  - 1. Non-OTES teachers shall submit one (1) student goal and one (1) personal professional goal.
  - 2. OTES teachers shall complete a Growth Plan or Improvement Plan. Teachers for whom an SLO is required will also complete such by September 30<sup>th</sup>.
- C. By October 30<sup>th</sup>, teachers will receive feedback on Student Growth Measures and, if necessary, make revisions.
- D. By November 15<sup>th</sup>, the Student Growth Measures (SGM) Committee will approve any revised Student Growth Measures.

26.04 Formal Evaluation Procedure

The standard formal evaluation process shall be two (2) formal observations and is outlined as follows:

- A. By January 15<sup>th</sup>:

1. The evaluator and teacher will agree upon dates for the observation and pre-observation conference.
2. The evaluator will conduct a pre-observation conference. The purpose of the conference shall be to discuss the Professional Growth Plan and the scheduled formal observation. The teacher should have completed and be prepared to discuss pre-conference questions on instructional planning (set forth in Appendix O).
3. On the scheduled date, the evaluator will conduct an announced formal observation of at least thirty (30) minutes in length.
4. Within ten (10) days, the evaluator will conduct a post observation conference with the teacher to discuss the formal observation. A written Reinforcement/Refinement Plan and/or Improvement Plan (See Appendix S) will be developed and discussed. At that time the teacher will be provided a copy.

B. By May 1st:

1. The evaluator and teacher will agree upon dates for the observation and pre-observation conference.
2. The evaluator will conduct a pre-observation conference. The purpose of the conference shall be to discuss the Professional Growth Plan and the scheduled formal observation. The teacher should have completed and be prepared to discuss pre-conference questions on instructional planning (set forth in Appendix O).
3. On the scheduled date, the evaluator will conduct an announced formal observation of at least thirty (30) minutes in length.
4. Within ten (10) days, the evaluator will conduct a post observation conference with the teacher to discuss the formal observation. A written Reinforcement/Refinement Plan (set forth in Appendix S) and/or an Improvement Plan will be developed and discussed. At that time the teacher will be provided a copy.
5. Evaluations will be completed by May 1st and each teacher will be provided a written report of the results of his/her final evaluation summary by May 10th. Written notice of nonrenewal will be provided by June 1st.

- C. Any Improvement Plan will be developed by the administrator and teacher and based on the OTES model. The supervisor conducting the evaluation shall assist the employee in correcting deficiencies. The plan shall include a reasonable opportunity to allow time for improvement in the areas of performance deficiency. The evaluator will recommend strategies and provide resources for correcting any deficiencies. Teachers with an Ineffective Summative Rating will receive an Improvement Plan. Teachers with a Developing Summative Rating that includes an ineffective rating on one (1) or more of the Ohio Standards for the Teaching Profession may result in an Improvement Plan. Mentor teachers

may be involved in the development of an Improvement Plan; however, the mentor teacher does not have a formal evaluative role. Assuming re-employment, an Improvement Plan implemented after February 1<sup>st</sup> will continue into the following school year.

### Accomplished and Skilled Teachers

Any member who received a rating of “Accomplished” on the most recent evaluation conducted under this section may be evaluated once every three (3) school years, so long as the member’s student academic growth measure, for the most recent school year for which data is available, is average or higher, as determined by the Ohio Department of Education. Under these conditions, the member shall have at least one (1) formal observation cycle per year with his/her evaluator. Members rated “Accomplished” must be notified by October 1 which semester the observation cycle will occur or if it is to be a full evaluation year.

Any member who received a rating of “Skilled” on the most recent evaluation conducted under this section may be evaluated once every two (2) school years, so long as the member’s student academic growth measure, for the most recent school year for which data is available, is average or higher, as determined by the Ohio Department of Education. Under these conditions, the member shall have at least one (1) formal observation cycle per year with his/her evaluator. Members rated “Skilled” must be notified by October 1 which semester the observation cycle will occur or if it is to be a full evaluation year.

### 26.05 Informal Observation/Classroom Walkthrough Procedure

- A. A walkthrough is an unannounced classroom visit of not less than five (5) minutes and not more than fifteen (15) minutes. A minimum of three (3) and a maximum of fifteen (15) walkthroughs will be completed per cycle. An Improvement Plan may allow for more than fifteen (15) walkthroughs per cycle.
- B. Data gathered from walkthroughs will be documented and will be sent to the teacher within twenty-four (24) hours via the District's email.

### 26.06 Limited Contract Teachers

- A. OTES teachers on a limited contract who are under consideration for renewal/nonrenewal shall receive at least three (3) formal observations in addition to periodic classroom walkthroughs unless the Superintendent waives the third observation.

All limited contract non-OTES teachers, in the year their contract expires, shall be evaluated in accordance with the Formal Evaluation Procedure established in Section 26.04. No such teacher will be non-renewed unless they are evaluated in accordance with the Formal Evaluation Procedures.

- B. In years which a non-OTES teacher’s limited contract is not up for renewal, the evaluator will:

1. Discuss the Goal Setting and Professional Growth Plan (Appendix U) completed by the teacher by January 15<sup>th</sup>.
2. Conduct a Goal Setting Review Conference by May 30<sup>th</sup>.
3. Develop an improvement plan if needed.

#### 26.07 Finalization of Evaluation

- A. The evaluation of an employee should be based upon review of the employee's performance and should acknowledge the performance strengths of the employee evaluated as well as the performance deficiencies, if any. The evaluator shall note the data used to support the conclusions reached in the Final Summative Rating of Teacher Effectiveness or other appropriate form (Appendix Q). The final evaluation form shall be signed by the evaluator and should then be signed by the employee to verify notification to the employee that the evaluation will be placed on file, but the employee's signature should not be construed as evidence that the employee agrees with the contents of the evaluation report. The form, signed by both parties, shall be sent to the Superintendent.
- B. The employee shall have up to fifteen (15) days to submit a written response to the Final Summative Rating of Teacher Effectiveness or follow up report. The response shall be attached to said report.

#### 26.08 Other Deficiencies (Non-OTES)

A teacher's failure to adhere to reasonable work rules or other deficiencies not noted during the formal evaluation must be put in writing and provided to the teacher within a reasonable time but not later than the next evaluation. If appropriate, assistance in correcting the deficiencies will be provided along with a reasonable opportunity to allow time for improvement. Non-renewals for performance will not be based on such deficiencies unless put in writing and provided to the teacher. Deficiencies noted outside the formal evaluation that are continuing to occur at the time of the formal evaluation shall be included in it.

#### 26.09 Grievance

A grievance that alleges a violation of the procedural safeguards of this Article must be filed at Step 3 not later than fifteen (15) days after the date of the claimed violation.

#### 26.10 Exclusion

Teachers who are employed less than the entire school year will be evaluated as their situation allows. Evaluations will not be required of teachers who are on leave of absence or otherwise not actively employed. This evaluation procedure does not apply to supplemental contracts.

The provisions of this Article supersede the provisions of Ohio Revised Code Section 3319.111.



## **ARTICLE XXVII – PERSONNEL FILES**

- 27.01 The Superintendent or his designee shall maintain a master file on all members of the bargaining unit.
- 27.02 A member of the bargaining unit may review his master file, or his building file, at any time and, upon written request to the Superintendent or his designee, shall be entitled to make copies of such material within ten (10) school days (if the member needs copies immediately, he may use copying equipment in the building to make needed copies). The employee shall reimburse the Board for the cost of copying at the going rate at the time of copying.
- 27.03 No material will be placed in any file until the affected member of the bargaining unit is given an opportunity to initial the material and has received a copy. Initialing verifies only that the material has been examined and does not necessarily constitute approval. The affected member of the bargaining unit shall be entitled to attach a written reply to such material within ten (10) school days of the time of initialing.

## **ARTICLE XXVIII – NON-RENEWAL**

- 28.01 All employees hired to replace employees on leave of absence are automatically non-renewed at the conclusion of their limited contract without any written notice of non-renewal. A tutor's limited contract may be non-renewed without reason. Otherwise non-renewal shall not occur for reduction-in-force purposes.
- 28.02 Except as provided in 28.01, no non-OTES teacher shall be non-renewed for performance reasons until the evaluation process in Article XXVI has been completed. Where applicable, such teachers must be given a reasonable opportunity to correct any deficiencies before a recommendation for non-renewal is made.
- 28.03 A teacher will be given at least five (5) work days notice prior to the Superintendent's recommendation of non-renewal to the Board. Upon the teacher's written request within forty-eight (48) hours of notice, the Superintendent will set a meeting for the affected teacher. The teacher may elect to be accompanied at this meeting by a VTA representative. The Superintendent will notify the teacher of his decision at least twenty-four (24) hours prior to this recommendation to the Board.

Notices of non-renewal must be given on or before June 1 of the year of non-renewal.

Notice of non-renewal or recommendation of same shall be written and delivered by personal service or by certified mail to the affected teacher's residence.

A teacher who has been notified of the intent to non-renew has the right to undertake with his/her representative a complete review of his/her own personnel file.

- 28.04 A grievance that alleges a violation of the procedural safeguards of this Article must be filed at Step 3 not later than fifteen (15) days after the date of the claimed violation.

An arbitrator is empowered to require renewal of a limited contract or employment under a continuing contract, if eligible, if a teacher is non-renewed for performance without the appropriate procedures being followed.

A teacher who elects to file a court action involving non-renewal waives any right to file a grievance involving the non-renewal unless the court dismisses the action for failure to pursue the grievance. A teacher who files a grievance involving a non-renewal agrees to waive any right to court action involving the non-renewal unless the arbitrator denies the grievance for failure to pursue a court action. If a court or arbitrator finds the waiver ineffective, the union shall be responsible for all arbitration costs.

28.05 Where they differ and to the extent permitted by law, the provisions of this Article supersede any contrary provisions of law.

## **ARTICLE XXIX – REDUCTION-IN-FORCE**

### 29.01 Reasons for Reduction In Force

A reasonable reduction of staff may be made for reasons set forth in accordance with ORC 3319.17. Reduction In Force (RIF) shall occur only through suspension of contracts.

### 29.02 Procedure

The reduction will be made in accordance with the following provisions:

A. The Superintendent shall meet with the Association's Executive Board to explain the need for RIF and exchange ideas and possible solutions. This meeting shall be held at least thirty (30) calendar days before Board action to authorize a reduction in force. At this time, the Superintendent shall provide a list of the positions to be eliminated and the names of the individuals who may be affected by the reduction.

B. The number of persons affected by a reduction in force will be kept to a minimum or avoided by not employing replacements insofar as practicable for employees who retire or resign or whose limited contracts are not renewed. However, attrition may not be sufficient to accomplish a reduction in force in full.

#### C. Retention and Recall

Retention of bargaining unit members and recall of eligible teachers whose contracts have been suspended pursuant to a reduction in force will not be based upon seniority, except in circumstances when choosing between teachers with comparable evaluations.

Comparability will be defined per the Evaluation Article of the Agreement for OTES and non-OTES bargaining unit members in accordance with law.

When reductions are necessary, then the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent who shall recommend reductions in a teaching field by the following:

1. Teachers holding temporary certificates/licenses shall be the first to have their contracts suspended.
  2. If further reductions are necessary, limited contract teachers shall be reduced in the affected teaching fields (certification/licensure) utilizing the following order:
    - a. Teachers rated “Ineffective”. Teachers in this category are comparable.
    - b. Teachers rated “Developing/Skilled/Accomplished”. Teachers in these categories are all comparable.
    - c. When evaluations are comparable, seniority in the District shall prevail, with the contract of the least senior limited contract teacher in the affected teaching field the first to be suspended.
  3. Should the necessary reduction of staff required exceed the number of limited contract teachers in the affected field, continuing contract teachers in the affected teaching fields (certification/licensure) will be reduced utilizing the following order:
    - a. Teachers rated “Ineffective”. Teachers in this category are comparable.
    - b. Teachers rated “Developing/Skilled/Accomplished”. Teachers in these categories are all comparable.
    - c. When evaluations are comparable, seniority in the District shall prevail, with the contract of the least senior continuing contract teacher in the affected teaching field the first to be suspended.
- D. A teacher so affected may elect to displace another teacher who holds the lowest position on the seniority list in another area of certification/licensure provided he/she holds a valid certification/licensure in the area and his/her rating is comparable or higher.
- E. A teacher whose contract will be suspended by a reduction-in-force shall be given written notification at least thirty (30) days prior to the RIF. RIF's may only be implemented at the beginning of the school year or upon return of a teacher from leave. The Notification shall state the reason(s) for the reduction and reason(s) for the selection of said teacher. Notification shall be given at the end of the student day. The personnel records and all future references of those employees laid off pursuant to this policy shall clearly indicate that such was due to a reduction-in-force and was not due to unsatisfactory performance.

### 29.03 Restoration

- A. Final Summative Rating in inverse order (Accomplished to Ineffective) shall be the basis for recalling bargaining unit members. Seniority shall not be a factor in recalling any bargaining unit member unless the decision is between teachers with comparable evaluations. When selecting among teachers with comparable evaluations, bargaining unit members on the recall list will be recalled in order of seniority for vacancies in areas for which they are licensed/certificated. In that circumstance, 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 teacher positions become vacant for which any of such teachers are certified. After restoration rights of teachers with continuing contracts, those on limited contracts shall also be restored in the above described manner. Restoration rights for limited contract teachers shall continue for three (3) years from the date of contract suspension.
- B. The teacher shall return to work upon being called back by the Board by registered letter. If the teacher fails to return to work as requested, then that shall be grounds for the termination of the contract of said teacher. The teacher shall at all times have the obligation of keeping the Board apprised of his/her present address, and the Board shall notify the teacher at the address so filed with the Board. The Board shall have no other duties in seeking to notify the teacher of his/her opportunity to return.
- C. A teacher whose contract is suspended shall be placed on a recall list stating years of continuous service to the District, subject(s) and/or grade levels certified/licensed to teach, and type of areas of eligibility on the recall list by filing any certification/licensure in the Superintendent's office by April 1<sup>st</sup>. A teacher on the recall list shall be offered a contract for a position for which he/she is certified/licensed as positions become available as set forth above. Acceptance or rejection of a lesser position offered by the District (i.e., less hours, non-teaching, any substitution position, etc.) will not result in the teacher being removed from the recall list.

The Board will not hire non-bargaining unit personnel as regular classroom teachers unless certified/licensed teachers on suspension are offered the available work. Prior to awarding a position to a teacher not currently working within the area of certification/licensure of the open position, a teacher on the recall list shall be offered a contract.

### 29.04 Insurance

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

### 29.05 Unemployment Benefits

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

- 29.06 To the extent that they do not conflict with the requirements of Ohio Revised Code Section 3319.17, the provisions of this Article supersede any contrary provisions of law.

### **ARTICLE XXX – SENIORITY**

30.01 Definition of Seniority

Seniority shall mean the length of continuous employment in the Vermilion Local Schools as follows:

1. Seniority shall begin to accrue from the first day worked in a bargaining unit position, excluding tutor, supplemental and extended contracts.
2. Seniority shall accrue for all time an employee is on active pay status in the bargaining unit position, excluding tutor, supplemental and extended contracts.
3. Time spent on inactive pay status (unpaid leave or layoff), in a tutor position, or in a non-bargaining unit position shall not contribute to the accrual of seniority but shall not constitute a break in seniority.
4. Full-time employees shall accrue one (1) year of seniority for each year worked or be granted prorated seniority by days worked, if less than a year.
5. Part-time employees shall accrue prorated seniority by calculation based upon a seven (7) hour and forty-five (45) minute day.
6. No employee shall accrue more than one (1) year of seniority in any work year.

30.02 Equal Seniority

1. A tie in seniority occurs when two (2) or more employees have the same amount of seniority credit as determined by the seniority list.
2. Ties in seniority shall be broken by the following method to determine the most senior employee:
  - a. The employee with the first day worked in a bargaining unit position excluding supplemental and extended contracts; then
  - b. The employee with the earliest date of employment (date of hire) in the bargaining unit position; then
  - c. The date of the application which resulted in the most recent hire in a bargaining unit position;
  - d. By drawing names, with the first drawn being most senior. This procedure shall be implemented in the presence of a designated Association representative.

30.03 Superseniority

1. For layoff purposes only, employees employed under continuing contract shall have greater seniority than employees employed under limited contract.
2. For layoff purposes only, the Association President shall be the most senior employee in the bargaining unit.

30.04 Loss of Seniority

Seniority shall be lost when an employee retires or resigns or otherwise leaves the employment of the Vermilion Local Schools.

30.05 Posting of Seniority List

The seniority list shall be posted by October 1 of each work year. The employer shall prepare and post on the designated bulletin board in each building/work site a seniority list indicating, by area of certification/licensure, the first day worked, the date of hire, and the contract status (limited or continuing) of each employee. Said list shall be provided to the Association President on or before the date of posting.

The names of employees on the seniority list shall appear in seniority rank order within areas of certification/licensure with the name of the most senior employee appearing at the top of the listing and the name of the last senior employee appearing at the bottom of the listing.

The names of employees who are certificated/licensed in more than one (1) area shall be included on the listing for all areas of certification/licensure.

30.06 Correction of Inaccuracies

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

**ARTICLE XXXI – TUITION WAIVER FOR CHILDREN OF VERMILION EMPLOYEES**

- 31.01 Teachers who do not reside in the Vermilion Local School District but would like to have their child/children attend school in the District must first apply to have their child/children attend school through the Board's Inter-District Open Enrollment Policy. Only if a teacher's child/children are determined not to be eligible for attendance through the Policy or are otherwise denied attendance by operation of the Policy, may their child/children still attend school in the District without paying tuition by operation of this provision (i.e., the Board shall waive his/her/their tuition).

To be eligible for this benefit, the child must be registered to attend the Vermilion Local Schools by July 31, prior to the school year of attendance.

## **ARTICLE XXXII – ASSOCIATION RIGHTS**

### 32.01 Meeting Facilities

The Association may use school facilities for meetings upon approval by the Superintendent or his designee at reasonable hours and when facilities are not in use. Should special custodial or other personnel service be required, the Association will reimburse the Board for such services.

### 32.02 Private Telephone

The Association may install a private telephone line at Association expense for its exclusive use. Location of such phone shall be approved by the building principal.

### 32.03 Bulletin Board Space

The Association shall be provided bulletin board space in a place readily accessible to and normally frequented by all teachers in each school for posting of official notices and other official materials relating to Association activity or activities of its affiliates.

### 32.04 Mail Service

The Association shall be authorized to use school mail service and teacher mail boxes for the dispersal of Association materials within the Vermilion Local School District.

### 32.05 Policy Books

Board Policy Books will be made available for examination by any employee on the District Website.

