

CONTRACT

WILMINGTON CITY BOARD OF EDUCATION

AND

WILMINGTON EDUCATION ASSOCIATION

JULY 1, 2011 – JUNE 30, 2014

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SECTION 1 – GOVERNING PROVISIONS

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ARTICLE 1 – RECOGNITION

The Wilmington City School District Board of Education, hereinafter referred to as the "Board," recognizes the Wilmington Education Association/Ohio Education Association/National Education Association, hereinafter referred to as the "Association," as the exclusive and sole professional negotiations representative for all certified employees who are under contract to teach a full school year and/or at least one-half a regular work day, each day, for a full school year, excluding all administrative staff and/or supervisory employees who have the administrative authority to employ, evaluate, transfer, assign, discipline or discharge members of this negotiation unit or have the responsibility to make recommendations thereon.

Tutors employed on an hourly basis are included in the bargaining unit represented by the Association and are entitled to limited rights and benefits of this negotiated agreement. Tutors' contractual rights are limited to the following: compensation (specifically, tutor hourly rate in Article 36 of this agreement); renewable one-year employment contracts that automatically expire without notice of non-renewal; access to the issue resolution procedure, sick leave and sick leave accumulation, assault leave, childrearing leave, family medical leave, unpaid leaves of absence, severance pay upon qualification for service retirement under rules promulgated by STRS, mileage reimbursement and rights as otherwise defined in Article 9 of this negotiated Agreement. The contractual benefits applicable to tutors are intended to entirely replace and supersede the employment provisions provided in R.C. §§3319.08, 3319.11 and 3319.111.

The Association recognizes the board as the locally elected body charged with the establishment of policy education in the Wilmington City School District and as the employer of all personnel of this school system under state law. The Association further recognizes that the Board has the sole responsibility for the management and control of all the public schools of whatever name or character in the district and is specifically delegated with the responsibility of making the rules and regulations by which the district will be governed as provided by Sections 3313.20 and 3313.47 of the Ohio Revised Code.

ARTICLE 2 – DEFINITIONS

- A. **Days** – Refers to calendar days unless otherwise indicated.
- B. **Good Faith** – The willingness to consider, propose, make concessions, and counterproposals in an effort to reach a mutually agreed position on matters which are negotiable. The unwillingness of one or the other party to change its position shall not constitute bad faith.
- C. **Party** – Shall be construed to mean the Association's and the Board's appointed members of the negotiating team.
- D. **Member** – Shall refer to a member of the bargaining unit as described in Article 1.

ARTICLE 3 – PROFESSIONAL NEGOTIATIONS PROCEDURES

- A. Items proposed for professional negotiations shall be submitted no sooner than March 1, but no later than April 15, by the President of the Association to the President of the Board of Education, or by the President of the Board of Education to the President of the Association.

1. The initiating party shall include the following:
 - a) Date of request.
 - b) Person to contact.
 - c) Three proposed initial meeting dates which shall be no later than May 1, times and place.
 - d) The notice to negotiate required by the State Employment Relations Board.

2. The receiving party shall respond and include the following:
 - a) Date of response.
 - b) Acknowledgement of receipt of professional negotiations request.
 - c) Person to contact.
 - d) Acceptance of one of three proposed initial meeting dates.

B. Professional Negotiations Meetings

1. The parties shall meet at a time and place as established under Section A of this Article for the first negotiation meeting. A time, place and date for the next session shall be established before concluding the first and each successive professional negotiation meetings.
2. Specific proposals shall be exchanged by the parties at the first meeting unless otherwise mutually agreed. The party requesting negotiation shall present and explain its specific proposals first. The other party will then present and explain its proposals. Subsequently, no new proposals shall be considered unless otherwise mutually agreed.
3. The overall agenda shall be as mutually developed by the parties and may be altered by mutual agreement.
4. The agenda for the subsequent meeting shall be determined at the end of each meeting.
5. All meetings shall be scheduled after school hours.