32.06 The Board Agenda will be sent in advance, and made available at the Board office on the day of the meeting, to the Association President with respect to each regular or special Board meeting.

### 32.07 Personnel Policy Changes

The Board will inform the Association President as soon as practicable prior to any change of, deletion, or addition to Board Personnel Policies (Series 4000) not covered in this Master Agreement that pertain to the members of the bargaining unit.

32.08 The Association President and chief negotiator shall not be discriminated against by virtue of their positions.

32.09 A copy of those provisions of Title 33 of the Ohio Revised Code pertinent to local school districts will be made available in each school library for examination by members of the bargaining unit.

- 32.10 The Board shall make available to members of the bargaining unit a directory listing the names, addresses, phone numbers, and job assignments of all employees who do not oppose publication of such data.
- 32.11 The Board shall furnish upon request by the Association President or the Association's chief negotiator one (1) copy, without charge, of the following documents:
- a. Annual Appropriations Resolution (and amendments, if any);
  - b. Annual Report;
  - c. Amended Certificate of Estimated Resources;
  - d. The Treasurer's monthly computer financial report furnished to the Board.
- 32.12 Each year the Superintendent and VTA President will meet and attempt to schedule release time to accommodate the needs of the VTA President by mutual agreement. The following guidelines will apply to release time for the VTA President to perform his/her necessary duties: (1) the VTA President will not be scheduled for duty responsibilities such as parking lot, bus, lunch and recess, (2) the VTA President, if necessary, will have coverage once per week from a building substitute if not assigned in a classroom, and (3) the VTA President will sign out with the building principal when leaving the building during those times the President is not directly responsible for students.

#### **ARTICLE XXXIII - MANAGEMENT RIGHTS AND SAVINGS CLAUSE**

- 33.01 Subject only to the provisions of this Agreement, the Board retains all inherent rights to manage the Vermilion Schools as set forth in O.R.C. Chapter 4117. Specific rights include:
- a. The right to determine and from time to time redetermine the number, location and type of programs.
  - b. The right to discontinue programs.
  - c. The right to determine starting and quitting times within a day consisting of seven (7) hours and forty-five (45) minutes.
  - d. The right to establish, change, combine or abolish positions.
  - e. The right to determine the number and qualification requirements of its employees.

In the exercise of its rights under this Article, the Board shall not discriminate against a member of the bargaining unit.

- 33.02 Subject only to the provisions of this Agreement, the Association retains its rights as set forth in O.R.C. Chapter 4117.



## **ARTICLE XXXIV – DISTRIBUTION OF AGREEMENT**

- 34.01 The Association shall be responsible for the distribution of the Agreement to each member of the bargaining unit. The Board will post the Agreement on the District website for access purposes.

## **ARTICLE XXXV – CONFLICT WITH LAW**

- 35.01 If any provision of this Agreement or any application of its terms to any member of the bargaining unit shall be found contrary to any federal or state statute, federal or state regulation or federal or state ruling or court order, then such provision or application shall be inoperative but the remaining provisions of this Agreement shall continue in full force and effect.

## **ARTICLE XXXVI – NO STRIKE CLAUSE**

- 36.01 The Association and all members of the bargaining unit shall not engage in any strike, slowdown, or withholding of services against the Vermilion Local School District for the duration of this Agreement.

## **ARTICLE XXXVII – IN SERVICE TRAINING**

- 37.01 Each bargaining unit member may be provided with the option of attending a half (1/2) day seminar in each year of the successor agreement, to be paid at the individual employee's prorated per diem rate and may also have their professional meeting expenses paid for as per the provisions of Article 10. Seminars must be pre-approved by the Administration. For purposes of this Article, a half (1/2) day program is at least 3.5 hours of presentation, which need not be in the same day.
- 37.02 There may be up to four (4) days of District-directed professional development, to be compensated at the hourly-project rate. Bargaining unit members' attendance shall be voluntary.
- 37.03 Bargaining unit members shall be provided adequate training and/or professional development for school programs. Should said training occur during the normal work day, bargaining unit members shall be provided substitutes for classroom coverage.
- 37.04 Payment under this Article will be at the prior year's rate if the date of the seminar/programming is on or before August 15 and at the new year's rate if thereafter. The same August 15 cutoff will apply to determining whether the seminar/programming is part of the prior or new year.

## **ARTICLE XXXVIII – RESIDENT EDUCATOR MENTORING PROGRAM**

- 38.01 The Resident Educator Mentoring Program shall provide mentoring to bargaining unit members new to the teaching profession working to obtain a five-year professional educator license.

A. Purpose:

The purpose of the Resident Educator Mentoring Program is to provide a program of positive formal support including mentoring to foster professional growth of all new teachers to the District.

The Resident Educator Mentoring Program does not replace the District employment evaluation which will determine continued employment.

B. Mentor Qualifications:

To be eligible to serve as a Mentor to a Resident Educator, a teacher must hold a five-year professional license or two-year provisional license that has been renewed two (2) or more times (permanent certificate holders are also included); and have five (5) years teaching experience, three (3) of which were in the District.

Preferably, Mentors should be from the same subject area and grade level as the Resident Educator. Additionally, it is preferred that Mentors be individuals who have demonstrated their ability to utilize a variety of instructional methods and communicate with colleagues constructively.

C. Training for Mentors:

All Mentors for Resident Educators must attend and complete state-sponsored mentor training. Training shall be provided to Mentors at the Board's expense. Mentors shall be provided release time to attend said training. Such training time shall be in addition to any other professional leave to which the Mentor may be entitled. Should the training occur during the summer, the Mentor will be compensated at the hourly project rate.

D. Compensation and Workload:

Mentors shall be compensated according to the Supplemental Salary Schedule for their services. No Mentor shall be assigned more than one (1) Resident Educator at a time during a school year.

The Mentor shall be assured of adequate time during the workday to meet with the assigned Resident Educator, including release time to observe their assigned Resident Educator a minimum of three (3) times per school year.

E. Confidentiality:

The Mentor will maintain confidentiality in all interactions, written or verbal, that pertain to instructional issues with the Resident Educator. No Mentor may be compelled to release information regarding the Resident Educator teacher's progress or to make recommendations regarding their employment.

F. Resident Educators:

All bargaining unit members working to obtain a five-year professional educator license must participate in the Resident Educator Program.

An orientation to the Resident Educator Program shall be provided by the Curriculum Director to all Resident Educators at the beginning of his/her first year of employment with the District.

Resident Educators shall be assured of adequate time during the workday to meet with their assigned Mentor, including release time to observe other teachers at least two (2) times per school year.

G. Program Coordinator:

A Program Coordinator will be designated by the Superintendent to oversee the Resident Educator. Any problems with the Resident Educator or a Mentor will be handled by the Program Coordinator. Mentors can be replaced if the Program Coordinator feels that it is necessary and the pay will be pro-rated. Any decisions made concerning Mentors in the performance of their role as a Mentor shall not be considered in the teacher evaluation process.

**ARTICLE XXXIX – ONLINE COURSES**

39.01 Online courses and courses offered through the Academy will be reviewed together at least once per semester by the Association and Administration to discuss future course offerings, the effectiveness of such courses, and any issues and concerns related to the impact of online instruction within the District.

**ARTICLE XL – EVALUATIONS FOR LIBRARIANS, GUIDANCE COUNSELORS AND COACHES**

40.01 The currently established Evaluation Committee will develop and recommend evaluation procedures and instruments for librarians, guidance counselors, and coaches. Recommendations of the Evaluation Committee for such evaluations shall be submitted to both bargaining teams. Upon approval by both teams, recommendations will be submitted for Association ratification and Board approval within thirty (30) days and incorporated within the Negotiated Agreement.

**ARTICLE XLI – DISCIPLINE**

41.01 MEMBER DISCIPLINE

A. All disciplinary action shall be applied in accordance to the following progressive steps, when appropriate, unless said offense is of such a nature that warrants either elimination of the first two steps in the progressive disciplinary procedure or immediate termination procedures by the Board of Education.

- B. The parties recognize that the severity of offenses will not always coincide with the progressive discipline steps. It will be determined by the Superintendent as to what step on the progressive disciplinary procedure the employee shall be placed.
- C. The following are the Progressive Disciplinary Steps:
  - 1. Verbal warning with written acknowledgment (document date and infraction);
  - 2. Formal written reprimand;
  - 3. Suspension without pay for up to five (5) days.
- D. Teacher termination appeals shall be exclusively through the procedures set forth in Ohio Revised Code 3319.16.

### **ARTICLE XLII – EXECUTION**

42.01 As authorized representatives of the Board and the Association, and in evidence of our approval of the terms and conditions contained in this Agreement, we do hereby affix our signatures to this Agreement on July 28, 2016.

---

Philip M. Pempin, Superintendent

---

Rebecca Jessen, President  
Vermilion Teachers Association

---

President, Vermilion Board of Education

# VERMILION LOCAL SCHOOL DISTRICT



Philip M. Pempin, Superintendent  
Suzanne M. Wilson, Treasurer/CFO  
James A. Balotta, Assistant Superintendent

Administration Offices  
1250 Sanford Street  
Vermilion, OH 44089  
Phone 440-204-1700  
FAX 440-204-1771

## EXTENDED CONTRACT CERTIFICATE

It is hereby certified that with respect to the contract, agreement, obligation, payment, wage and salary schedule or order for the expenditure of funds attached hereto that the Vermilion Local School District has in effect for the remainder of the current fiscal year (July 1 to June 30) and the succeeding fiscal year (July 1 to June 30), the authorization to levy taxes, including the renewal of existing levies, which, when combined with the estimated revenue from all other sources available to the district at the time of the certification, are sufficient to provide operating revenues necessary to enable the district to operate an adequate educational program for a number of days equal to two times the number of days instruction was held in the last completed fiscal year (July 1 to June 30) for all the days set forth in its adopted school calendars for the current fiscal year (July 1 to June 30) and for a number of days in the succeeding fiscal year (July 1 to June 30) equal to the number of days instruction was held or is scheduled for the current fiscal year (July 1 to June 30).

The Certificate is given in compliance with Sections 5705.41, 5705.412 and 5705.44 of the Ohio Revised Code.

6-30-2016  
Date

7-11-16  
Date

6-30-2016  
Date

Suzanne M. Wilson  
Treasurer, Board of Education  
Vermilion Local School District  
Vermilion, Ohio

[Signature]  
President, Board of Education  
Vermilion Local School District  
Vermilion, Ohio

Philip M. Pempin  
Superintendent  
Vermilion Local School District  
Vermilion, Ohio

**VERMILION LOCAL SCHOOL DISTRICT**

**ABSENCE DAY RESERVE PLAN**

**DONATING MEMBER FORM**

If a bargaining unit member exhausts his/her sick leave accumulation, another bargaining unit member may voluntarily donate up to six (6) days of his/her accumulated sick leave to the absent teacher. The absent teacher will be credited with one (1) day for each of one (1) day donated.

Donated sick leave shall be added to the accumulated sick leave of the absent bargaining unit member and deducted from the donating member.

Donated sick leave may not be used for severance pay and will not carry over from one school year to the next.

Donated sick leave days must be submitted to the Treasurer three (3) work days prior to the need of the absent member. This requirement may be waived at the discretion of the Superintendent. However, any waiver decision by the Superintendent shall not set precedent for future requests for waiver.

\*\*\*\*\*

As per Article VIII, 8.06C of the Negotiated Agreement, I voluntarily donate \_\_\_\_\_day(s)  
of my accumulated sick leave to \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF DONOR

\_\_\_\_\_  
DATE

**VERMILION LOCAL SCHOOL DISTRICT  
PROFESSIONAL MEETING NOTIFICATION**

**PART I**

**REQUEST TO ATTEND A PROFESSIONAL MEETING**

*This portion to be completed and submitted to Principal/Supervisor at least 10 days prior to meeting.*

Name of Applicant: \_\_\_\_\_ School/Dept. \_\_\_\_\_

Meeting to be attended: \_\_\_\_\_ Location: \_\_\_\_\_

Meeting Date(s): \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Total Days Absent from Work: \_\_\_\_\_

**MY ESTIMATED EXPENSES FOR THIS MEETING ARE:**

**Registration fees:** \$ \_\_\_\_\_ to be paid to: \_\_\_\_\_

*CHECK ONE:* Registration fee is to be paid: \_\_\_\_\_ in advance \_\_\_\_\_ reimbursed to employee

**Lodging:** \_\_\_\_\_ nights X \$ \_\_\_\_\_ per night Name of Hotel \_\_\_\_\_

**Food Costs** (approx.) \$ \_\_\_\_\_ **Mileage:** (miles \_\_\_\_\_) \$ \_\_\_\_\_

**Other (parking, etc.)** \_\_\_\_\_ No expenses: \_\_\_\_\_

\_\_\_\_\_ **I request Reimbursement of Half Day Per Diem for Approved In-Service Training**

**Date of Program:** \_\_\_\_\_ **Name of Program:** \_\_\_\_\_

**APPROVAL:** Principal/Supervisor: \_\_\_\_\_ Superintendent \_\_\_\_\_

**ACCOUNT CODE(S) TO BE USED FOR REIMBURSEMENT**

XREF	Fund	Function	OBJ	SCC	Subject	O.U.	I.L.	Job	Amount

**STOP HERE**

- SUBMIT TO PRINCIPAL OR SUPERVISOR FOR APPROVAL

**COMPLETE BOTTOM AFTER ATTENDING MEETING:**

**PART II**

**DOCUMENTATION OF ACTUAL EXPENSES TO BE REIMBURSED**

*Complete this portion, attach original receipts and submit to Principal or Supervisor for approval*

**PLEASE NOTE: ANY EXPENSES NOT TURNED IN WITHIN 30 DAYS  
OF DATE OF MEETING WILL NOT BE REIMBURSED (Article 10.01 B and E)**

PLEASE REIMBURSE THE FOLLOWING EXPENSES – *MY RECEIPTS ARE ATTACHED:*

**Registration:** \$ \_\_\_\_\_ **Lodging:** \_\_\_\_\_ nights X \$ \_\_\_\_\_ per night = \$ \_\_\_\_\_

**Meals:** \$ \_\_\_\_\_ **Mileage:** \_\_\_\_\_ miles X \$ \_\_\_\_\_ per mile = \$ \_\_\_\_\_

**Other** – Give detailed explanation: \_\_\_\_\_

**Reimbursement for 1/2 day Per diem for Approved In-Service Training:** \_\_\_\_\_

(Attach appropriate documentation for attendance.)

**Total Expected Reimbursement:** \$ \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Principal/Supervisor Approval

Certified Staff Only: Amount approved for payment \$ \_\_\_\_\_ By: \_\_\_\_\_

Superintendent

*SEE REVERSE FOR INSTRUCTIONS*

**APPENDIX B**

## PROFESSIONAL MEETING REIMBURSEMENT FORM

### INSTRUCTIONS

1. Employee will complete top ½ of form, including an estimate of all expenses for which reimbursement is requested.
2. Employee will submit form to Principal or Supervisor for approval, along with *completed* registration form for conference/meeting, if needed.
3. Principal or Supervisor will send approved requests to the Superintendent or Assistant Superintendent for final approval.
4. Employee will receive a copy of the approved form prior to the date of the requested meeting. Approved form will be used to request reimbursement.
5. **WITHIN THIRTY (30) DAYS AFTER ATTENDANCE AT MEETING**, Employee will complete bottom ½ of approved form, attach ORIGINAL receipts, and submit to Principal or Supervisor for approval of expenses. ANY EXPENSES SUBMITTED AFTER THIRTY (30) DAYS WILL NOT BE REIMBURSED.
6. Principal or Supervisor will forward completed expense forms and all receipts to the Treasurer's office for reimbursement.
7. Reimbursements will be processed in the next regularly scheduled check run after request is received, provided all documentation is in order.
8. HALF DAY REIMBURSEMENT FOR APPROVED IN-SERVICE TRAINING – Date to be reimbursed must be a non-scheduled work day. Documentation of attendance at approved in-service training must be provided before payment will be made.

#### PLEASE NOTE:

**FAILURE TO FOLLOW INSTRUCTIONS WILL RESULT IN DELAY IN PROCESSING REIMBURSEMENT AND/OR REGISTRATION REQUESTS.**

#### **PLEASE SUBMIT COMPLETE INFORMATION**

#### **Allowable Expenses – CERTIFIED STAFF (See V.T.A. Negotiated Agreement Article X)**

Registration Fee – RECEIPTS ARE REQUIRED

Lodging – Up to \$100.00 per night, plus tax – RECEIPTS ARE REQUIRED

Mileage at the IRS established rate

Incidental Expenses (parking, tolls, etc.) – RECEIPTS ARE REQUIRED

Other Transportation arrangements as approved by the Superintendent

Meals – Breakfast \$5.00 limit Lunch - \$10.00 limit Dinner - \$20.00 limit – RECEIPTS ARE REQUIRED

**All expenses must be approved in advance and receipts documenting cost are required as noted.**

#### **Allowable Expenses – CLASSIFIED STAFF**

**Refer to Article 33.06 of the Negotiated Agreement.**



**VERMILION LOCAL SCHOOL DISTRICT  
SPECIAL/HOURLY PROJECT RATE TIME SHEET  
FOR CONFERENCES AND EXTRA PROJECTS**

Article 5.11 The hourly project rate is \$28.

Article 14.01 *In special circumstances, teachers may be required to have parent conferences outside the normal workday, which will be compensated at the project hourly rate.*

An equal amount of release time will be given for parent conferences that occur outside the workday and do not exceed fifteen (15) minutes. Parent conferences that require more than fifteen (15) minutes outside the workday will be compensated at the hourly project rate in increments of quarter hours.

**EMPLOYEE NAME:** \_\_\_\_\_ **BUILDING:** \_\_\_\_\_

**EVENT/PROJECT:** \_\_\_\_\_

Date	Time In A.M.	Time Out A.M.		Time In P.M.	Time Out P.M.	Total Time

**TOTAL HOURS REQUESTED:** \_\_\_\_\_

\*Note: Time should be rounded to nearest 15-minute interval

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Payroll Date: \_\_\_\_\_

Codes:  
 001-1110-113-004-16 VES  
 001-1120-113-005-16 SMS  
 001-1130-113-003-16 VHS

**VERMILION LOCAL SCHOOL DISTRICT  
COLLEGE CREDIT REIMBURSEMENT REQUEST**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**SCHOOL YEAR**

**Request for approval of reimbursement must be made BEFORE COURSE COMPLETION**

As per the Memorandum of Grievance Resolution dated March 31, 1998, courses which qualify for reimbursement may not count for advancement on the salary schedule or license upgrade. Only **graduate (semester/quarter) hours** qualify for advancement on the salary schedule.