C. Negotiation Teams

1. Each team shall be made up of three people of the party's choice. Each team shall designate a spokesperson.
2. Each party may have no more than two people to act as observers or consultants. The observers or consultants shall not participate in the negotiation discussions unless mutually agreed. Formal presentations may be made by consultants upon specific items under discussion provided notice is given the day prior to the meeting naming the person who will make the presentation and the subject of same. Additional special consultants may be called upon to make formal presentations with the mutual agreement of the parties.

D. Information

The designated representatives of the Board and the Association agree to make available to each other upon reasonable request and in reasonable time, all available public information pertinent to the matter or matters then under negotiation.

Such information shall include, but not be limited to:

1. Training and experience grid.
2. Current rates and anniversary dates for health insurance.
3. Amended certificate.
4. SM-1
5. SM-2
6. Tax budget.
7. Year-end report: (a) by fund; (b) fund/receipt; (c) by fund/function/object.
8. Monthly Treasurer's report.

E. News Releases

No information pertinent to matters then under professional negotiations shall be given or released to news media during professional negotiations without approval of all parties hereto until impasse has been declared.

F. Recesses

Either group shall have the right to recess for independent caucus at any time. Caucuses shall be of reasonable length.

G. Item Agreement

As negotiation items receive tentative agreement, they shall be reduced to writing and initialed by each party. Such initialing shall not be considered binding nor as a final agreement by the parties and it is expressly understood by the parties that the tentative agreement reached on any items may be withdrawn by either party at any time during the negotiations process.

H. Agreement

When an agreement is reached through negotiations, the outcome will be reduced to writing, signed by the spokesperson of each negotiating team and submitted to the Association's membership for possible ratification and the Board for its consideration and will not become effective until ratified and approved by both parties.

1. A tentative agreement shall be submitted to the Association for possible ratification and the results of the ratification vote by the Association's membership shall be communicated to the Board by the President of the Association. Upon receipt of notification that the Association has ratified the tentative agreement, the Board shall meet within fourteen (14) days to consider the approval or non approval of the tentative agreement.

2. If the agreement is ratified and approved by both the Association and the Board, it shall be implemented in the same manner as any other official action of the Board.
3. The Board and Association shall equally share the cost of printing the contract. The Association shall distribute copies to all members.
4. No provision of the resulting agreement shall discriminate against any staff member because of membership or non-membership in the Association.

I. Impasse Procedure

In the event an agreement cannot be obtained on all issues being negotiated within 60 days of the first negotiations session, either party may declare impasse.

If an impasse is declared as provided above, the parties shall jointly request the appointment of a mediator from the Federal Mediation and Conciliation Service (FMCS).

Mediation shall last for 30 calendar days from the first meeting with the mediator. If an agreement has not been reached within that time and the parties have not mutually agreed to extend the time of mediation, then the impasse procedures of the contract shall be completed.

In the event that impasse has been declared and mediation has occurred and no agreement reached, each party may proceed in accordance with law.

The Board and the Association agree that this impasse procedure shall supersede all other dispute and settlement procedures contained in Chapter 4117 of the Ohio Revised Code.

J. Right to Strike

In the event all of the impasse procedures set forth in this contract have been fully completed and no agreement has been reached and the Association has given the statutory notice to strike required by Chapter 4117, Ohio Revised Code, then, the Association may exercise the statutory right to strike.

ARTICLE 4 – ISSUE RESOLUTION PROCEDURE

A. Purpose

1. The purpose of the following issue resolution (formerly, "grievance") procedure shall be to settle equitably at the lowest possible administrative level issues which may arise with respect to specific claims of misapplication, misinterpretation and/or violation of the terms of the Contract or misapplication, misinterpretation and/or violation of Board Policy. Both parties agree that these proceedings will be confidential.

2. Nothing contained herein will be construed as limiting the right of any member having an issue to discuss the matter informally with any appropriate member of the administration and having the issue resolved without intervention of the Association. The Association shall be notified in writing of any issue resolution.