\_\_\_\_\_ **I am taking courses for graduate credit.**

I wish to receive 50% reimbursement or \$1500, whichever is less, as per Article 12.01 in the Negotiated Agreement. Before I can receive reimbursement, I understand I must present satisfactory documentation (original receipts) of costs for course(s) and textbooks. Official transcript of grades showing satisfactory completion of the course work must also be sent to the Superintendent's office.

**ATTACHED TO THIS REQUEST IS A COPY OF THE INSTITUTION'S CATALOG COURSE DESCRIPTION.**

**NOTE:      Deadline to submit receipts and transcript of grades is September 30.  
              Payment will be made by October 15.**

**COURSES REQUESTED FOR REIMBURSEMENT:**

UNIVERSITY NAME	COURSE NAME	COURSE #	# OF HOURS	COST

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

-----**DO NOT WRITE BELOW THIS LINE**-----

**Total Amount of Courses Taken: \$**\_\_\_\_\_

**REIMBURSEMENTAMOUNT: \$**\_\_\_\_\_

\_\_\_\_\_ Received Course Description

\_\_\_\_\_ Received Receipts

\_\_\_\_\_ Received Transcripts/Grades

**APPENDIX D**

## ARTICLE XII - COLLEGE CREDIT REIMBURSEMENT

12.01 Subject to the limitations stated below, the Board shall reimburse a teacher for the cost of:

- A. Credit courses taken in the teacher's area of certification/licensure, assignment and all other education courses at an accredited college or university;
- B. Other credit courses taken, with the prior approval of the Superintendent, which directly relate to performance of the teacher's duties as a teacher in Vermilion.

The Board will appropriate an annual amount of \$40,000 for tuition reimbursement. The maximum total payment per teacher per year under this Section, 12.01, shall be fifty percent (50%) of the cost of the courses taken or one thousand five hundred dollars (\$1,500), whichever is less. Should requests exceed the annual appropriated amount, reimbursement will be made in a proportional amount (i.e., number of approved requests divided by the full appropriation amount).

12.02 To be eligible for any payments:

- A. The teacher must complete the ensuing school year as a teacher for Vermilion.
- B. Course work must be scheduled at times that do not interfere with the normal duties of a teacher.
- C. Requests for reimbursement must be made **BEFORE COURSE COMPLETION** on the proper form. (Appendix D)
- D. The teacher must present proof of satisfactory completion of the course work. (i.e., a grade of "C" or better, or "Passing" if the course is graded on a Pass/Fail basis under 12.01)
- E. The teacher must present satisfactory documentation of all costs on the proper form for which reimbursement is sought. (Appendix D) Reimbursement will be made by October 15<sup>th</sup> for course work completed in the prior school year provided the teacher has fully complied with all documentation requirements of this Article by September 30<sup>th</sup>.
- F. The teacher must be an active employee of the Board at the time the course work is taken (for example, a teacher on a leave of absence would not qualify).

12.03 The term "cost," as used in this Article, is defined as charges for tuition and required textbooks.

**VERMILION LOCAL SCHOOLS**  
**SUPPLEMENTAL CONTRACT COMPLETION FORM**

I wish to inform the Board Treasurer that as of \_\_\_\_\_,  
I have fulfilled all contractual responsibilities and obligations pertaining to my supplemental contract  
for \_\_\_\_\_.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

I wish to verify to the Board Treasurer that \_\_\_\_\_  
has fulfilled all contractual responsibilities and obligations pertaining to the \_\_\_\_\_  
supplemental contract, and should receive payment for services rendered as stated in the Master  
Agreement.

\_\_\_\_\_  
Administrator/Supervisor Signature

\_\_\_\_\_  
Date



**-- FOR OFFICE USE ONLY --**

**Received by Treasurer’s Office** \_\_\_\_\_  
Date

**Payroll Date** \_\_\_\_\_ **By** \_\_\_\_\_

**VERMILION LOCAL SCHOOLS**  
**APPLICATION FOR ASSAULT LEAVE**

Name: \_\_\_\_\_

Building to which assigned: \_\_\_\_\_

Date of assault: \_\_\_\_\_

Identify the assailant(s), if known: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

State the nature of the injuries sustained: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

State the facts surrounding the assault: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are you willing to participate and cooperate with the Board of Education in pursuing legal action against the assailant(s)?    YES    NO    (circle one)

Did your injuries require medical attention?    YES    NO    (circle one)

If your injuries did require medical attention, give the name of the attending physician and the date (dates) of treatment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If medical attention was required, you must supply a certificate from your physician stating the nature and duration of your disability in order to qualify for assault leave under Ohio law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VERMILION LOCAL SCHOOLS  
GRIEVANCE FORM I**

Distribution of Forms:

1. Principal or Supervisor
2. Association Grievance Chairperson
3. Grievant

A. Name of Grievant: \_\_\_\_\_

B. Date filed: \_\_\_\_\_

C. Date(s) grievance occurred: \_\_\_\_\_

D. Facts upon which grievance is based and specification of provision(s) of Agreement violated, misinterpreted, or misapplied:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. The remedy sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F. Name of Principal or Immediate Supervisor with whom this grievance is being filed:

\_\_\_\_\_

G. Disposition and reasons for such disposition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal/Immediate Supervisor

\_\_\_\_\_  
Date

**APPENDIX G-1**

\*\*Grievant reserves the right to amend this grievance prior to arbitration.

**VERMILION LOCAL SCHOOLS**  
**GRIEVANCE FORM II**

Distribution of Forms:

1. Superintendent
2. Association Grievance Chairperson
3. Grievant

A. Name of Grievant: \_\_\_\_\_

B. Date filed: \_\_\_\_\_

C. Date(s) grievance occurred: \_\_\_\_\_

D. Facts upon which grievance is based and specification of provision(s) of Agreement violated, misinterpreted, or misapplied:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. The remedy sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F. Name of Superintendent: \_\_\_\_\_

\_\_\_\_\_

G. Disposition and reasons of Superintendent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

**APPENDIX G-2**

\*\*Grievant reserves the right to amend this grievance prior to arbitration.

**VERMILION LOCAL SCHOOLS  
GRIEVANCE FORM III**

Distribution of Forms:

- 4. Treasurer of Board
- 5. Association Grievance Chairperson
- 6. Grievant

A. Name of Grievant: \_\_\_\_\_

B. Date filed: \_\_\_\_\_

C. Date(s) grievance occurred: \_\_\_\_\_

D. Facts upon which grievance is based and specification of provision(s) of Agreement violated, misinterpreted, or misapplied:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E. The remedy sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F. Disposition of Board of Education: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President of Board

\_\_\_\_\_  
Date

**APPENDIX G-3**

\*\*Grievant reserves the right to amend this grievance prior to arbitration.



**VERMILION LOCAL SCHOOLS  
ROUND TRIP MILEAGE ALLOWANCE**

<b>ROUND TRIP FROM VERMILION TO:</b>	<b>MILEAGE</b>	<b>ROUND TRIP FROM VERMILION TO:</b>	<b>MILEAGE</b>	<b>ROUND TRIP FROM VERMILION TO:</b>	<b>MILEAGE</b>	<b>ROUND TRIP FROM VERMILION TO:</b>	<b>MILEAGE</b>
Ada, OH	243	EHOVE	42	Mohican Park	120	Toledo, OH	162
Admiral King, Lorain	25	Elyria Catholic High School	40	Monroeville, OH	48	Twinsburg, OH	125
Akron, OH	130	Elyria High School	40	New London High School	55	VanBuren, OH	183
Amherst, OH	25	Elyria West High School	35	Nord Center, Lorain	25	Vermilion - All Banks	4
Anthony Wayne High School	175	Erie County Courthouse, Sandusky	50	North Olmsted, OH	56	Vermilion - Germans Villa	9
Ashland, OH	81	Erie-Huron-Ottawa ESC, Sandusky	47	North Ridgeville, OH	50	Vermilion Family YMCA	5
Attica, OH	120	Fairview Park, OH	76	Northfield, OH	135	Vermilion Post Office	4
Avon Lake, OH	50	Findlay, OH	175	Northwood School, Elyria	40	Wadsworth, OH	142
Avon, OH	45	Firelands College, BGSU, Huron	34	Norwalk, OH	45	Wellington High School	60
Barberton, OH	160	Firelands High School, Oberlin	25	Oak Harbor High School	102	Wellington Middle School	64
Bath, OH	110	Fremont, OH	102	Oberlin, OH	40	Westlake High School	62
Bay Village High School	65	Galion, OH	121	Ohio State University	210	Westwood School, Elyria	40
Beachwood, OH	124	Great Northern Mall	63	Olmsted Falls, OH	63	Whittier School, Lorain, OH	40
Bellevue, OH	75	Grove City, OH	263	Ontario, OH	150	Willard, OH	105
Berea, OH	78	Huron, OH	25	Orange High School	120		
Berlin-Milan BOE	45	Independence, OH	110	Orrville, OH	150	VERMILION LOCATIONS:	
Black River High School	80	Keystone High School	58	Ottawa, OH	176	South Street	4
Bowling Green State University	160	Lagrange, OH	55	Penta County JVS	155	Vermilion Intermediate	4
Brandywine	100	Learwood School	55	Perkins High School	45	Sailorway Middle	2
Brecksville, OH	115	LEECA - Elyria	32	Perrysburg, OH	155	Vermilion High School	2
Brookside High School	50	Lexington, OH	135	Poland, OH	220		
Brunswick, OH	88	Lorain Catholic High School	30	Port Clinton, OH	70		
Buckeye High School, Medina	105	Lorain County Community College	40	Ravenna, OH	165		
Bucyrus, OH	141	Lorain County Courthouse, Elyria	47	Rocky River, OH	65		
Butler, OH	189	Lorain County ESC	32	Sandusky - Greentree Inn	44		
Camp Nuhop	145	Lorain County JVS, Oberlin	45	Sandusky, OH	45		
Case Western Reserve University	98	Lorain High School	25	Sandusky - St. Mary's School	50		
Cincinnati, OH	470	Lorain Palace Theater	20	Sawmill Creek Resort, Huron	34		
Clearview High School	30	Mansfield, OH	110	Shaker Heights, OH	131		
Cleveland Downtown	94	Mansfield-Madison High School	114	Shawnee School, Huron	23		
Cleveland, Natural History Museum	110	Mansfield-Madison Junior High	118	Sheffield, OH	50		
Cleveland, Playhouse Sq/Cleve. St.	94	Margaretta, OH	55	Shelby, OH	135		
Cleveland, Rock & Roll Hall of Fame	87	Marion, OH	224	Solon High School	125		
Cleveland, Science Museum	85	Massillon, OH	185	Southview High School, Lorain	40		
Cloverleaf High School	110	McCormick School	30	St. Edwards High School, Lakewood	80		
Clyde High School	95	Mentor, OH	134	St. Mary Elementary, Vermilion	2		
Columbus, OH	240	Midpark High School, Berea, OH	93	Strongsville, OH	80		
Dayton, OH	423	Midview High School	55	Tiffin, OH	130		
Dover, OH	180	Midway Mall, Elyria	37	Toledo University	168		
Edison High School, Milan	40	Milan, OH	40				

**APPENDIX H**

VERMILION LOCAL SCHOOLS  
TEACHERS' SALARY SCHEDULE

APPENDIX I

2016-2017

BASE \$33,321

5.03 A - SALARY SCHEDULE

CR. YRS. EXP.	BACH+18		BACH+30		MASTERS		MASTERS+18		MASTERS+30		MASTERS+45		DOCTORATE				
	BACHELORS INDEX	SALARY	GRAD HRS. OR 150 SEM HRS. INDEX	SALARY	GRAD HRS. INDEX	SALARY	GRAD HRS. INDEX	SALARY	GRAD HRS. INDEX	SALARY	GRAD HRS. INDEX	SALARY	GRAD HRS. INDEX	SALARY			
0	1.00	33,321	1.08	35,987	1.13	37,653	1.18	39,319	1.23	40,985	1.28	42,651	1.33	44,317	1.38	45,983	
1	1.08	35,987	1.13	37,653	1.18	39,319	1.23	40,985	1.28	42,651	1.33	44,317	1.38	45,983	1.43	47,649	
2	1.13	37,653	1.18	39,319	1.23	40,985	1.28	42,651	1.33	44,317	1.38	45,983	1.43	47,649	1.48	49,315	
3	1.18	39,319	1.23	40,985	1.28	42,651	1.33	44,317	1.38	45,983	1.43	47,649	1.48	49,315	1.53	50,981	
4	1.23	40,985	1.28	42,651	1.33	44,317	1.38	45,983	1.43	47,649	1.48	49,315	1.53	50,981	1.58	52,647	
5	1.28	42,651	1.33	44,317	1.38	45,983	1.43	47,649	1.48	49,315	1.53	50,981	1.58	52,647	1.63	54,313	
6	1.33	44,317	1.38	45,983	1.43	47,649	1.48	49,315	1.53	50,981	1.58	52,647	1.63	54,313	1.68	55,979	
7	1.38	45,983	1.43	47,649	1.48	49,315	1.53	50,981	1.58	52,647	1.63	54,313	1.68	55,979	1.73	57,645	
8	1.43	47,649	1.48	49,315	1.53	50,981	1.58	52,647	1.63	54,313	1.68	55,979	1.73	57,645	1.78	59,311	
9	1.48	49,315	1.53	50,981	1.58	52,647	1.63	54,313	1.68	55,979	1.73	57,645	1.78	59,311	1.83	60,977	
10	1.53	50,981	1.58	52,647	1.63	54,313	1.68	55,979	1.73	57,645	1.78	59,311	1.83	60,977	1.88	62,643	
11	1.58	52,647	1.63	54,313	1.68	55,979	1.73	57,645	1.78	59,311	1.83	60,977	1.88	62,643	1.93	64,310	
12	1.63	54,313	1.68	55,979	1.73	57,645	1.78	59,311	1.83	60,977	1.88	62,643	1.93	64,310	1.98	65,976	
13	1.68	55,979	1.73	57,645	1.78	59,311	1.83	60,977	1.88	62,643	1.93	64,310	1.98	65,976	2.03	67,642	
14	1.73	57,645	1.78	59,311	1.83	60,977	1.88	62,643	1.93	64,310	1.98	65,976	2.03	67,642	2.08	69,308	
15	1.78	59,311	1.83	60,977	1.88	62,643	1.93	64,310	1.98	65,976	2.03	67,642	2.08	69,308	2.13	70,974	
16	1.83	60,977	1.88	62,643	1.93	64,310	1.98	65,976	2.03	67,642	2.08	69,308	2.13	70,974	2.18	72,640	
17			1.93	64,310	1.98	65,976	2.03	67,642	2.08	69,308	2.13	70,974	2.18	72,640	2.23	74,306	
18					2.03	67,642	2.08	69,308	2.13	70,974	2.18	72,640	2.23	74,306	2.28	75,972	
19							2.13	70,974	2.18	72,640	2.23	74,306	2.28	75,972	2.33	77,638	
20								2.18	72,640	2.23	74,306	2.28	75,972	2.33	77,638	2.38	79,304
21									2.23	74,306	2.28	75,972	2.33	77,638	2.38	79,304	
22											2.28	75,972	2.33	77,638	2.38	79,304	
23												2.33	77,638	2.38	79,304	2.43	80,970
													2.38	79,304	2.43	80,970	
														2.43	80,970	2.48	82,636
															2.48	82,636	
																2.53	84,302

VERMILION LOCAL SCHOOLS  
 Supplementals/Levels/Step Amounts  
 2016-2017

5.03B SCHEDULE "B" - EXTENDED TIME WILL BE PAID ON A PER DIEM BASIS.

5.03C SCHEDULE "C" - CO-CURRICULAR AND ADDITIONAL DUTIES

(Base, \$33,321)

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
1. <u>Cheerleader Advisor</u>						
H.S.-WR/FB/BK (Per Sport)	11	1,999	2,083	2,166	2,249	2,332
Asst. H.S.-WR/FB/BK (Per Sport)	7	1,333	1,416	1,499	1,583	1,666
Head SMS Cheerleader Advisor (per year)	17	2,999	3,082	3,165	3,249	3,332
Asst. SMS Cheerleader Advisor (per year)	15	2,666	2,749	2,832	2,916	2,999
2. <u>Publications</u>						
Newspaper - H.S.	9	1,666	1,749	1,833	1,916	1,999
Yearbook	14	2,499	2,582	2,666	2,749	2,832
Newspapers - SMS	4	833	916	1,000	1,083	1,166
Broadcast Journalism VHS	10	1,833	1,916	1,999	2,083	2,166
3. <u>Department Heads</u>	13	2,332	2,416	2,499	2,582	2,666
Includes Library and Guidance K-12						
4. Team Leaders K-8	12	2,166	2,249	2,332	2,416	2,499
5. <u>Class Advisors</u>						
Senior	26	4,498	4,582	4,665	4,748	4,832
Asst. Senior Class Advisor	12	2,166	2,249	2,332	2,416	2,499
Junior	4	833	916	1,000	1,083	1,166
Sophomore	4	833	916	1,000	1,083	1,166
Freshman	4	833	916	1,000	1,083	1,166
6. <u>Student Council Advisors</u>						
Student Council Advisor - SMS	6	1,166	1,250	1,333	1,416	1,499
Student Council Advisor - HS	24	4,165	4,248	4,332	4,415	4,498
8 <sup>th</sup> Grade Class Advisor	7	1,333	1,416	1,499	1,583	1,666
Student Council Advisor - VES	6	1,166	1,250	1,333	1,416	1,499
7. <u>Class Trip Advisor</u>						
Class Trip Advisor	3	666	750	833	916	1,000
Overnight Class Trip	0	250	292	333	375	417
Instructional Chaperone						
8. <u>Club Advisors</u>						
F.T.A.	4	833	916	1,000	1,083	1,166
Chess	4	833	916	1,000	1,083	1,166
SMS Service Club Advisor	5	1,000	1,083	1,166	1,250	1,333
VHS Sailor Pride Advisor	7	1,333	1,416	1,499	1,583	1,666
Educational Fair Coordinator	5	1,000	1,083	1,166	1,250	1,333
Science Olympiad Advisor	5	1,000	1,083	1,166	1,250	1,333
HS Art Club	9	1,666	1,749	1,833	1,916	1,999
9. N.H.S. Advisor	4	833	916	1,000	1,083	1,166