B. Definitions

1. **Association** – Refers to the organization officially recognized by the Board of Education representing the certificated employees of the Wilmington City School District as defined in Article 1 of the Contract.
2. **Board** – As used in this instrument refers to the Wilmington City School District Board of Education.
3. **Days** – Refers to scheduled work days unless otherwise indicated.
4. **Issue Classification**
 - a. Individual issue – an issue affecting only one bargaining unit member. The individual issue resolution form shall be signed by the member presenting the issue for resolution.
 - b. Class issue – an issue affecting two or more bargaining unit members. The class issue resolution form shall be signed by at least two members of the class. A class issue may be initiated at Step Three of this procedure.
 - c. An Association issue – an issue involving an alleged violation of specific rights guaranteed to the Association by this Contract.
5. **Member** – formerly "grievant," is a member of the bargaining unit as defined in Article 1, Recognition.

C. Procedure

1. Speedy Disposition

The number of days between each step in the following chart shall be a maximum of seven (7). If the appealing party does not take appropriate action within the time limit specified, the issue will be deemed settled on the basis of the disposition at the preceding level. The seven-day limit may, however, be extended by mutual consent between the parties. Consent shall be liberally granted to promote mutual agreed solutions whenever appropriate.

Step Zero:

Within ten (10) days of the occurrence or event which gave rise to the member's issue, the member shall meet with his/her principal or immediate supervisor to discuss the issue, identify options for addressing the issue and consider possible

solutions. The member and the supervisor will utilize the Mutual Issue Resolution Outline to guide their discussion.

The Step Zero meeting is a mandatory prerequisite to advancing the issue to Step One. The ten (10) day time period may be extended by mutual consent. If the issue cannot be resolved at this level, the member may proceed to Step One.

Step One: An issue shall be filed in writing with the principal or immediate supervisor within ten (10) days of the Step Zero meeting unless mutually agreed otherwise. Failure to file the initial issue resolution form within the ten day period constitutes a waiver of the issue. If the issue is outside the scope of the principal's or immediate supervisor's responsibility, the issue may be initiated at the Step Three. Such issue shall be filed using Issue Resolution Form A.

A meeting shall be held within seven (7) days after receipt of the written issue with the principal or immediate supervisor.

Step Two: The written decision of the Principal or Supervisor shall be provided to the member on Issue Resolution Form A within seven (7) days of meeting.

Step Three: A written appeal to the Superintendent or designee by the member shall be filed on Issue Resolution Form B within seven (7) days of receipt of the Step Two decision.

A meeting with the Superintendent or designee shall be held within seven (7) days of filing of Step Three notice.

Step Four: A written decision of the Superintendent or designee shall be provided to the member on Issue Resolution Form B within seven (7) days of meeting.

Step Five: Board Policy

A written appeal to the Board shall be filed by the member on Issue Resolution Form C within seven (7) days of receipt of Step Four decision, if the issue involves an alleged misapplication, misinterpretation or violation of Board Policy.

The Board shall meet within fifteen (15) days or the next regular meeting of the Board, whichever is sooner to hear the issue. A written decision of the Board of Education shall be provided to the member on Issue Resolution Form C within seven (7) days of meeting with the Board. The decision of the Board on policy issues shall be final and not appealable to arbitration.

Step Six: Mediation

If a member is not satisfied with the disposition of his/her issue (alleged misapplication, misinterpretation or violation of the Contract at Step Four, only) the parties, by mutual agreement, may request the assistance of the Federal Mediation and Conciliation Service ("FMCS") and the assignment of a mediator to provide grievance mediation services. Grievance mediation is a voluntary step in the issue resolution process.

Step Seven: Contract

If the member is not satisfied with the disposition of his/her issue that involves an alleged misapplication, misinterpretation or violation of the Contract at Step Four or Step Six, the Association will notify the Superintendent, in writing, that the matter is being submitted to binding arbitration.

D. Arbitration

1. The arbitrator shall be selected from a list of names submitted by the Federal Mediation and Conciliation Service (FMCS) in accordance with the rules and regulations of the FMCS using the alternate strike method of selecting the arbitrator.
2. The arbitrator will hold hearings promptly and will issue his/her decision not later than thirty (30) days from the date the final arguments are made by the parties. The decision of the arbitrator shall be binding on the parties and delivered in writing to the Association, the member and the Board. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue(s) not so submitted to him/her. The arbitrator shall not have the power to add to, subtract from, or change, modify or amend any of the terms and provisions of this agreement, or any other written agreements between the Board and the Association.
3. The Board and the Association shall equally share the fees and expenses of the arbitrator and any expenses incidental to the arbitration proceedings. Each, however, shall be responsible for the fees and expenses of its representatives.

E. Representation

At Steps Zero and One of the Issue Resolution Procedure, the member may be accompanied by a representative. At all remaining steps of the issue resolution procedure, the member will be accompanied by a representative of the Association and the Administrator and/or Board may be accompanied by a representative of their choice.

F. Miscellaneous Provisions

1. A member who participates in this issue resolution procedure shall not be subjected to discipline or reprisal because of such participation. All documents, communications and records dealing with the processing of an issue for resolution will be filed separately from the personnel file of the participants.
2. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, to be present. When possible the hearing will be held after regular school hours, or during non-teaching time of the personnel involved.
3. It is important that an issue be processed as rapidly as possible. The number of days indicated at each level shall be considered as a maximum and every effort

shall be made to expedite the process. The time limits specified may be extended by mutual agreement.

4. All issues may be withdrawn at any level without prejudice. In the case of issues filed by individuals, the teacher involved has the right to withdraw the issue at any time.

ARTICLE 5 – ASSOCIATION RIGHTS

The following shall be made available to the Association:

1. Bulletin board space in each building.
2. Use of intra-district mail service and e-mail subject to the Board's acceptable use policy.
3. Use of members' mail boxes provided a copy of any information being placed in the mail boxes is given to the Principal and Superintendent and any information being so placed is signed by the individual or organization responsible for same.
4. Whenever possible, and with the permission of the building Principal, the use of a school building will be made available to the Association before or after school hours.
5. The President or his/her designee (no more than one individual) may meet, on his/her lunch break, before or after school with any other member in the District before or after school, or on his/her lunch break. If the Association President/Co-President is assigned to grades 6-12, he/she shall receive preferential scheduling for planning time to conduct association business. The Association President may be expected to cover a class during this time but only as a last resort at the district tutor rate. If the Association President/Co-President is assigned to grades pre-K through 5, he/she shall meet with the administration to write a memorandum of understanding that will release the Association President from work related responsibilities (i.e. duties, bus, cafeteria, etc.) to conduct association business and minimize disruption to the school day. The President or his/her designee shall notify the Principal of his/her visitation to the building.
6. A copy machine will be available for use of the Association at the Association's expense including pro rata cost of maintenance based on usage.
7. A member is entitled to Association representation with an administrator in which violation of Board rules and regulations and/or professional performance or conduct is discussed.
8. Professional Association (local, district, state and national) membership dues shall be deducted in twenty (20) consecutive equal installments beginning with the third paycheck of the school year. Deductions will be made on the basis of current deduction authorizations supplied by the individual to the Treasurer. Authorizations for payroll deductions for Association membership shall be on a

continuing basis from year to year unless the teacher notified the Treasurer in writing of his/her intention to cancel said deduction.

The Association will indemnify the Board and Treasurer against liability for all deductions made in accordance with these provisions.