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
10. Ski Club Director (VHS & SMS)	6	1,166	1,250	1,333	1,416	1,499
Asst. Ski Club Advisor	1	333	417	500	583	666
11. Drama Director	22	3,832	3,915	3,999	4,082	4,165
Asst. Drama Advisor (VHS)	11	1,999	2,083	2,166	2,249	2,332
Asst. Drama Club Advisor (SMS)	11	1,999	2,083	2,166	2,249	2,332
12. <u>Team Advisors</u>						
Academic Challenge Advisor, VHS & SMS	14	2,499	2,582	2,666	2,749	2,832
Model UN Advisor	4	833	916	1,000	1,083	1,166
Debate Team Advisor	18	3,165	3,249	3,332	3,415	3,499
Assistant Debate Advisor	9	1,666	1,749	1,833	1,916	1,999
Mock Trial Advisor	10	1,833	1,916	1,999	2,083	2,166
13. Friday Suspension	10	1,833	1,916	1,999	2,083	2,166
14. <u>Music Activities</u>						
Marching Band	13	2,332	2,416	2,499	2,582	2,666
Asst. Marching Band (VHS & SMS)	9	1,666	1,749	1,833	1,916	1,999
HS Marching Band Percussion Instructor	8	1,499	1,583	1,666	1,749	1,833
Pep Band	6	1,166	1,250	1,333	1,416	1,499
H.S. Performing Choirs	15	2,666	2,749	2,832	2,916	2,999
H.S. Accompanist	7	1,333	1,416	1,499	1,583	1,666
M.S. Performing Choir	0	250	292	333	375	417
H.S. Performing Band	7	1,333	1,416	1,499	1,583	1,666
M.S. Performing Band	1	333	417	500	583	666
H.S. Sailor Jazz	6	1,166	1,250	1,333	1,416	1,499
Soundsation	13	2,332	2,416	2,499	2,582	2,666
H.S. Majorette Advisor	7	1,333	1,416	1,499	1,583	1,666
M.S. Majorette Advisor	4	833	916	1,000	1,083	1,166
H.S. Flag Corps Advisor	9	1,666	1,749	1,833	1,916	1,999
Asst. H.S. Flag Corps Advisor	5	1,000	1,083	1,166	1,250	1,333
M.S. Flag Corps Advisor	4	833	916	1,000	1,083	1,166
Producer Major Musical	7	1,333	1,416	1,499	1,583	1,666
Dramatic Director Major Musical	12	2,166	2,249	2,332	2,416	2,499
Asst. Director Major Musical	9	1,666	1,749	1,833	1,916	1,999
Technical Director Major Musical	7	1,333	1,416	1,499	1,583	1,666
Orchestra Major Musical	10	1,833	1,916	1,999	2,083	2,166
Pianist Major Musical	7	1,333	1,416	1,499	1,583	1,666
Choreographer Major Musical	5	1,000	1,083	1,166	1,250	1,333
Elementary Public Performance K-5 (art, music & Phys Ed.)	0	250	292	333	375	417
15. Building Technology Coordinator	25	4,332	4,415	4,498	4,582	4,665
16. <u>F.A.C.E.T.S.</u>						
Independent Study	1	333	417	500	583	666
Teacher Directed Seminar	2	500	583	666	750	833
Advanced Placement Class/ Dual Enrollment Coursework/ PSEO Classes (per year/per teacher)	4	833	916	1,000	1,083	1,166
Faculty Gifted Coordinator	23	3,999	4,082	4,165	4,248	4,332

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
17. <u>Subject/Service Organization</u>						
Family, Career & Community Leaders of America (FCCLA)	7	1,333	1,416	1,499	1,583	1,666
LEO Club Advisor	7	1,333	1,416	1,499	1,583	1,666
Librarian	18	3,165	3,249	3,332	3,415	3,499
18. <u>Teacher Mentors</u>						
Program Coordinator	4	833	916	1,000	1,083	1,166
Resident Educator Mentor	3	666	750	833	916	1,000
Experienced Teacher	1	333	417	500	583	666
19. <u>Project Facilitator</u>						
Credit Flexibility Facilitator	14	2,499	2,582	2,666	2,749	2,832
20. <u>Guard Instructors</u>						
Winter Guard - High School	9	1,666	1,749	1,833	1,916	1,999
Asst. Winter Guard - High School	5	1,000	1,083	1,166	1,250	1,333
Winter Guard - Middle School	4	833	916	1,000	1,083	1,166

5.03D SCHEDULE "D" - ATHLETIC RESPONSIBILITIES (Beginning 2001-2002 count experience for High School and Middle School Level - with verification from District Treasurer).

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
1. <u>Football</u>						
Head FB High School	44	7,497	7,581	7,644	7,747	7,830
Asst. FB High School	24	4,165	4,248	4,332	4,415	4,498
Head FB Middle School – (1 per Grade)	16	2,832	2,916	2,999	3,082	3,165
Asst. FB Middle School	13	2,332	2,416	2,499	2,582	2,666
2. <u>Basketball</u>						
Head BK High School - Boys	43	7,331	7,414	7,497	7,581	7,664
Asst. BK High School	22	3,832	3,915	3,999	4,082	4,165
Head BK High School - Girls	43	7,331	7,414	7,497	7,581	7,664
Asst. BK High School	22	3,832	3,915	3,999	4,082	4,165
Head BK Middle School - Boys	16	2,832	2,916	2,999	3,082	3,165
Head BK Middle School - Girls	16	2,832	2,916	2,999	3,082	3,165
3. <u>Wrestling</u>						
Head WR High School	43	7,331	7,414	7,497	7,581	7,664
Asst. WR High School	22	3,832	3,915	3,999	4,082	4,165
Head WR Middle School	16	2,832	2,916	2,999	3,082	3,165
Asst. WR Middle School	13	2,332	2,416	2,499	2,582	2,666
4. <u>Track</u>						
Head TR High School - Boys	29	4,998	5,081	5,165	5,248	5,331
Head TR High School - Girls	29	4,998	5,081	5,165	5,248	5,331
Asst. TR High School	16	2,832	2,916	2,999	3,082	3,165
Head TR Middle School - Boys	14	2,499	2,582	2,666	2,749	2,832
Head TR Middle School - Girls	14	2,499	2,582	2,666	2,749	2,832
Asst. TR Middle School	13	2,332	2,416	2,499	2,582	2,666
5. <u>Soccer</u>						
Head Soccer - Boys	23	3,999	4,082	4,165	4,248	4,332
Head Soccer - Girls	23	3,999	4,082	4,165	4,248	4,332
Asst. Soccer	15	2,666	2,749	2,832	2,916	2,999

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
6. <u>Baseball</u>						
Head BS High School	23	3,999	4,082	4,165	4,248	4,332
Asst. BS High School	15	2,666	2,749	2,832	2,916	2,999
Position Coach (or Freshman Asst. Coach)	7	1,333	1,416	1,499	1,583	1,666
7. <u>Softball</u>						
Head Softball	23	3,999	4,082	4,165	4,248	4,332
Asst. Softball	15	2,666	2,749	2,832	2,916	2,999
Position Coach	7	1,333	1,416	1,499	1,583	1,666
Softball Coach - Middle School	14	2,499	2,582	2,666	2,749	2,832
8. <u>Cross Country</u>						
Head CC	22	3,832	3,915	3,999	4,082	4,165
Asst. CC	15	2,666	2,749	2,832	2,916	2,999
MS CC	14	2,499	2,582	2,666	2,749	2,832
9. <u>Golf</u>						
Head Golf - Boys	22	3,832	3,915	3,999	4,082	4,165
Head Golf - Girls	22	3,832	3,915	3,999	4,082	4,165
Asst. Golf	15	2,666	2,749	2,832	2,916	2,999
10. <u>Tennis</u>						
Head TN - Boys	22	3,832	3,915	3,999	4,082	4,165
Head TN - Girls	22	3,832	3,915	3,999	4,082	4,165
Asst. TN	15	2,666	2,749	2,832	2,916	2,999
11. <u>Volleyball</u>						
Head VB - High School	29	4,998	5,081	5,165	5,248	5,331
Asst. VB - High School	16	2,832	2,916	2,999	3,082	3,165
Head VB - Middle School	14	2,499	2,582	2,666	2,749	2,832
12. <u>Bowling</u>						
Head Coach	22	3,832	3,915	3,999	4,082	4,165
Assistant Coach	15	2,666	2,749	2,832	2,916	2,999
13. <u>Gymnastics</u>						
Head Coach	22	3,832	3,915	3,999	4,082	4,165
Asst. Coach	15	2,666	2,749	2,832	2,916	2,999
14. <u>Intramurals</u>						
High School - Boys (Per Sem.)	7	1,333	1,416	1,499	1,583	1,666
High School - Girls (Per Sem.)	7	1,333	1,416	1,499	1,583	1,666
Middle School - Boys (Per Sem.)	7	1,333	1,416	1,499	1,583	1,666
Middle School - Girls (Per Sem.)	7	1,333	1,416	1,499	1,583	1,666
15. Weight Room Coordinator	14	2,499	2,582	2,666	2,749	2,832
16. Faculty Manager - (HS) - Fall	18	3,165	3,249	3,332	3,415	3,499
Faculty Manager - (HS) - Winter	18	3,165	3,249	3,332	3,415	3,499
17. Athletic Director (MS)	40	6,831	6,914	6,997	7,081	7,164
18. Assigner of Athletic Officials	5	1,000	1,083	1,166	1,250	1,333

VERMILION LOCAL SCHOOLS  
TEACHERS' SALARY SCHEDULE  
2017-2018

APPENDIX J

BASE \$33,821  
5.04 A - SALARY SCHEDULE

CR. YRS. EXP.	BACH+18		BACH+30		MASTERS+18		MASTERS+30		MASTERS+45		DOCTORATE					
	BACHELORS	GRAD HRS. OR 150 SEM HRS.	GRAD HRS.	MASTERS	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.				
	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY		
0	1.00	33,821	1.08	36,527	1.13	38,218	1.18	39,909	1.23	41,600	1.28	43,291	1.33	44,982	1.38	46,673
1	1.08	36,527	1.13	38,218	1.18	39,909	1.23	41,600	1.28	43,291	1.33	44,982	1.38	46,673	1.43	48,364
2	1.13	38,218	1.18	39,909	1.23	41,600	1.28	43,291	1.33	44,982	1.38	46,673	1.43	48,364	1.48	50,055
3	1.18	39,909	1.23	41,600	1.28	43,291	1.33	44,982	1.38	46,673	1.43	48,364	1.48	50,055	1.53	51,746
4	1.23	41,600	1.28	43,291	1.33	44,982	1.38	46,673	1.43	48,364	1.48	50,055	1.53	51,746	1.58	53,437
5	1.28	43,291	1.33	44,982	1.38	46,673	1.43	48,364	1.48	50,055	1.53	51,746	1.58	53,437	1.63	55,128
6	1.33	44,982	1.38	46,673	1.43	48,364	1.48	50,055	1.53	51,746	1.58	53,437	1.63	55,128	1.68	56,819
7	1.38	46,673	1.43	48,364	1.48	50,055	1.53	51,746	1.58	53,437	1.63	55,128	1.68	56,819	1.73	58,510
8	1.43	48,364	1.48	50,055	1.53	51,746	1.58	53,437	1.63	55,128	1.68	56,819	1.73	58,510	1.78	60,201
9	1.48	50,055	1.53	51,746	1.58	53,437	1.63	55,128	1.68	56,819	1.73	58,510	1.78	60,201	1.83	61,892
10	1.53	51,746	1.58	53,437	1.63	55,128	1.68	56,819	1.73	58,510	1.78	60,201	1.83	61,892	1.88	63,583
11	1.58	53,437	1.63	55,128	1.68	56,819	1.73	58,510	1.78	60,201	1.83	61,892	1.88	63,583	1.93	65,275
12	1.63	55,128	1.68	56,819	1.73	58,510	1.78	60,201	1.83	61,892	1.88	63,583	1.93	65,275	1.98	66,966
13	1.68	56,819	1.73	58,510	1.78	60,201	1.83	61,892	1.88	63,583	1.93	65,275	1.98	66,966	2.03	68,657
14	1.73	58,510	1.78	60,201	1.83	61,892	1.88	63,583	1.93	65,275	1.98	66,966	2.03	68,657	2.08	70,348
15	1.78	60,201	1.83	61,892	1.88	63,583	1.93	65,275	1.98	66,966	2.03	68,657	2.08	70,348	2.13	72,039
16	1.83	61,892	1.88	63,583	1.93	65,275	1.98	66,966	2.03	68,657	2.08	70,348	2.13	72,039	2.18	73,730
17			1.93	65,275	1.98	66,966	2.03	68,657	2.08	70,348	2.13	72,039	2.18	73,730	2.23	75,421
18					2.03	68,657	2.08	70,348	2.13	72,039	2.18	73,730	2.23	75,421	2.28	77,112
19							2.13	72,039	2.18	73,730	2.23	75,421	2.28	77,112	2.33	78,803
20								2.23	75,421	2.28	77,112	2.33	78,803	2.38	80,494	
21										2.33	78,803	2.38	80,494	2.43	82,185	
22												2.43	82,185	2.48	83,876	
23														2.53	85,567	

VERMILION LOCAL SCHOOLS  
 Supplementals/Levels/Step Amounts  
 2017-2018

5.04B SCHEDULE "B" - EXTENDED TIME WILL BE PAID ON A PER DIEM BASIS.

5.04C SCHEDULE "C" - CO-CURRICULAR AND ADDITIONAL DUTIES

(Base, \$33,821)

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
1. <u>Cheerleader Advisor</u>						
H.S. -WR/FB/BK (Per Sport)	11	2,029	2,114	2,198	2,283	2,367
Asst. H.S.-WR/FB/BK (Per Sport)	7	1,353	1,437	1,522	1,606	1,691
Head SMS Cheerleader Advisor (per year)	17	3,044	3,128	3,213	3,298	3,382
Asst. SMS Cheerleader Advisor (per year)	15	2,706	2,790	2,875	2,959	3,044
2. <u>Publications</u>						
Newspaper - H.S.	9	1,691	1,776	1,860	1,945	2,029
Yearbook	14	2,537	2,621	2,706	2,790	2,875
Newspapers - SMS	4	846	930	1,015	1,099	1,184
Broadcast Journalism VHS	10	1,860	1,945	2,029	2,114	2,198
3. <u>Department Heads</u>	13	2,367	2,452	2,537	2,621	2,706
Includes Library and Guidance K-12						
4. Team Leaders K-8	12	2,198	2,283	2,367	2,452	2,537
5. <u>Class Advisors</u>						
Senior	26	4,566	4,650	4,735	4,819	4,904
Asst. Senior Class Advisor	12	2,198	2,283	2,367	2,452	2,537
Junior	4	846	930	1,015	1,099	1,184
Sophomore	4	846	930	1,015	1,099	1,184
Freshman	4	846	930	1,015	1,099	1,184
6. <u>Student Council Advisors</u>						
Student Council Advisor - SMS	6	1,184	1,268	1,353	1,437	1,522
Student Council Advisor - HS	24	4,228	4,312	4,397	4,481	4,566
8 <sup>th</sup> Grade Class Advisor	7	1,353	1,437	1,522	1,606	1,691
Student Council Advisor - VES	6	1,184	1,268	1,353	1,437	1,522
7. <u>Class Trip Advisor</u>						
Class Trip Advisor	3	676	761	846	930	1,015
Overnight Class Trip	0	254	296	338	380	423
Instructional Chaperone						
8. <u>Club Advisors</u>						
F.T.A.	4	846	930	1,015	1,099	1,184
Chess	4	846	930	1,015	1,099	1,184
SMS Service Club Advisor	5	1,015	1,099	1,184	1,268	1,353
VHS Sailor Pride Advisor	7	1,353	1,437	1,522	1,606	1,691
Educational Fair Coordinator	5	1,015	1,099	1,184	1,268	1,353
Science Olympiad Advisor	5	1,015	1,099	1,184	1,268	1,353
HS Art Club	9	1,691	1,776	1,860	1,945	2,029
9. N.H.S. Advisor	4	846	930	1,015	1,099	1,184



	<b>Level</b>	<b>Step 0</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
10. Ski Club Director (VHS & SMS)	6	1,184	1,268	1,353	1,437	1,522
Asst. Ski Club Advisor	1	338	423	507	592	676
11. Drama Director	22	3,889	3,974	4,059	4,143	4,228
Asst. Drama Advisor (VHS)	11	2,029	2,114	2,198	2,283	2,367
Asst. Drama Club Advisor (SMS)	11	2,029	2,114	2,198	2,283	2,367
12. <u>Team Advisors</u>						
Academic Challenge Advisor, VHS & SMS	14	2,537	2,621	2,706	2,790	2,875
Model UN Advisor	4	846	930	1,015	1,099	1,184
Debate Team Advisor	18	3,213	3,298	3,382	3,467	3,551
Assistant Debate Advisor	9	1,691	1,776	1,860	1,945	2,029
Mock Trial Advisor	10	1,860	1,945	2,029	2,114	2,198
13. Friday Suspension	10	1,860	1,945	2,029	2,114	2,198
14. <u>Music Activities</u>						
Marching Band	13	2,367	2,452	2,537	2,621	2,706
Asst. Marching Band (VHS & SMS)	9	1,691	1,776	1,860	1,945	2,029
HS Marching Band Percussion Instructor	8	1,522	1,606	1,691	1,776	1,860
Pep Band	6	1,184	1,268	1,353	1,437	1,522
H.S. Performing Choirs	15	2,706	2,790	2,875	2,959	3,044
H.S. Accompanist	7	1,353	1,437	1,522	1,606	1,691
M.S. Performing Choir	0	254	296	338	380	423
H.S. Performing Band	7	1,353	1,437	1,522	1,606	1,691
M.S. Performing Band	1	338	423	507	592	676
H.S. Sailor Jazz	6	1,184	1,268	1,353	1,437	1,522
Soundsation	13	2,367	2,452	2,537	2,621	2,706
H.S. Majorette Advisor	7	1,353	1,437	1,522	1,606	1,691
M.S. Majorette Advisor	4	846	930	1,015	1,099	1,184
H.S. Flag Corps Advisor	9	1,691	1,776	1,860	1,945	2,029
Asst. H.S. Flag Corps Advisor	5	1,015	1,099	1,184	1,268	1,353
M.S. Flag Corps Advisor	4	846	930	1,015	1,099	1,184
Producer Major Musical	7	1,353	1,437	1,522	1,606	1,691
Dramatic Director Major Musical	12	2,198	2,283	2,367	2,452	2,537
Asst. Director Major Musical	9	1,691	1,776	1,860	1,945	2,029
Technical Director Major Musical	7	1,353	1,437	1,522	1,606	1,691
Orchestra Major Musical	10	1,860	1,945	2,029	2,114	2,198
Pianist Major Musical	7	1,353	1,437	1,522	1,606	1,691
Choreographer Major Musical	5	1,015	1,099	1,184	1,268	1,353
Elementary Public Performance K-5 (art, music & Phys Ed.)	0	254	296	338	380	423
15. Building Technology Coordinator	25	4,397	4,481	4,566	4,650	4,735
16. <u>F.A.C.E.T.S.</u>						
Independent Study	1	338	423	507	592	676
Teacher Directed Seminar	2	507	592	676	761	846
Advanced Placement Class/ Dual Enrollment Coursework/ PSEO Classes (per year/per teacher)	4	846	930	1,015	1,099	1,184
Faculty Gifted Coordinator	23	4,059	4,143	4,228	4,312	4,397

	<b>Level</b>	<b>Step 0</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
17. <u>Subject/Service Organization</u>						
Family, Career & Community Leaders of America (FCCLA)	7	1,353	1,437	1,522	1,606	1,691
LEO Club Advisor	7	1,353	1,437	1,522	1,606	1,691
Librarian	18	3,213	3,298	3,382	3,467	3,551
18. <u>Teacher Mentors</u>						
Program Coordinator	4	846	930	1,015	1,099	1,184
Resident Educator Mentor	3	676	761	846	930	1,015
Experienced Teacher	1	338	423	507	592	676
19. <u>Project Facilitator</u>						
Credit Flexibility Facilitator	14	2,537	2,621	2,706	2,790	2,875
20. <u>Guard Instructors</u>						
Winter Guard - High School	9	1,691	1,776	1,860	1,945	2,029
Asst. Winter Guard - High School	5	1,015	1,099	1,184	1,268	1,353
Winter Guard - Middle School	4	846	930	1,015	1,099	1,184

**5.04D SCHEDULE "D" - ATHLETIC RESPONSIBILITIES** (Beginning 2001-2002 count experience for High School and Middle School Level - with verification from District Treasurer).

	<b>Level</b>	<b>Step 0</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
1. <u>Football</u>						
Head FB High School	44	7,610	7,694	7,779	7,863	7,948
Asst. FB High School	24	4,228	4,312	4,397	4,481	4,566
Head FB Middle School – (1 per Grade)	16	2,875	2,959	3,044	3,128	3,213
Asst. FB Middle School	13	2,367	2,452	2,537	2,621	2,706
2. <u>Basketball</u>						
Head BK High School - Boys	43	7,441	7,525	7,610	7,694	7,779
Asst. BK High School	22	3,889	3,974	4,059	4,143	4,228
Head BK High School - Girls	43	7,441	7,525	7,610	7,694	7,779
Asst. BK High School	22	3,889	3,974	4,059	4,143	4,228
Head BK Middle School - Boys	16	2,875	2,959	3,044	3,128	3,213
Head BK Middle School - Girls	16	2,875	2,959	3,044	3,128	3,213
3. <u>Wrestling</u>						
Head WR High School	43	7,441	7,525	7,610	7,694	7,779
Asst. WR High School	22	3,889	3,974	4,059	4,143	4,228
Head WR Middle School	16	2,875	2,959	3,044	3,128	3,213
Asst. WR Middle School	13	2,367	2,452	2,537	2,621	2,706
4. <u>Track</u>						
Head TR High School - Boys	29	5,073	5,158	5,242	5,327	5,411
Head TR High School - Girls	29	5,073	5,158	5,242	5,327	5,411
Asst. TR High School	16	2,875	2,959	3,044	3,128	3,213
Head TR Middle School - Boys	14	2,537	2,621	2,706	2,790	2,875
Head TR Middle School - Girls	14	2,537	2,621	2,706	2,790	2,875
Asst. TR Middle School	13	2,367	2,452	2,537	2,621	2,706
5. <u>Soccer</u>						
Head Soccer - Boys	23	4,059	4,143	4,228	4,312	4,397
Head Soccer - Girls	23	4,059	4,143	4,228	4,312	4,397
Asst. Soccer	15	2,706	2,790	2,875	2,959	3,044

	<b>Level</b>	<b>Step 0</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
6. <u>Baseball</u>						
Head BS High School	23	4,059	4,143	4,228	4,312	4,397
Asst. BS High School	15	2,706	2,790	2,875	2,959	3,044
Position Coach (or Freshman Asst. Coach)	7	1,353	1,437	1,522	1,606	1,691
7. <u>Softball</u>						
Head Softball	23	4,059	4,143	4,228	4,312	4,397
Asst. Softball	15	2,706	2,790	2,875	2,959	3,044
Position Coach	7	1,353	1,437	1,522	1,606	1,691
Softball Coach - Middle School	14	2,537	2,621	2,706	2,790	2,875
8. <u>Cross Country</u>						
Head CC	22	3,889	3,974	4,059	4,143	4,228
Asst. CC	15	2,706	2,790	2,875	2,959	3,044
MS CC	14	2,537	2,621	2,706	2,790	2,875
9. <u>Golf</u>						
Head Golf - Boys	22	3,889	3,974	4,059	4,143	4,228
Head Golf - Girls	22	3,889	3,974	4,059	4,143	4,228
Asst. Golf	15	2,706	2,790	2,875	2,959	3,044
10. <u>Tennis</u>						
Head TN - Boys	22	3,889	3,974	4,059	4,143	4,228
Head TN - Girls	22	3,889	3,974	4,059	4,143	4,228
Asst. TN	15	2,706	2,790	2,875	2,959	3,044
11. <u>Volleyball</u>						
Head VB - High School	29	5,073	5,158	5,242	5,327	5,411
Asst. VB - High School	16	2,875	2,959	3,044	3,128	3,213
Head VB - Middle School	14	2,537	2,621	2,706	2,790	2,875
12. <u>Bowling</u>						
Head Coach	22	3,889	3,974	4,059	4,143	4,228
Assistant Coach	15	2,706	2,790	2,875	2,959	3,044
13. <u>Gymnastics</u>						
Head Coach	22	3,889	3,974	4,059	4,143	4,228
Asst. Coach	15	2,706	2,790	2,875	2,959	3,044
14. <u>Intramurals</u>						
High School - Boys (Per Sem.)	7	1,353	1,437	1,522	1,606	1,691
High School - Girls (Per Sem.)	7	1,353	1,437	1,522	1,606	1,691
Middle School - Boys (Per Sem.)	7	1,353	1,437	1,522	1,606	1,691
Middle School - Girls (Per Sem.)	7	1,353	1,437	1,522	1,606	1,691
15. Weight Room Coordinator	14	2,537	2,621	2,706	2,790	2,875
16. Faculty Manager - (HS) - Fall	18	3,213	3,298	3,382	3,467	3,551
Faculty Manager - (HS) - Winter	18	3,213	3,298	3,382	3,467	3,551
17. Athletic Director (MS)	40	6,933	7,018	7,102	7,187	7,272
18. Assigner of Athletic Officials	5	1,015	1,099	1,184	1,268	1,353

VERMILION LOCAL SCHOOLS  
 TEACHERS' SALARY SCHEDULE  
 2018-2019  
 BASE \$34,159

APPENDIX K

5.05 A - SALARY SCHEDULE

CR. YRS. EXP.	BACH+18		BACH+30		MASTERS		MASTERS+18		MASTERS+30		MASTERS+45		DOCTORATE			
	BACHELORS	GRAD HRS. OR 150 SEM HRS.	GRAD HRS.	MASTERS	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.	GRAD HRS.		
	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX	SALARY		
0	1.00	34,159	1.08	36,892	1.13	38,600	1.18	40,308	1.23	42,016	1.28	43,724	1.33	45,431	1.38	47,139
1	1.08	36,892	1.13	38,600	1.18	40,308	1.23	42,016	1.28	43,724	1.33	45,431	1.38	47,139	1.43	48,847
2	1.13	38,600	1.18	40,308	1.23	42,016	1.28	43,724	1.33	45,431	1.38	47,139	1.43	48,847	1.48	50,555
3	1.18	40,308	1.23	42,016	1.28	43,724	1.33	45,431	1.38	47,139	1.43	48,847	1.48	50,555	1.53	52,263
4	1.23	42,016	1.28	43,724	1.33	45,431	1.38	47,139	1.43	48,847	1.48	50,555	1.53	52,263	1.58	53,971
5	1.28	43,724	1.33	45,431	1.38	47,139	1.43	48,847	1.48	50,555	1.53	52,263	1.58	53,971	1.63	55,679
6	1.33	45,431	1.38	47,139	1.43	48,847	1.48	50,555	1.53	52,263	1.58	53,971	1.63	55,679	1.68	57,387
7	1.38	47,139	1.43	48,847	1.48	50,555	1.53	52,263	1.58	53,971	1.63	55,679	1.68	57,387	1.73	59,095
8	1.43	48,847	1.48	50,555	1.53	52,263	1.58	53,971	1.63	55,679	1.68	57,387	1.73	59,095	1.78	60,803
9	1.48	50,555	1.53	52,263	1.58	53,971	1.63	55,679	1.68	57,387	1.73	59,095	1.78	60,803	1.83	62,511
10	1.53	52,263	1.58	53,971	1.63	55,679	1.68	57,387	1.73	59,095	1.78	60,803	1.83	62,511	1.88	64,219
11	1.58	53,971	1.63	55,679	1.68	57,387	1.73	59,095	1.78	60,803	1.83	62,511	1.88	64,219	1.93	65,927
12	1.63	55,679	1.68	57,387	1.73	59,095	1.78	60,803	1.83	62,511	1.88	64,219	1.93	65,927	1.98	67,635
13	1.68	57,387	1.73	59,095	1.78	60,803	1.83	62,511	1.88	64,219	1.93	65,927	1.98	67,635	2.03	69,343
14	1.73	59,095	1.78	60,803	1.83	62,511	1.88	64,219	1.93	65,927	1.98	67,635	2.03	69,343	2.08	71,051
15	1.78	60,803	1.83	62,511	1.88	64,219	1.93	65,927	1.98	67,635	2.03	69,343	2.08	71,051	2.13	72,759
16	1.83	62,511	1.88	64,219	1.93	65,927	1.98	67,635	2.03	69,343	2.08	71,051	2.13	72,759	2.18	74,467
17			1.93	65,927	1.98	67,635	2.03	69,343	2.08	71,051	2.13	72,759	2.18	74,467	2.23	76,175
18					2.03	69,343	2.08	71,051	2.13	72,759	2.18	74,467	2.23	76,175	2.28	77,883
19							2.13	72,759	2.18	74,467	2.23	76,175	2.28	77,883	2.33	79,590
20								2.23	76,175	2.28	77,883	2.33	79,590	2.38	81,298	
21										2.33	79,590	2.38	81,298	2.43	83,006	
22												2.43	83,006	2.48	84,714	
23														2.53	86,422	

VERMILION LOCAL SCHOOLS  
 Supplementals/Levels/Step Amounts  
 2018-2019

5.05B SCHEDULE "B" - EXTENDED TIME WILL BE PAID ON A PER DIEM BASIS.

5.05C SCHEDULE "C" - CO-CURRICULAR AND ADDITIONAL DUTIES

(Base, \$34,159)

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
1. <u>Cheerleader Advisor</u>						
H.S. -WR/FB/BK (Per Sport)	11	2,050	2,135	2,220	2,306	2,391
Asst. H.S.-WR/FB/BK (Per Sport)	7	1,366	1,452	1,537	1,623	1,708
Head SMS Cheerleader Advisor (per year)	17	3,074	3,160	3,245	3,331	3,416
Asst. SMS Cheerleader Advisor (per year)	15	2,733	2,818	2,904	2,989	3,074
2. <u>Publications</u>						
Newspaper - H.S.	9	1,708	1,793	1,879	1,964	2,050
Yearbook	14	2,562	2,647	2,733	2,818	2,904
Newspapers - SMS	4	854	939	1,025	1,110	1,196
Broadcast Journalism VHS	10	1,879	1,964	2,050	2,135	2,220
3. <u>Department Heads</u>	13	2,391	2,477	2,562	2,647	2,733
Includes Library and Guidance K-12						
4. Team Leaders K-8	12	2,220	2,306	2,391	2,477	2,562
5. <u>Class Advisors</u>						
Senior	26	4,611	4,697	4,782	4,868	4,953
Asst. Senior Class Advisor	12	2,220	2,306	2,391	2,477	2,562
Junior	4	854	939	1,025	1,110	1,196
Sophomore	4	854	939	1,025	1,110	1,196
Freshman	4	854	939	1,025	1,110	1,196
6. <u>Student Council Advisors</u>						
Student Council Advisor - SMS	6	1,196	1,281	1,366	1,452	1,537
Student Council Advisor - HS	24	4,270	4,355	4,441	4,526	4,611
8 <sup>th</sup> Grade Class Advisor	7	1,366	1,452	1,537	1,623	1,708
Student Council Advisor - VES	6	1,196	1,281	1,366	1,452	1,537
7. <u>Class Trip Advisor</u>						
Class Trip Advisor	3	683	769	854	939	1,025
Overnight Class Trip	0	256	299	342	384	427
Instructional Chaperone						
8. <u>Club Advisors</u>						
F.T.A.	4	854	939	1,025	1,110	1,196
Chess	4	854	939	1,025	1,110	1,196
SMS Service Club Advisor	5	1,025	1,110	1,196	1,281	1,366
VHS Sailor Pride Advisor	7	1,366	1,452	1,537	1,623	1,708
Educational Fair Coordinator	5	1,025	1,110	1,196	1,281	1,366
Science Olympiad Advisor	5	1,025	1,110	1,196	1,281	1,366
HS Art Club	9	1,708	1,793	1,879	1,964	2,050
9. N.H.S. Advisor	4	854	939	1,025	1,110	1,196

	<u>Level</u>	<u>Step 0</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
10. Ski Club Director (VHS & SMS)	6	1,196	1,281	1,366	1,452	1,537
Asst. Ski Club Advisor	1	342	427	512	598	683
11. Drama Director	22	3,928	4,014	4,099	4,184	4,270
Asst. Drama Advisor (VHS)	11	2,050	2,135	2,220	2,306	2,391
Asst. Drama Club Advisor (SMS)	11	2,050	2,135	2,220	2,306	2,391
12. <u>Team Advisors</u>						
Academic Challenge Advisor, VHS & SMS	14	2,562	2,647	2,733	2,818	2,904
Model UN Advisor	4	854	939	1,025	1,110	1,196
Debate Team Advisor	18	3,245	3,331	3,416	3,501	3,587
Assistant Debate Advisor	9	1,708	1,793	1,879	1,964	2,050
Mock Trial Advisor	10	1,879	1,964	2,050	2,135	2,220
13. Friday Suspension	10	1,879	1,964	2,050	2,135	2,220
14. <u>Music Activities</u>						
Marching Band	13	2,391	2,477	2,562	2,647	2,733
Asst. Marching Band (VHS & SMS)	9	1,708	1,793	1,879	1,964	2,050
HS Marching Band Percussion Instructor	8	1,537	1,623	1,708	1,793	1,879
Pep Band	6	1,196	1,281	1,366	1,452	1,537
H.S. Performing Choirs	15	2,733	2,818	2,904	2,989	3,074
H.S. Accompanist	7	1,366	1,452	1,537	1,623	1,708
M.S. Performing Choir	0	256	299	342	384	427
H.S. Performing Band	7	1,366	1,452	1,537	1,623	1,708
M.S. Performing Band	1	342	427	512	598	683
H.S. Sailor Jazz	6	1,196	1,281	1,366	1,452	1,537
Soundsation	13	2,391	2,477	2,562	2,647	2,733
H.S. Majorette Advisor	7	1,366	1,452	1,537	1,623	1,708
M.S. Majorette Advisor	4	854	939	1,025	1,110	1,196
H.S. Flag Corps Advisor	9	1,708	1,793	1,879	1,964	2,050
Asst. H.S. Flag Corps Advisor	5	1,025	1,110	1,196	1,281	1,366
M.S. Flag Corps Advisor	4	854	939	1,025	1,110	1,196
Producer Major Musical	7	1,366	1,452	1,537	1,623	1,708
Dramatic Director Major Musical	12	2,220	2,306	2,391	2,477	2,562
Asst. Director Major Musical	9	1,708	1,793	1,879	1,964	2,050
Technical Director Major Musical	7	1,366	1,452	1,537	1,623	1,708
Orchestra Major Musical	10	1,879	1,964	2,050	2,135	2,220
Pianist Major Musical	7	1,366	1,452	1,537	1,623	1,708
Choreographer Major Musical	5	1,025	1,110	1,196	1,281	1,366
Elementary Public Performance K-5 (art, music & Phys Ed.)	0	256	299	342	384	427
15. Building Technology Coordinator	25	4,441	4,526	4,611	4,697	4,782
16. <u>F.A.C.E.T.S.</u>						
Independent Study	1	342	427	512	598	683
Teacher Directed Seminar	2	512	598	683	769	854
Advanced Placement Class/ Dual Enrollment Coursework/ PSEO Classes (per year/per teacher)	4	854	939	1,025	1,110	1,196
Faculty Gifted Coordinator	23	4,099	4,184	4,270	4,355	4,441

	<b>Level</b>	<b>Step 0</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
17. <u>Subject/Service Organization</u>						
Family, Career & Community Leaders of America (FCCLA)	7	1,366	1,452	1,537	1,623	1,708
LEO Club Advisor	7	1,366	1,452	1,537	1,623	1,708
Librarian	18	3,245	3,331	3,416	3,501	3,587
18. <u>Teacher Mentors</u>						
Program Coordinator	4	854	939	1,025	1,110	1,196
Resident Educator Mentor	3	683	769	854	939	1,025
Experienced Teacher	1	342	427	512	598	683
19. <u>Project Facilitator</u>						
Credit Flexibility Facilitator	14	2,562	2,647	2,733	2,818	2,904
20. <u>Guard Instructors</u>						
Winter Guard - High School	9	1,708	1,793	1,879	1,964	2,050
Asst. Winter Guard - High School	5	1,025	1,110	1,196	1,281	1,366
Winter Guard - Middle School	4	854	939	1,025	1,110	1,196

**5.05D SCHEDULE "D" - ATHLETIC RESPONSIBILITIES** (Beginning 2001-2002 count experience for High School and Middle School Level - with verification from District Treasurer).