9. The Association President shall receive a copy of the Board agenda, minutes and a summary of the Treasurer's regular monthly report. The schedule of regular Board meetings is available on the Board's website. The Board will provide the Association with notice of special and/or emergency meetings as required under the Ohio Sunshine Law.
10. The Superintendent will provide the Association with a copy of all non-confidential information in Board Packets prior to board meetings.
11. With proper authorization from the employee the following items may be deducted from the checks of the employees:
 - a. OEA Fund for Children And Public Education donations
 - b. WEA Scholarship Fund (at least twenty (20) applicants)
 - c. Ohio Tuition Trust

ARTICLE 6 – FAIR SHARE FEE

- A. The following provision shall apply to: (1) all members of the bargaining unit who are members of the Association on August 15, 2001 and; (2) all members of the bargaining unit employed subsequent to August 15, 2001.
- B. 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 Association, a fair share fee for the Association's representation of such nonmembers during the term of this contract. No nonmember filing a timely demand shall be required to subsidize partisan political or ideological causes not germane to the Association's work in the realm of collective bargaining.
- C. 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 15th 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.
- D. SCHEDULE OF FAIR SHARE FEE DEDUCTIONS
 1. All Fair Share Fee Payers – Payroll deduction of such fair share fees shall begin at the second payroll period in January except that no fair share fee deductions shall be made for bargaining unit members employed after December 31st until the second paycheck, which period shall be the required probationary period of newly-employed bargaining unit members.

2. Upon 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.
3. Transmittal of Deductions – The Board further agrees to accompany each such transmittal with a list of the names of the bargaining unit members for whom all such fair share fee deductions were made, the period covered, and the amounts deducted for each.
4. Procedure for Rebate – The Association represents to the Board that an internal rebate procedure has been established in accordance with Section 4417.09 C of the Revised Code and that a procedure for challenging the amount of the representation 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.

Upon timely demand, nonmembers may apply to the Association for an advance reduction/rebate of the fair share fee pursuant to the internal procedure adopted by the Association.

5. Indemnification of Employer – The Association, on behalf of itself and the OEA and NEA, agrees to indemnify the Board for any cost of liability incurred as a result of the implementation and enforcement of this provision provided that:
 - a. The Board shall be given a ten (10) day written notice of any claim made or action filed against the employer by a nonmember for which indemnification may be claimed;
 - b. The Association shall reserve the right to designate counsel to represent and defend the employer;
 - c. The Board agrees to (1) give full and complete cooperation and assistance to the Association and its counsel at all levels of the proceeding; (2) permit the Association or its affiliates to intervene as a party if it so desires; and/or (3) to not oppose the Association or its affiliates' application to file briefs amicus curiae in the action;
 - d. The Board acts in good faith compliance with the fair share fee provision of this agreement; however, there shall be no indemnification of the Board if the Board intentionally or willfully fails to apply (except due to court order) or intentionally or willfully misapplies such fair share fee provision herein.

ARTICLE 7 – LABOR MANAGEMENT COMMITTEE

- A. The Superintendent shall meet monthly, except for the months of August, December, July and June, with the president of the Association and one (1) member from each building appointed by the president to discuss issues that may be of concern. A recorder will see that all members of the committee receive copies of minutes from the meetings.
- B. Other individuals, including administrators, members, the Board Attorney, and the OEA consultant may attend and participate in any committee meeting provided advance notice is provided.

SECTION 2 – WORKING CONDITIONS

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ARTICLE 8 – PERSONNEL FILE

- A. A personnel file of all members shall be maintained in the office of the Board of Education. This shall be considered a confidential file to the extent required by State law.

Upon request, each member shall be permitted to see his/her personnel file provided one-day's notice is given of the member's desire to review the file. This notification should be given to the Superintendent. The review of the file shall be in the presence of the Superintendent or his/her designee and shall be conducted in the Superintendent's Office. Anyone reviewing the member's file shall sign a receipt indicating the date of review and said receipt shall remain as a part of the file.

The file may be reviewed by the member and/or his/her designee, members of the Board of Education, the Superintendent, the Human Resources Director, the member's Principal or Assistant Principal and other school employees who have a legitimate school business need for reviewing same.

No anonymous materials shall be placed in a member's file or made a matter of record.