	<b>Level</b>	<b>Step 0</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
1. <u>Football</u>						
Head FB High School	44	7,686	7,771	7,857	7,942	8,027
Asst. FB High School	24	4,270	4,355	4,441	4,526	4,611
Head FB Middle School – (1 per Grade)	16	2,904	2,989	3,074	3,160	3,245
Asst. FB Middle School	13	2,391	2,477	2,562	2,647	2,733
2. <u>Basketball</u>						
Head BK High School - Boys	43	7,515	7,600	7,686	7,771	7,857
Asst. BK High School	22	3,928	4,014	4,099	4,184	4,270
Head BK High School - Girls	43	7,515	7,600	7,686	7,771	7,857
Asst. BK High School	22	3,928	4,014	4,099	4,184	4,270
Head BK Middle School - Boys	16	2,904	2,989	3,074	3,160	3,245
Head BK Middle School - Girls	16	2,904	2,989	3,074	3,160	3,245
3. <u>Wrestling</u>						
Head WR High School	43	7,515	7,600	7,686	7,771	7,857
Asst. WR High School	22	3,928	4,014	4,099	4,184	4,270
Head WR Middle School	16	2,904	2,989	3,074	3,160	3,245
Asst. WR Middle School	13	2,391	2,477	2,562	2,647	2,733
4. <u>Track</u>						
Head TR High School - Boys	29	5,124	5,209	5,295	5,380	5,465
Head TR High School - Girls	29	5,124	5,209	5,295	5,380	5,465
Asst. TR High School	16	2,904	2,989	3,074	3,160	3,245
Head TR Middle School - Boys	14	2,562	2,647	2,733	2,818	2,904
Head TR Middle School - Girls	14	2,562	2,647	2,733	2,818	2,904
Asst. TR Middle School	13	2,391	2,477	2,562	2,647	2,733
5. <u>Soccer</u>						
Head Soccer - Boys	23	4,099	4,184	4,270	4,355	4,441
Head Soccer - Girls	23	4,099	4,184	4,270	4,355	4,441
Asst. Soccer	15	2,733	2,818	2,904	2,989	3,074

	<b>Level</b>	<b>Step 0</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
6. <u>Baseball</u>						
Head BS High School	23	4,099	4,184	4,270	4,355	4,441
Asst. BS High School	15	2,733	2,818	2,904	2,989	3,074
Position Coach (or Freshman Asst. Coach)	7	1,366	1,452	1,537	1,623	1,708
7. <u>Softball</u>						
Head Softball	23	4,099	4,184	4,270	4,355	4,441
Asst. Softball	15	2,733	2,818	2,904	2,989	3,074
Position Coach	7	1,366	1,452	1,537	1,623	1,708
Softball Coach - Middle School	14	2,562	2,647	2,733	2,818	2,904
8. <u>Cross Country</u>						
Head CC	22	3,928	4,014	4,099	4,184	4,270
Asst. CC	15	2,733	2,818	2,904	2,989	3,074
MS CC	14	2,562	2,647	2,733	2,818	2,904
9. <u>Golf</u>						
Head Golf - Boys	22	3,928	4,014	4,099	4,184	4,270
Head Golf - Girls	22	3,928	4,014	4,099	4,184	4,270
Asst. Golf	15	2,733	2,818	2,904	2,989	3,074
10. <u>Tennis</u>						
Head TN - Boys	22	3,928	4,014	4,099	4,184	4,270
Head TN - Girls	22	3,928	4,014	4,099	4,184	4,270
Asst. TN	15	2,733	2,818	2,904	2,989	3,074
11. <u>Volleyball</u>						
Head VB - High School	29	5,124	5,209	5,295	5,380	5,465
Asst. VB - High School	16	2,904	2,989	3,074	3,160	3,245
Head VB - Middle School	14	2,562	2,647	2,733	2,818	2,904
12. <u>Bowling</u>						
Head Coach	22	3,928	4,014	4,099	4,184	4,270
Assistant Coach	15	2,733	2,818	2,904	2,989	3,074
13. <u>Gymnastics</u>						
Head Coach	22	3,928	4,014	4,099	4,184	4,270
Asst. Coach	15	2,733	2,818	2,904	2,989	3,074
14. <u>Intramurals</u>						
High School - Boys (Per Sem.)	7	1,366	1,452	1,537	1,623	1,708
High School - Girls (Per Sem.)	7	1,366	1,452	1,537	1,623	1,708
Middle School - Boys (Per Sem.)	7	1,366	1,452	1,537	1,623	1,708
Middle School - Girls (Per Sem.)	7	1,366	1,452	1,537	1,623	1,708
15. Weight Room Coordinator	14	2,562	2,647	2,733	2,818	2,904
16. Faculty Manager - (HS) - Fall	18	3,245	3,331	3,416	3,501	3,587
Faculty Manager - (HS) - Winter	18	3,245	3,331	3,416	3,501	3,587
17. Athletic Director (MS)	40	7,003	7,088	7,173	7,259	7,344
18. Assigner of Athletic Officials	5	1,025	1,110	1,196	1,281	1,366



**VERMILION LOCAL SCHOOLS  
CO-CURRICULAR INDEX FOR  
SCHEDULES “C” AND “D”  
DUTY CLASSIFICATION**

A committee consisting of the Association President, Building Principal/Athletic Director, and the Superintendent can make additions, deletions or changes in levels on this schedule at any time during the life of this Contract. Additionally, this committee will make recommendations to the Board to suspend contracts during the term of each contract if necessary due to participation levels. Supplemental contracts will be suspended within the specific activity/sport by position title in the following order: (1) Non-certified personnel, (2) Certified personnel who do not hold teaching contracts in Vermilion, and (3) teachers employed by Vermilion. In the event of suspension of an activity/sport, pay will be prorated based on days worked.

The committee shall operate on majority rule and their decision shall be binding and not subject to the grievance procedure. The committee shall be convened at the request of any of its members. Any adjustment made to the level of a supplemental position shall take effect the following year.

When co-curricular vacancies occur, a Vermilion teacher, who is otherwise qualified, shall be hired. Unsatisfactory evaluation means you are not qualified.

The provisions of this Section supersede any contrary provisions of law.

5.06 – SCHEDULE E - CO-CURRICULAR INDEX

**CREDIT YEARS EXPERIENCE**

<b><u>LEVEL</u></b>	<b><u>0</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>
0	.0075	.00875	.0100	.01125	.0125
1	.0100	.0125	.0150	.0175	.0200
2	.0150	.0175	.0200	.0225	.0250
3	.0200	.0225	.0250	.0275	.0300
4	.0250	.0275	.0300	.0325	.0350
5	.0300	.0325	.0350	.0375	.0400
6	.0350	.0375	.0400	.0425	.0450
7	.0400	.0425	.0450	.0475	.0500
8	.0450	.0475	.0500	.0525	.0550
9	.0500	.0525	.0550	.0575	.0600
10	.0550	.0575	.0600	.0625	.0650
11	.0600	.0625	.0650	.0675	.0700
12	.0650	.0675	.0700	.0725	.0750
13	.0700	.0725	.0750	.0775	.0800
14	.0750	.0775	.0800	.0825	.0850
15	.0800	.0825	.0850	.0875	.0900
16	.0850	.0875	.0900	.0925	.0950

**APPENDIX L**

<u>LEVEL</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
17	.0900	.0925	.0950	.0975	.1000
18	.0950	.0975	.1000	.1025	.1050
19	.1000	.1025	.1050	.1075	.1100
20	.1050	.1075	.1100	.1125	.1150
21	.1100	.1125	.1150	.1175	.1200
22	.1150	.1175	.1200	.1225	.1250
23	.1200	.1225	.1250	.1275	.1300
24	.1250	.1275	.1300	.1325	.1350
25	.1300	.1325	.1350	.1375	.1400
26	.1350	.1375	.1400	.1425	.1450
27	.1400	.1425	.1450	.1475	.1500
28	.1450	.1475	.1500	.1525	.1550
29	.1500	.1525	.1550	.1575	.1600
30	.1550	.1575	.1600	.1625	.1650
31	.1600	.1625	.1650	.1675	.1700
32	.1650	.1675	.1700	.1725	.1750
33	.1700	.1725	.1750	.1775	.1800
34	.1750	.1775	.1800	.1825	.1850
35	.1800	.1825	.1850	.1875	.1900
36	.1850	.1875	.1900	.1925	.1950
37	.1900	.1925	.1950	.1975	.2000
38	.1950	.1975	.2000	.2025	.2050
39	.2000	.2025	.2050	.2075	.2100
40	.2050	.2075	.2100	.2125	.2150
41	.2100	.2125	.2150	.2175	.2200
42	.2150	.2175	.2200	.2225	.2250
43	.2200	.2225	.2250	.2275	.2300
44	.2250	.2275	.2300	.2325	.2350
45	.2300	.2325	.2350	.2375	.2400
46	.2350	.2375	.2400	.2425	.2450
47	.2400	.2425	.2450	.2475	.2500
48	.2450	.2475	.2500	.2525	.2550
49	.2500	.2525	.2550	.2575	.2600
50	.2550	.2575	.2600	.2625	.2650
51	.2600	.2625	.2650	.2675	.2700
52	.2650	.2675	.2700	.2725	.2750
53	.2700	.2725	.2750	.2775	.2800
54	.2750	.2775	.2800	.2825	.2850
55	.2800	.2825	.2850	.2875	.2900
56	.2850	.2875	.2900	.2925	.2950
57	.2900	.2925	.2950	.2975	.3000
58	.2950	.2975	.3000	.3025	.3050
59	.3000	.3025	.3050	.3075	.3100
60	.3050	.3075	.3100	.3125	.3150

**APPENDIX L (continued)**

**LERC : Plan 6 Vermilion**

**Summary of Benefits and Coverage: What This Plan Covers & What it Costs**

Coverage Period: 07/01/2016 – 06/30/2017

Coverage for: Single or Family / Plan Type: PPO

This is only a summary. If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at MedMutual.com/SBC or by calling 800.540.2583.

Important Questions	Answers	Why This Matters:
<b>What is the overall <u>deductible</u>?</b>	<b>\$250/single, \$500/family Network</b> <b>\$500/single, \$1,000/family Non-Network</b> Doesn't apply to coinsurance, copays and network preventive care	You must pay all the costs up to the <b><u>deductible</u></b> amount before this plan begins to pay for covered services you use. Check your policy or plan document to see when the <b><u>deductible</u></b> starts over (usually, but not always, January 1st). See the chart starting on page 2 for how much you pay for covered services after you meet the <b><u>deductible</u></b> .
<b>Are there other <u>deductibles</u> for specific services?</b>	No	You don't have to meet <b><u>deductibles</u></b> for specific services, but see the chart starting on page 2 for other costs for services this plan covers.
<b>Is there an <u>out-of-pocket limit</u> on my expenses?</b>	<b>Yes, Coinsurance Limit:</b> <b>\$1,000/single, \$2,000/family Network</b> <b>\$2,000/single, \$4,000/family Non-Network</b> <b>Out-of-pocket Limit:</b> <b>\$6,600/single, \$13,200/family Network</b> <b>Unlimited/single, Unlimited/family Non-Network</b>	The <b><u>out-of-pocket limit</u></b> is the most you could pay during a coverage period (usually one year) for your share of the cost of covered services. This limit helps you plan for health care expenses. The coinsurance limit is included in the <b><u>out-of-pocket limit</u></b> .
<b>What is <u>not included</u> in the <u>out-of-pocket limit</u>?</b>	Premiums, balance-billed charges and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the <b><u>out-of-pocket limit</u></b> .
<b>Is there an overall <u>annual limit</u> on what the insurer pays?</b>	No	The chart starting on page 2 describes any limits on what the plan will pay for <b><u>specific</u></b> covered services, such as office visits.
<b>Does this plan use a <u>network of providers</u>?</b>	Yes, See MedMutual.com/SBC or call 800.540.2583 for list of participating providers.	If you use an in-network doctor or other health care <b><u>provider</u></b> , this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network <b><u>provider</u></b> for some services. Plans use the term in-network, <b><u>preferred</u></b> , or participating for <b><u>providers</u></b> in their <b><u>network</u></b> . See the chart starting on page 2 for how this plan pays different kinds of <b><u>providers</u></b> .
<b>Do I need a referral to see a <u>specialist</u>?</b>	No	You can see the <b><u>specialist</u></b> you choose without permission from this plan.
<b>Are there services this plan doesn't cover?</b>	Yes	See your policy or plan document for additional information about <b><u>excluded services</u></b> .

**Questions:** Call 800.540.2583 or visit us at MedMutual.com/SBC.

If you aren't clear about any of the underlined terms in this form, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800.540.2583 to request a copy.

**LERC : Plan 6 Vermilion**

**Summary of Benefits and Coverage: What This Plan Covers & What it Costs**

Coverage Period: 07/01/2016 – 06/30/2017

Coverage for: Single or Family / Plan Type: PPO

- Copayments** are fixed dollar amounts (for example, \$15) you pay for covered health care, usually when you receive the service.
- Coinsurance** is your share of the costs of a covered service, calculated as a percent of the **allowed amount** for the service. For example, if the plan's **allowed amount** for an overnight hospital stay is \$1,000, your **coinsurance** payment of 20% would be \$200. This may change if you haven't met your **deductible**.
- The amount the plan pays for covered services is based on the **allowed amount**. If an out-of-network **provider** charges more than the **allowed amount**, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the **allowed amount** is \$1,000, you may have to pay the \$500 difference. (This is called **balance billing**.)
- This plan may encourage you to use Network **providers** by charging you lower **deductibles, copayments** and **coinsurance** amounts.

Common Medical Event	Services You May Need	Your Cost if You Use a Network Provider	Your Cost if You Use a Non-Network Provider	Limitations and Exceptions
<b>If you visit a health care provider's office or clinic</b>	Primary care visit to treat an injury or illness	\$15 copay/visit	30% coinsurance	-----none-----
	Specialist visit	\$15 copay/visit	30% coinsurance	-----none-----
	Other practitioner office visit (Chiropractic)	10% coinsurance	30% coinsurance	-----none-----
	Other practitioner office visit (Acupuncture)	Not Covered		Excluded Service
	Preventive care / screening / immunization	No charge	50% coinsurance	-----none-----
<b>If you have a test</b>	Diagnostic test (x-ray)	10% coinsurance	30% coinsurance	-----none-----
	Diagnostic test (blood work)	10% coinsurance	30% coinsurance	-----none-----
	Imaging (CT/PET scans, MRIs)	10% coinsurance	30% coinsurance	-----none-----
<b>If you have outpatient surgery</b>	Facility fee (e.g., ambulatory surgery center)	10% coinsurance	30% coinsurance	-----none-----
	Physician/surgeon fees (Outpatient)	10% coinsurance	30% coinsurance	-----none-----

**Questions:** Call 800.540.2583 or visit us at MedMutual.com/SBC.

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800.540.2583 to request a copy.

## LERC : Plan 21

### Summary of Benefits and Coverage: What This Plan Covers & What it Costs

Coverage Period: 07/01/2016 – 06/30/2017

Coverage for: Single or Family / Plan Type: PPO

This is only a summary. If you want more detail about your coverage and costs, you can get the complete terms in the policy or plan document at MedMutual.com/SBC or by calling 800.521.6492.

Important Questions	Answers	Why This Matters:
What is the overall <u>deductible</u> ?	<b>\$3,750/single, \$7,500/family Network</b> <b>\$4,000/single, \$8,000/family Non-Network</b> Doesn't apply to coinsurance, copays and network preventive care	You must pay all the costs up to the <u>deductible</u> amount before this plan begins to pay for covered services you use. Check your policy or plan document to see when the <u>deductible</u> starts over (usually, but not always, January 1st). See the chart starting on page 2 for how much you pay for covered services after you meet the <u>deductible</u> .
Are there other <u>deductibles</u> for specific services?	No	You don't have to meet <u>deductibles</u> for specific services, but see the chart starting on page 2 for other costs for services this plan covers.
Is there an <u>out-of-pocket limit</u> on my expenses?	<b>Yes, Coinsurance Limit:</b> <b>\$2,250/single, \$4,500/family Network</b> <b>\$10,000/single, \$20,000/family Non-Network</b> <b>Out-of-pocket Limit:</b> <b>\$6,600/single, \$13,200/family Network</b> <b>\$14,000/single, \$28,000/family Non-Network</b>	The <u>out-of-pocket limit</u> is the most you could pay during a coverage period (usually one year) for your share of the cost of covered services. This limit helps you plan for health care expenses. The coinsurance limit is included in the <u>out-of-pocket limit</u> .
What is <u>not included</u> in the <u>out-of-pocket limit</u> ?	Premiums, balance-billed charges and health care this plan doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
Is there an overall <u>annual limit</u> on what the insurer pays?	No	The chart starting on page 2 describes any limits on what the plan will pay for <u>specific</u> covered services, such as office visits.
Does this plan use a <u>network of providers</u> ?	Yes, See MedMutual.com/SBC or call 800.521.6492 for list of participating providers.	If you use an in-network doctor or other health care <u>provider</u> , this plan will pay some or all of the costs of covered services. Be aware, your in-network doctor or hospital may use an out-of-network <u>provider</u> for some services. Plans use the term in-network, <u>preferred</u> , or participating for <u>providers</u> in their <u>network</u> . See the chart starting on page 2 for how this plan pays different kinds of <u>providers</u> .
Do I need a referral to see a <u>specialist</u> ?	No	You can see the <u>specialist</u> you choose without permission from this plan
Are there services this plan doesn't cover?	Yes	Some of the services this plan doesn't cover are listed on page 5. See your policy or plan document for additional information about <u>excluded services</u> .

**Questions:** Call 800.521.6492 or visit us at MedMutual.com/SBC.

If you aren't clear about any of the underlined terms in this form, see the Glossary. You can view the Glossary at MedMutual.com/SBC or call 800.521.6492 to request a copy.

882859134

CMS161130000620-01927

**LERC : Plan 21****Summary of Benefits and Coverage: What This Plan Covers & What it Costs**

Coverage Period: 07/01/2016 – 06/30/2017

Coverage for: Single or Family / Plan Type: PPO

- Copayments** are fixed dollar amounts (for example, \$15) you pay for covered health care, usually when you receive the service.
- Coinsurance** is your share of the costs of a covered service, calculated as a percent of the **allowed amount** for the service. For example, if the plan's **allowed amount** for an overnight hospital stay is \$1,000, your **coinsurance** payment of 20% would be \$200. This may change if you haven't met your **deductible**.
- The amount the plan pays for covered services is based on the **allowed amount**. If an out-of-network **provider** charges more than the **allowed amount**, you may have to pay the difference. For example, if an out-of-network hospital charges \$1,500 for an overnight stay and the **allowed amount** is \$1,000, you may have to pay the \$500 difference. (This is called **balance billing**.)
- This plan may encourage you to use Network **providers** by charging you lower **deductibles, copayments** and **coinsurance** amounts.

Common Medical Event	Services You May Need	Your Cost if You Use a Network Provider	Your Cost if You Use a Non-Network Provider	Limitations and Exceptions
<b>If you visit a health care provider's office or clinic</b>	Primary care visit to treat an injury or illness	\$50 copay/visit	50% coinsurance	-----none-----
	Specialist visit	\$100 copay	50% coinsurance	-----none-----
	Other practitioner office visit (Chiropractic)	30% coinsurance	50% coinsurance	-----none-----
	Other practitioner office visit (Acupuncture)	Not Covered		Excluded Service
	Preventive care / screening / immunization	30% coinsurance	50% coinsurance	-----none-----
<b>If you have a test</b>	Diagnostic test (x-ray)	30% coinsurance	50% coinsurance	-----none-----
	Diagnostic test (blood work)	30% coinsurance	50% coinsurance	-----none-----
	Imaging (CT/PET scans, MRIs)	30% coinsurance	50% coinsurance	-----none-----

**Questions:** Call 800.521.6492 or visit us at [MedMutual.com/SBC](http://MedMutual.com/SBC).

If you aren't clear about any of the underlined terms used in this form, see the Glossary. You can view the Glossary at [MedMutual.com/SBC](http://MedMutual.com/SBC) or call 800.521.6492 to request a copy.

## Pre-Observation Planning and Lesson Reflection Resource Questions

The questions provided are intended to guide thinking and conversation; every question may not be answered or relevant for every observation.

### INSTRUCTIONAL PLANNING

#### **FOCUS FOR LEARNING** (Standard 4: Instruction)

- What is the focus for the lesson?
- What content will students know/understand? What skills will they demonstrate?
- What standards are addressed in the planned instruction?
- Why is this learning important?

#### **ASSESSMENT DATA** (Standard 3: Assessment)

- What assessment data was examined to inform this lesson planning?
- What does pre-assessment data indicate about student learning needs?

#### **PRIOR CONTENT KNOWLEDGE/ SEQUENCE/CONNECTIONS**

(Standard 1: Students / Standard 2: Content / Standard 4: Instruction)

- What prior knowledge do students need?
- What are the connections to previous and future learning?
- How does this lesson connect to students' real-life experiences and/or possible careers?
- How does it connect to other disciplines?

#### **KNOWLEDGE OF STUDENTS** (Standard 1: Students)

- What should the evaluator know about the student population? (See *Data Measures Inventory for the Classroom*)
- How is this a developmentally appropriate learning activity?

### INSTRUCTION AND ASSESSMENT

#### **LESSON DELIVERY** (Standard 2: Content / Standard 4: Instruction)

- How will the goals for learning be communicated to students?
- What instructional strategies and methods will be used to engage students and promote independent learning and problem solving?
- What strategies will be used to make sure all students achieve lesson goals?
- How will content-specific concepts, assumptions, and skills be taught?

#### **DIFFERENTIATION** (Standard 1: Students / Standard 4: Instruction)

- How will the instructional strategies address all students' learning needs?
- How will the lesson engage and challenge students of all levels?
- How will developmental gaps be addressed?

#### **RESOURCES** (Standard 2: Content / Standard 4: Instruction)

- What resources/materials will be used in instruction?
- How will technology be integrated into lesson delivery?

#### **CLASSROOM ENVIRONMENT**

(Standard 1: Students / Standard 5: Learning Environment)

- How will the environment support all students?
- How will different grouping strategies be used?
- How will safety in the classroom be ensured?
- How will respect for all be modeled and taught?

#### **ASSESSMENT OF STUDENT LEARNING**

(Standard 3: Assessment)

- How will you check for understanding during the lesson?
- What specific products or demonstrations will assess student learning/achievement of goals for instruction?
- How will you ensure that students understand how they are doing and support students' self-assessment?
- How will you use assessment data to inform your next steps?

### PROFESSIONAL RESPONSIBILITIES

#### **COLLABORATION AND COMMUNICATION** (Standard 6)

- How do you cooperate with colleagues?
- How do you work with others when there is a problem?
- What is your communication style with students? With families? With colleagues?
- In what ways do you seek the perspectives of others? Give an example.

#### **PROFESSIONAL RESPONSIBILITY AND GROWTH** (Standard 7)

- How do you apply knowledge gained from other experiences into your teaching?
- Discuss ways you reflect and analyze your teaching.
- What are some proactive ways you further your own professional growth?

Pre-Conference Planning:

- The evaluator and teacher discuss what the evaluator will observe during classroom visit.

Information to consider:

1. Lesson or unit objective(s):
2. Prior learning experiences of the students:
3. Characteristics of the learners/learning environment.
4. Instructional strategies that will be used to meet the lesson objectives.
5. Student activities and materials.
6. Differentiation bases on needs of students.
7. Assessment (data) collected to demonstrate student learning (formative & summative).

Questions you might ask the evaluator:

- 1.
- 2.
- 3.



## Post Conference Planning

- The goal for the conference leader is to cognitively coach the teacher through the use of reflective questions.
- Record 3 reflective questions you would ask the teacher aligned to the area of reinforcement.
  - 1.
  - 2.
  - 3.
- Record 3 reflective questions you would ask the teacher aligned to the area of refinement.
  - 1.
  - 2.
  - 3.

## Four Key Elements of the Instructional Post-Conference

Conducting the Post-Conference: To be discussed at Day 3 Training prior to conducting the post-conference

1. Introduction/Greeting/Establish Length
  - Review Conference Process
  - General Impression Question  
- “How do you think the lesson went?”
2. Reinforcing the Teacher
  - Identify an area of Reinforcement (ONLY one area)
  - Ask Self-Analysis Question
  - Provide evidence from notes
3. Refining the Teacher’s Skill:
  - Identify an area of Refinement (ONLY one area)
  - Ask Self-Analysis Question
  - Provide evidence from notes
  - Give a recommendation for future practice
4. Present evidence and rating connected to the rubric

## Classroom Walkthroughs / Informal Observation

An informal observation/ classroom walkthrough is a:

- Tool to inform evaluation that provides the opportunity to gather evidence of instruction over a series of short classroom visits;
- Process for giving targeted evidenced-based feedback to teachers; and
- Means for principals to visit classrooms more frequently and more purposefully.

An informal observation/ classroom walkthrough is not a(n):

- Formal observation;
- “Gotcha” opportunity for supervisors or evaluators;
- Isolated event; or
- Shortcut to the observation protocol required as part of the teacher evaluation process.

Classroom walkthroughs/ Informal observations, as part of the teacher evaluation system, may be general in nature or focused on observing a specific aspect of teacher performance. Summary data collected through a series of walkthroughs along with evidence documented through formal observations will come together to inform the teachers’ summative performance rating: *ineffective, developing, skilled or accomplished*.

## Guidelines for Informal Classroom Observations

### Informally Observe All Teachers

All teachers benefit from informal classroom observations. Informal observations should last from 15 to 20 minutes; therefore, conduct only as many observations in a day as you can follow up with on either the same or next day. Teachers need and deserve some type of immediate feedback.

### Informally Observe As Often As You Can

The principal’s presence in the classroom sends a positive message to teachers: *the principal cares*. Including informal classroom observation as a school-wide initiative requires consistency and frequency. Find times in the day to observe teachers at varying times of the day: *for most teachers, what occurs in the morning is much different than what occurs in the afternoon*.

### Focusing on One or Two Areas

Although there may be no predetermined focus established (because of no pre-conference), find a focus based on the instruction, events or discussions that are occurring in the classroom. A focus may also occur based upon past conferences and the need for follow up observations.

**Make Time to Follow Up**

Follow-up communication to informal classroom observations is a critical component. Follow-up will often be in writing but the evaluator should extend to the teacher an invitation to discuss any comments provided face-to-face. The evaluator may also offer resources to help teachers refine their practice.

**Teacher Driven Observations**

While it is recognized that evaluators have many demands on their time, encouraging teachers to identify instructional periods for the evaluator to observe can be a means for the evaluator to collect evidence related to a specific focus the teacher and evaluator may be working on.

**Types of Data**

Data collected as evidence of teacher practice may be quantitative, qualitative, or a combination of both. Quantitative data includes frequencies, distributions and other counts or tallies. For example, the observer could use a checklist to tally how many questions were asked of children in the front row or children who had their hands raised versus not. The evaluator might also chart the types of questions asked (higher versus lower levels). Qualitative data can include scripted notes detailing patterns of activities, vocabulary used, and events observed. In both cases accuracy is essential to ensure the credibility of the process and the evaluator.

**Informal Observation: General Form**

Teacher Name: \_\_\_\_\_ Grade(s)/Subject Area(s): \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_ Time Walkthrough Begins: \_\_\_\_\_ Time Walkthrough Ends: \_\_\_\_\_

**Directions:** This form serves as a record of an informal walkthrough by the teacher’s evaluator. The evaluator will likely not observe all the teaching elements listed below in any one informal observation. This record, along with records of additional informal observations, will be used to inform the summative evaluation of the teacher.

EVALUATOR OBSERVATIONS	
<input type="checkbox"/> Instruction is developmentally appropriate	<input type="checkbox"/> Lesson content is linked to previous and future learning
<input type="checkbox"/> Learning outcomes and goals are clearly communicated to students	<input type="checkbox"/> Classroom learning environment is safe and conducive to learning
<input type="checkbox"/> Varied instructional tools and strategies reflect student needs and learning objectives	<input type="checkbox"/> Teacher provides students with timely and responsive feedback
<input type="checkbox"/> Content presented is accurate and grade appropriate	<input type="checkbox"/> Instructional time is used effectively
<input type="checkbox"/> Teacher connects lesson to real-life applications	<input type="checkbox"/> Routines support learning goals and activities
<input type="checkbox"/> Instruction and lesson activities are accessible and challenging for students	<input type="checkbox"/> Multiple methods of assessment of student learning are utilized to guide instruction
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

**Evaluator Summary Comments:**

**Recommendations for Focus of Informal Observations:**

Evaluator Signature: \_\_\_\_\_

Photocopy to Teacher

**Informal Observation: Open-Ended Form**

Teacher Name: \_\_\_\_\_ Grade(s)/Subject Area(s): \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_ Time Walkthrough Begins: \_\_\_\_\_ Time Walkthrough Ends: \_\_\_\_\_

TIMES	OBSERVATIONS

**Evaluator Summary Comments:**

Evaluator Signature: \_\_\_\_\_

Photocopy to Teacher

**Final Summative Rating of Teacher Effectiveness**

<b>Proficiency on Standards 50%</b>	<b>INEFFECTIVE</b>	<b>DEVELOPING</b>	<b>SKILLED</b>	<b>ACCOMPLISHED</b>
<b>Cumulative Performance Rating (Holistic Rating using Performance Rubric)</b>				
<i>Areas of reinforcement/refinement:</i>				
<b>Student Growth Data 50%</b>	<b>BELOW EXPECTED GROWTH</b>	<b>EXPECTED GROWTH</b>	<b>ABOVE EXPECTED GROWTH</b>	
<b>Student Growth Measure of Effectiveness</b>				
<i>Areas of reinforcement/refinement:</i>				
<b>Final Summative (Overall) Rating</b>	<b>INEFFECTIVE</b>	<b>DEVELOPING</b>	<b>SKILLED</b>	<b>ACCOMPLISHED</b>

Check here if Improvement Plan has been recommended.

**Teacher Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Evaluator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The signatures above indicate that the teacher and evaluator have discussed the Summative Rating.  
 Note: The teacher may provide additional information to the evaluator within 10 working days of the receipt of this form, and may request a second conference with the evaluator. Any additional information will become part of the summative record. Challenges may be made according to the local contract agreement.

## APPENDIX R

### Ohio Teacher Evaluation System

### 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 each thirty (30) minute observation and post-conference. The evaluator is to consider evidence gathered during the pre-observation conference, the observation, the post-observation conference, and classroom walkthroughs (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
INSTRUCTIONAL PLANNING	<b>FOCUS FOR LEARNING</b> <b>(Standard 4: Instruction)</b>  <i>Sources of Evidence:</i> Pre-Conference	The teacher does not demonstrate a clear focus for student learning. Learning objectives are too general to guide lesson planning and are inappropriate for the students, and/or do not reference the Ohio standards.	The teacher communicates a focus for student learning, develops learning objectives that are appropriate for students and reference the Ohio standards but do not include measurable goals.	The teacher demonstrates a focus for student learning, with appropriate learning objectives that include measurable goal(s) for student learning aligned with the Ohio standards. The teacher demonstrates the importance of the goal and its appropriateness for students.	The teacher establishes challenging and measurable goal(s) for student learning that aligns with the Ohio standards and reflect a range of student learner needs. The teacher demonstrates how the goal(s) fit into the broader unit, course, and school goals for content learning and skills.
	<b>Evidence</b>				
	<b>ASSESSMENT DATA</b> <b>(Standard 3: Assessment)</b>  <i>Sources of Evidence:</i> Pre-Conference	The teacher does not plan for the assessment of student learning or does not analyze student learning data to inform lesson plans.  The teacher does not use or only uses one measure of student performance.	The teacher explains the characteristics, uses, and limitations of various diagnostic, formative, and summative assessments but does not consistently incorporate this knowledge into lesson planning.  The teacher uses more than one measure of student performance but does not appropriately vary assessment approaches, or the teacher may have difficulty analyzing data to effectively inform instructional planning and delivery.	The teacher demonstrates an understanding that assessment is a means of evaluating and supporting student learning through effectively incorporating diagnostic, formative, and/or summative assessments into lesson planning.  The teacher employs a variety of formal and informal assessment techniques to collect evidence of students' knowledge and skills and analyzes data to effectively inform instructional planning and delivery.	The teacher purposefully plans assessments and differentiates assessment choices to match the full range of student needs, abilities, and learning styles, incorporating a range of appropriate diagnostic, formative, and summative assessments into lesson plans. Student learning needs are accurately identified through an analysis of student data; the teacher uses assessment data to identify student strengths and areas for student growth.
	<b>Evidence</b>				

INSTRUCTIONAL PLANNING					
		Ineffective	Developing	Skilled	Accomplished
INSTRUCTIONAL PLANNING	<p><b>PRIOR CONTENT KNOWLEDGE / SEQUENCE / CONNECTIONS</b>  <b>(Standard 1: Students; Standard 2: Content; Standard 4: Instruction)</b></p> <p><i>Sources of Evidence:</i> Pre-Conference</p>	<p>The teacher’s lesson does not build on or connect to students’ prior knowledge, or the teacher may give an explanation that is illogical or inaccurate as to how the content connects to previous and future learning.</p>	<p>The teacher makes an attempt to connect the lesson to students’ prior knowledge, to previous lessons or future learning but is not completely successful.</p>	<p>The teacher makes clear and coherent connections with students’ prior knowledge and future learning—both explicitly to students and within the lesson.</p> <p>The teacher plans and sequences instruction to include the important content, concepts, and processes in school and district curriculum priorities and in state standards.</p>	<p>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 careers as well as prepares opportunities for students to apply learning from different content areas to solve problems.</p> <p>The teacher plans and sequences instruction that reflects an understanding of the prerequisite relationships among the important content, concepts, and processes in school and district curriculum priorities and in state standards as well as multiple pathways for learning depending on student needs. The teacher accurately explains how the lesson fits within the structure of the discipline.</p>
	Evidence				



INSTRUCTIONAL PLANNING					
		Ineffective	Developing	Skilled	Accomplished
INSTRUCTIONAL PLANNING	<p><b>KNOWLEDGE OF STUDENTS (Standard 1: Students)</b></p> <p><i>Sources of Evidence:</i> Analysis of Student Data Pre-Conference</p>	<p>The teacher demonstrates a lack of familiarity with students' backgrounds and has made no attempts to find this information.</p> <p>The teacher's plan for instruction does not demonstrate an understanding of students' development, preferred learning styles, and/or student backgrounds/prior experiences.</p>	<p>The teacher demonstrates some familiarity with students' background knowledge and experiences and describes one procedure used to obtain this information.</p> <p>The teacher's instructional plan draws upon a partial analysis of students' development, readiness for learning, preferred learning styles, or backgrounds and prior experiences and/or the plan is inappropriately tailored to the specific population of students in the classroom.</p>	<p>The teacher demonstrates familiarity with students' background knowledge and experiences and describes multiple procedures used to obtain this information.</p> <p>The teacher's instructional plan draws upon an accurate analysis of the students' development, readiness for learning, preferred learning styles, and backgrounds and prior experiences.</p>	<p>The teacher demonstrates an understanding of the purpose and value of learning about students' background experiences, demonstrates familiarity with each student's background knowledge and experiences, and describes multiple procedures used to obtain this information.</p> <p>The teacher's analysis of student data (student development, student learning and preferred learning styles, and student backgrounds/prior experiences) accurately connects the data to specific instructional strategies and plans.</p> <p>The teacher plans for and can articulate specific strategies, content, and delivery that will meet the needs of individual students and groups of students.</p>
	Evidence				

Instruction and Assessment					
		Ineffective	Developing	Skilled	Accomplished
INSTRUCTION AND ASSESSMENT	<p><b>LESSON DELIVERY</b> (Standard 2: Content; Standard 4: Instruction; Standard 6: Collaboration and Communication)</p> <p><i>Sources of Evidence:</i> Formal Observation Classroom Walkthroughs/ Informal Observations</p>	<p>A teacher's explanations are unclear, incoherent, or inaccurate, and are generally ineffective in building student understanding. The teacher uses language that fails to engage students, is inappropriate to the content, and/or discourages independent or creative thinking.</p> <p>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.</p>	<p>Teacher explanations are accurate and generally clear but the teacher may not fully clarify information based on students' questions about content or instructions for learning activities or the teacher may use some language that is developmentally inappropriate, leading to confusion or limiting discussion.</p> <p>The teacher re-explains topics when students show confusion, but is not always able to provide an effective alternative explanation. The teacher attempts to employ purposeful questioning techniques, but may confuse students with the phrasing or timing of questions. The lesson is primarily teacher-directed.</p>	<p>Teacher explanations are clear and accurate. The teacher uses developmentally appropriate strategies and language designed to actively encourage independent, creative, and critical thinking.</p> <p>The teacher effectively addresses confusion by re-explaining topics when asked 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.</p>	<p>Teacher explanations are clear, coherent, and precise. The teacher uses well-timed, individualized, developmentally appropriate strategies and language designed to actively encourage independent, creative, and critical thinking, including the appropriate use of questions and discussion techniques.</p> <p>The teacher accurately anticipates confusion by presenting information in multiple formats and clarifying content before students ask questions. The teacher develops high-level understanding through effective uses of varied levels of questions. The lesson is student-led, with the teacher in the role of facilitator.</p>
	<b>Evidence</b>				
	<p><b>DIFFERENTIATION</b> (Standard 1: Students; Standard 4: Instruction)</p> <p><i>Sources of Evidence:</i> Pre-Conference Formal Observation Classroom Walkthroughs/ Informal Observations</p>	<p>The teacher does not attempt to make the lesson accessible and challenging for most students, or attempts are developmentally inappropriate.</p>	<p>The teacher relies on a single strategy or alternate set of materials to make the lesson accessible to most students though some students may not be able to access certain parts of the lesson and/or some may not be challenged.</p>	<p>The teacher supports the learning needs of students through a variety of strategies, materials, and/or pacing that make learning accessible and challenging for the group.</p>	<p>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 independent, collaborative and whole-class instruction to support individual learning goals and provides varied options for how students will demonstrate mastery.</p>
	<b>Evidence</b>				
<p><b>RESOURCES</b> (Standard 2: Content; Standard 4: Instruction)</p> <p><i>Sources of Evidence:</i> Pre-Conference Formal Observation Classroom Walkthroughs/ Informal Observations</p>	<p>Instructional materials and resources used for instruction are not relevant to the lesson or are inappropriate for students.</p>	<p>The teacher uses appropriate instructional materials to support learning goals, but may not meet individual student's learning styles/needs or actively engage them in learning.</p>	<p>Instructional materials and resources are aligned to the instructional purposes and are appropriate for students' learning styles and needs, actively engaging students.</p>	<p>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.</p>	
<b>Evidence</b>					