Before materials are placed in the personnel file, the member shall have the opportunity to see the material and shall initial and date the material shown to him/her. The initialing of the material does not indicate agreement by the member with the information contained in the material but simply indicates that the material was seen by him/her in accordance with this policy. In the event a member refuses to initial the materials, the time and date of such refusal should be noted on the materials.

The member may reply to any material in his/her file which he/she may deem to be critical of him/her. A written statement may be placed in his/her file and attached to the critical statement.

Pursuant to Chapter 1347, a member who disputes the accuracy, relevance, completeness or timeliness of material contained in his/her personnel file may request the Superintendent, or designee, to conduct an investigation as to the validity of the claim. Any information which is found to be inaccurate, irrelevant, incomplete or untimely may be removed from the member's file.

B. Public Records Request

1. Individuals from the community who wish to view the personnel file of a member may be asked to fill out a Public Records Request form that includes the following information:
 - a. Name of person making request
 - b. Date of request
 - c. Date review is to occur
 - d. Name of member whose file is to be reviewed.

2. If available, a copy of the request shall be sent to the member within five (5) business days. If no written request is available, the member will be notified, within five (5) business days of the request, and provided available information about the requesting party and the nature of the request.

3. Security of Personal Data

No member's medical information or personal identification numbers, such as a social security number, shall be included in the file released for public review.

ARTICLE 9 – TEACHING HOURS AND ACTIVITIES

A. General Provisions Applicable to Teachers

1. Teaching Load – Five (5) days a week of instruction in subject area and classroom working with student(s).
2. Conference Period – Five (5) days a week – minimum of forty (40) continuous minutes per day during the student day free of all duties for teacher preparation, grading, conferencing with parents, completing reports and interaction with other staff.
3. Length of School Day – The member workday shall be seven and one-half (7 ½) hours. In the event the length of the student day is reduced due to a calamity, the teacher work day will be reduced by the equivalent amount of time. When a delayed start is ordered due to a calamity, planning time may be reduced or eliminated at the direction of the principal.
4. Staff Meetings – Staff members are expected to attend two (2) regularly scheduled meetings per month (emergency meetings may be called as needed). Regularly scheduled meetings shall be no longer than one hour in length. Administrators will make reasonable efforts to avoid scheduling non-emergency after school meetings during the weeks of conferences, report cards, and interims.

If elementary staff members are scheduled to arrive thirty (30) minutes prior to the start of the student day, activities on one (1) of those days each week will be directed by the building principal or designee. For one (1) week during each nine (9) week period, there shall be no administrative directed meetings or activities. This week without meetings shall be selected by the WEA building representative in cooperation with the building principal before the end of the prior school year.

5. Students will be released two (2) hours early to allow teachers to participate in professional development activities and to complete records related to reporting periods on five (5) dates: Three (3) of the five (5) dates shall be devoted to record keeping duties and such record keeping time shall not be subject to alternative assignment. Activities on two (2) of the five (5) dates shall be directed by the administration. The dates will be determined by consensus between WEA and Administration.

6. Duties Beyond the Classroom Assignment
 - a. Elementary and Middle School Members will assume duties beyond the classroom assignment not to exceed one-half (1/2) hour per day. Upon request the Principal shall inform a member of his/her duties.
 - b. High School Members are expected to perform all duties assigned in the staff handbook, in the areas of homeroom, class sponsors and assemblies. For supervision of hall, restroom and lunchroom area, High School Members control where and when possible without specific assignment within the confines of the school day.
 - c. Building representatives will have the opportunity to view the staff and student handbook and make suggestions to modify language prior to duplication and distribution of the handbook to staff. Whether such suggestions are adopted or rejected by the Administration shall not be subject to the provisions of Article 4.
- 7.. Care of Classroom and Building – Members are responsible for reporting damage to any part of the building to the building principal as well as maintaining the order of the contents of the individual room(s) to which a member is assigned.
8. Conservation of Energy – Members shall make every effort to reduce energy costs of the building as much as possible.
9. Any and all topics not herein mentioned shall not be a part of a member's normal duties and responsibilities.
10. Upon approval of the Principal, a member may leave the building during the school day for a short period of time to take care of emergency or other business.
11. New teacher orientation meetings will be payable through submission of a Special Work and Overtime Log.
12. Special Education teachers/intervention specialists who have the responsibility for developing and writing individual education programs shall be provided two (2) release days during the school year, schedule by mutual agreement with the building principal for the purpose for IEP writing/training.