Instruction and Assessment					
		Ineffective	Developing	Skilled	Accomplished
<b>INSTRUCTION AND ASSESSMENT</b>	<p align="center"><b>CLASSROOM ENVIRONMENT</b> (Standard 1: Students; Standard 5: Learning Environment; Standard 6: Collaboration and Communication)</p> <p><i>Sources of Evidence:</i> Pre-Conference Formal Observation Classroom Walkthroughs/ Informal Observations</p>	<p>There is little or no evidence of a positive rapport between the teacher and students. For example, the teacher may respond disrespectfully or ignore their questions or comments.</p> <p>There are no evident routines or procedures; students seem unclear about what they should be doing or are idle.</p> <p>Transitions are inefficient with considerable instructional time lost. Lessons progress too slowly or quickly so students are frequently disengaged.</p> <p>The teacher creates a learning environment that allows for little or no communication or engagement with families.</p> <p>Expectations for behavior are not established or are inappropriate and/or no monitoring of behaviors occurs. The teacher responds to misbehavior inappropriately.</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 inquire 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 idle.</p> <p>The teacher transitions between learning activities, but occasionally loses some instructional time in the process.</p> <p>The teacher welcomes communication from families and replies in a timely manner.</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 run smoothly throughout the lesson, and students assume age-appropriate levels of responsibility for the efficient operation of the classroom.</p> <p>Transitions are efficient and occur smoothly. There is evidence of varied learning situations (whole class, cooperative learning, small group and independent work).</p> <p>The teacher engages in two-way communication and offers a variety of volunteer 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 evident. 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 student's experiences, thoughts and opinions. For example, the teacher responds quietly, individually, and sensitively to student confusion or distress.</p> <p>Routines are well-established and orderly and students initiate responsibility for the efficient operation of the classroom.</p> <p>Transitions are seamless as the teacher effectively maximizes instructional time and combines independent, collaborative, and whole-class learning situations.</p> <p>The teacher engages in two-way, ongoing communication with families that results in active volunteer, community, and family partnerships which contribute to student 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 lessen disruptive behaviors and reinforce positive behaviors.</p>
	<b>Evidence</b>				

Instruction and Assessment					
		Ineffective	Developing	Skilled	Accomplished
INSTRUCTION AND ASSESSMENT	<p align="center"><b>ASSESSMENT OF STUDENT LEARNING (Standard 3: Assessment)</b></p> <p><i>Sources of Evidence:</i> Pre-Conference Formal Observation Classroom Walkthroughs/ Informal Observations Post-Conference</p>	<p>The teacher does not routinely use assessments to measure student mastery.</p> <p>The teacher rarely or never checks the students' understanding of content. The teacher fails to make adjustments in response to student confusion.</p> <p>The teacher persists in using a particular strategy for responding to misunderstandings, even when data suggest the approach is not succeeding.</p> <p>The teacher does not provide students with feedback about their learning.</p>	<p>The teacher uses assessments to measure student mastery, but may not differentiate instruction based on this information.</p> <p>The teacher checks for student understanding and makes attempts to adjust instruction accordingly, but these adjustments may cause some additional confusion.</p> <p>The teacher gathers and uses student data from a few sources to choose appropriate instructional strategies for groups of students.</p> <p>Students receive occasional or limited feedback about their performance from the teacher.</p>	<p>The teacher uses assessment data to identify students' strengths and needs, and modifies and differentiates instruction accordingly, although the teacher may not be able to anticipate learning obstacles.</p> <p>The teacher checks for understanding at key moments and makes adjustments to instruction (whole-class or individual students). The teacher responds to student misunderstandings by providing additional clarification.</p> <p>The teacher gathers and uses student data from a variety of sources to choose and implement appropriate instructional strategies for groups of students.</p> <p>The teacher provides substantive, specific, and timely feedback of student progress to students, families, and other school personnel while maintaining confidentiality.</p>	<p>The teacher uses assessment data to identify students' strengths and needs, and modifies and differentiates instruction accordingly, as well as examines classroom assessment results to reveal trends and patterns in individual and group progress and to anticipate learning obstacles.</p> <p>The teacher continually checks for understanding and makes adjustments accordingly (whole-class or individual students). When an explanation is not effectively leading students to understand the content, the teacher adjusts quickly and seamlessly within the lesson and uses an alternative way to explain the concept.</p> <p>By using student data from a variety of sources, the teacher appropriately adapts instructional methods and materials and paces learning activities to meet the needs of individual students as well as the whole class.</p> <p>The teacher provides substantive, specific, and timely feedback to students, families, and other school personnel while maintaining confidentiality. The teacher provides the opportunity for students to engage in self-assessment and show awareness of their own strengths and weaknesses. The teacher uses student assessment results to reflect on his or her own teaching and to monitor teaching strategies and behaviors in relation to student success.</p>
	Evidence				

Professionalism					
		Ineffective	Developing	Skilled	Accomplished
PROFESSIONALISM	<p><b>PROFESSIONAL RESPONSIBILITIES (Standard 6: Collaboration and Communication; Standard 7: Professional Responsibility and Growth)</b></p> <p><i>Sources of Evidence:</i> Professional Development Plan or Improvement Plan; Pre-conference; Post-conference; daily interaction with others</p>	<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 self-assess 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 collaborate 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 upholds district policies and state and federal regulations.</p> <p>The teacher sets data-based short- and long-term professional goals and takes action 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 sets and regularly modifies short- and long-term professional goals based on self-assessment and analysis of student learning evidence.</p>
	<b>Evidence</b>				

### Improvement Plan

Teacher Name: \_\_\_\_\_ Grade Level/ Subject: \_\_\_\_\_

School year: \_\_\_\_\_ Building: \_\_\_\_\_ Date of Improvement Plan Conference: \_\_\_\_\_

Written improvement plans are to be developed in the circumstances when an educator makes below expected academic growth with his/her students AND/OR receives an overall ineffective rating or an ineffective rating on any of the components of the OTES system. The purpose of the improvement plan is to identify specific deficiencies in performance and foster growth through professional development and targeted support. If corrective actions are not made within the time as specified in the improvement plan, a recommendation may be made for dismissal or to continue on the plan.

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

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

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

Beginning Date	Ending Date	Level of Performance Specifically Describe Successful Improvement Target(s)

**Improvement Plan (continued)****Section 3: Specific Plan of Action**

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

Actions to be Taken	Sources of Evidence that Will Be Examined

**Section 4: Assistance and Professional Development**

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

--

Date for this Improvement Plan to Be Evaluated: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

## Improvement Plan

**Improvement Plan: Evaluation of Plan**

Teacher Name: \_\_\_\_\_ Grade Level/ Subject: \_\_\_\_\_

School year: \_\_\_\_\_ Building: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

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

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

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

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

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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



**Self-Assessment Summary Tool – Optional for OTES.**

Name \_\_\_\_\_

**Directions:** Teachers should record evidence to indicate strengths and areas for growth for each standard. Then, look across all of the standards holistically and identify two priorities for the upcoming year. Note these two priorities with check marks in the far-right column.

	Standard	Strengths	Areas for Growth	Priorities (Check 2)
Standard 1: Students	<ul style="list-style-type: none"> <li>• Knowledge of how students learn and of student development</li> <li>• Understanding of what students know and are able to do</li> <li>• High expectations for all students</li> <li>• Respect for all students</li> <li>• Identification, instruction and intervention for special populations</li> </ul>			
Standard 2: Content	<ul style="list-style-type: none"> <li>• Knowledge of content</li> <li>• Use of content-specific instructional strategies to teach concepts and skills</li> <li>• Knowledge of school and district curriculum priorities and Ohio academic content standards</li> <li>• Relationship of knowledge within the discipline to other content areas</li> <li>• Connection of content to life experiences and career opportunities</li> </ul>			
Standard 3: Assessment	<ul style="list-style-type: none"> <li>• Knowledge of assessment types</li> <li>• Use of varied diagnostic, formative and summative assessments</li> <li>• Analysis of data to monitor student progress and to plan, differentiate, and modify instruction</li> <li>• Communication of results</li> <li>• Inclusion of student self-assessment and goal-setting</li> </ul>			
Standard 4: Instruction	<ul style="list-style-type: none"> <li>• Alignment to school and district priorities and Ohio academic content standards</li> <li>• Use of student information to plan and deliver instruction</li> <li>• Communication of clear learning goals</li> <li>• Application of knowledge of how students learn to instructional design and delivery</li> <li>• Differentiation of instruction to support learning needs of all students</li> <li>• Use of activities to promote independence and problem-solving</li> <li>• Use of varied resources to support learner needs</li> </ul>			
Standard 5: Learning Environment	<ul style="list-style-type: none"> <li>• Fair and equitable treatment of all students</li> <li>• Creation of a safe learning environment</li> <li>• Use of strategies to motivate students to work productively and assume responsibility for learning</li> <li>• Creation of learning situations for independent and collaborative work</li> <li>• Maintenance of an environment that is conducive to learning for all students</li> </ul>			
Standard 6: Collaboration & Communication	<ul style="list-style-type: none"> <li>• Clear and effective communication</li> <li>• Shared responsibility with parents/caregivers to support student learning</li> <li>• Collaboration with other teachers, administrators, school and district staff</li> <li>• Collaboration with local community agencies</li> </ul>			
Standard 7: Professional Responsibility and Growth	<ul style="list-style-type: none"> <li>• Understanding of and adherence to professional ethics, policies and legal codes</li> <li>• Engagement in continuous, purposeful professional development</li> <li>• Desire to serve as an agent of change, seeking positive impact on teaching quality and student achievement</li> </ul>			

Professional Growth Plan

**Professional Growth Plan**

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

**Self-Directed (those with above expected growth only)**

**Collaborative**                      Teacher \_\_\_\_\_                      Evaluator \_\_\_\_\_

<p align="center"><u>Annual Focus</u></p> <p align="center">These are addressed by the evaluator as appropriate for this teacher.</p>	<p align="center"><u>Date</u></p> <p align="center">Record dates when discussed</p>	<p align="center"><u>Areas for Professional Growth</u></p> <p align="center"><b>supports needed, resources, professional development</b></p> <p align="center">Comments during conference with teacher and evaluator are made appropriate to the needs of the teacher.</p>
<p><b>Goal 1: Student Achievement/Outcomes for Students</b></p> <p><i>Goal Statement:</i></p> <p><i>Evidence Indicators:</i></p>		
<p><b>Goal 2 : Teacher Performance on the Ohio Standards for the Teaching Profession</b></p> <p><i>Goal Statement:</i></p> <p><i>Evidence Indicators:</i></p>		

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_                      Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

*The signatures above verify that the teacher and evaluator have discussed and agreed upon this Professional Growth Plan.*

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE VERMILION TEACHERS ASSOCIATION  
AND  
THE VERMILION LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

This Memorandum of Understanding is entered into this 17 day of March 2016, by and between the Vermilion Teachers Association (hereinafter referred to as the "Association") and the Vermilion Local School District Board of Education (hereinafter referred to as the "Board").

WHEREAS, the Association and the Board are currently in negotiations for a successor collective bargaining agreement to be effective for the period of September 1, 2016 through August 31, 2019; and

WHEREAS, Article 26 of the collective bargaining agreement sets forth the evaluation procedures for OTES teachers through the Board's adopted standards-based teacher evaluation system; and

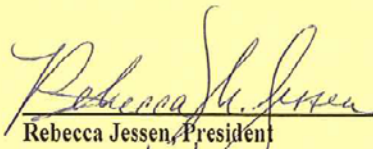
WHEREAS, state law requires that the Board adopt and implement a standards-based evaluation system for school counselors no later than the end of September, 2016; and

WHEREAS, the Ohio Department of Education will not be releasing final policy and guidelines until May, 2016;

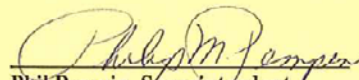
NOW THEREFORE, the parties agree to the following:

1. The Evaluation Committee will convene within two (2) weeks from the date of the release of final guidance from the ODE relative to standards-based school counselor evaluation for the purpose of providing input on the development of mandatory Board policy for such evaluation of school counselors.
2. Such policy will be included in the collective bargaining agreement upon adoption by the Board.
3. This constitutes the entire agreement between the Board and the Association regarding the issues outlined herein. There are no other written or verbal agreements, understandings or arrangements between the parties regarding the issues outlined herein. Any amendment to this MOU must be in writing and signed by both parties.

Vermilion Teachers Association

  
Rebecca Jessen, President  
03/17/16

Vermilion Local School District  
Board of Education

  
Phil Pempin, Superintendent

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE VERMILION TEACHERS ASSOCIATION  
AND  
THE VERMILION LOCAL SCHOOL DISTRICT BOARD OF EDUCATION

This Memorandum of Understanding is entered into this 17 day of March 2016, by and between the Vermilion Teachers Association (hereinafter referred to as the "Association") and the Vermilion Local School District Board of Education (hereinafter referred to as the "Board of Education").

WHEREAS, the Board of Education and the Association are currently parties to a negotiated agreement effective September 1, \_\_\_\_\_ through August 31, \_\_\_\_\_; and

WHEREAS, Article 2 of the negotiated agreement regarding Recognition establishes all full-time and regularly employed part-time certificated/licensed employees, including long-term substitutes, as members of the bargaining unit; and

WHEREAS, the Board of Education would like to offer American Sign Language as an elective course for students for the 2016-2017 school year; and

WHEREAS, the Board of Education posted the position for the American Sign Language course and was unable to fill the position due to a lack of applicants; and

WHEREAS, the Board and Association recognize the value of diverse course offerings to the students of the Vermilion Local School District; and

WHEREAS, there is an opportunity for American Sign Language to be offered remotely through the Educational Service Center; and

WHEREAS, the current negotiated agreement between the Board of Education and the Association does not address satellite positions; and

WHEREAS, the Board and Association have a joint interest in providing exceptional educational opportunities for the students of the Vermilion Local School District;

NOW THEREFORE, the parties agree to the following:

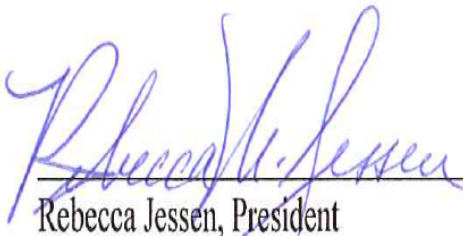
1. Solely for the 2016-2017 school year and on a non-precedent basis, the Board of Education shall offer American Sign Language via a satellite program utilizing certified personnel of the Educational Service Center. Such personnel will not be considered a member of the VTA bargaining unit.




2. Should the American Sign Language course offering continue subsequent to the 2016-2017 school year, the position shall become an established VTA bargaining unit position. However, if the Board continues the course offering and is unable to fill the position after advertising for same, a bargaining unit member will be utilized to be present in the classroom(s) during instruction, should it remain via satellite programing.
3. During negotiations for a successor agreement, the Board and the Association agree to address the issues regarding satellite positions.
4. This constitutes the entire agreement between the Board of Education and the Association regarding the issues outlined herein. There are no other written or verbal agreements, understandings or arrangements between the parties regarding the issues outlined herein. Any amendment to this MOU must be in writing and signed by both parties.

Vermilion Teachers Association

Vermilion Local School District  
Board of Education

  
\_\_\_\_\_  
Rebecca Jessen, President  
03/17/16

  
\_\_\_\_\_  
Philip M. Pempin, Superintendent  
3/17/16

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE VERMILION TEACHERS ASSOCIATION  
AND  
THE VERMILION LOCAL SCHOOL DISTRICT BOARD OF EDUCATION**

This Memorandum of Understanding is entered into this 17 day of March 2016, by and between the Vermilion Teachers Association (hereinafter referred to as the "Association") and the Vermilion Local School District Board of Education (hereinafter referred to as the "Board").

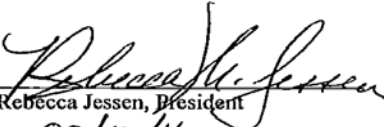
**WHEREAS**, the Association and the Board are currently parties to a collective bargaining agreement effective September 1, 2016 through August 31, 2019; and

**WHEREAS**, Article 26 of the collective bargaining agreement sets forth the evaluation procedures for OTES teachers through the Board's adopted standards-based teacher evaluation system; ~~employees and references the evaluation documents contained within the appendix;~~

**NOW THEREFORE**, the parties agree to the following:

1. The following positions shall have new evaluation rubrics piloted as developed in conjunction with the Evaluation Committee:
  - a. ~~Guidance Counselor~~
  - b. Speech Pathologist
  - c. Librarian/Media Specialist
  - d. Technology Coaches
  - e. Instructional Coaches
2. All other provisions within Article 26 shall remain the same.
3. At the completion of the pilot period, all rubrics found to be effective for use in the District as determined by the Evaluation Committee ~~a committee composed of the following: the Superintendent, the VTA President, and a person that has been evaluated under each rubric,~~ shall be adopted for use and included in the contract appendix during the next round of negotiations. Should a rubric be found ineffective, ~~by the aforementioned committee for use in the District,~~ the Evaluation Committee will find another rubric for that position and another year-long pilot of that rubric shall take place the following school year until adoption. Initial pilots shall take place during the 2016-2017 school year. Should a second rubric need to be piloted for a position(s), the pilot will take place during the 2017-2018 school year.
4. This constitutes the entire agreement between the Board and the Association regarding the issues outlined herein. There are no other written or verbal agreements, understandings or arrangements between the parties regarding the issues outlined herein. Any amendment to this MOU must be in writing and signed by both parties.

Vermilion Teachers Association

  
Rebecca Jessen, President  
03/17/16

Vermilion Local School District Board  
of Education

  
Phil Pempin, Superintendent