B. Provisions Applicable to Tutors

1. Tutors may be assigned to assist/instruct one or more students during all or part of a school day depending upon the tutor's regular daily schedule and number of hours employed per day.
2. Tutors may be assigned to multiple school buildings but will only be assigned to work on days that students are present.

3. Tutors will not be regularly assigned building duties (bus, lunch, recess, etc.) and will not be provided planning time.
4. Tutors are not required to attend staff meetings.

ARTICLE 10 – EVALUATION PROCEDURES

A. Teacher Evaluation

1. Philosophy, Purpose, and Objectives

- a. Philosophy - Staff evaluation has two major goals: to ensure effective teacher performance and to provide for the continuous development and improvement of the individual teacher. The achievement of these goals will result in the improvement of instructional practices, thereby giving students the opportunity to reach their maximum potential.
- b. Objectives
 - (1) To continue to improve the quality of instruction through a regular review of teaching performance.
 - (2) To assess teacher effectiveness by using appropriate appraisal procedures.
 - (3) To commend exceptional teaching.
 - (4) To recommend means of improvement where appropriate.
 - (5) To establish a framework whereby general goals and specific objectives can be cooperatively developed.
 - (6) To aid in creating and maintaining a professional climate for teachers and administrators to cooperate in meeting educational responsibilities to children.
 - (7) To assist staff members in clarifying and establishing performance expectations, specific duties, responsibilities, and establishing a system of support and collaboration.
 - (8) To provide an information source for consideration in administrative decisions affecting recommendations for continuing contract status and reemployment.

2. Evaluation Cycle

- a. All bargaining unit members shall be evaluated according to the process and procedures of this Article.

- b. Every bargaining unit member shall be evaluated according to the schedule illustrated below.
- c. The first evaluation, consisting of at least one (1) thirty-minute observation, shall be completed by December 15, including the written evaluation summary. A second evaluation must be conducted between January 1 and April 1. The second evaluation may consist of one (1) or more observation(s). Evaluations of continuing contract teachers may extend to May 15.

| Frequency of Formal Observations/Evaluations | | |
|---|---|--|
| Year | 1 st Evaluation by December 15 | 2 nd Evaluation from January 1 to April 1 |
| 1 st Year in Wilmington | Minimum 1 observation; 1 evaluation | Minimum 1 observation; 1 evaluation |
| 2 nd Year in Wilmington | Minimum 1 observation; 1 evaluation | Minimum 1 observation; 1 evaluation |
| If changing positions | Minimum 1 observation; 1 evaluation | |
| 4 th Year in Wilmington and every three years thereafter | Minimum 1 observation; 1 evaluation Evaluation will be completed by April 1 | |
| Eligible for Continuing Contract | Minimum 1 observation; 1 evaluation | Minimum 1 observation; 1 evaluation |
| On Continuing Contract | 1 evaluation every 3 years (Minimum 1 observation) completed by May 15. | |

- d. Teachers who are employed after the school year begins are not covered by this evaluation program and shall be non-renewed at the end of the school year. The position will then be posted in accordance with Article 12.
- e. If a teacher in the last year of a limited contract cannot be observed/evaluated according to the requirements of this section, due to the teacher's extended or repeated absence, the Board may offer such teacher a one-year limited contract for the next school year. In such circumstances, the one-year limited contract will not be considered an "extended limited contract" as that term is defined in R.C. §3319.11.
- f. The evaluator shall be the building principal, assistant principal, or other fully certificated/licensed administrator assigned by the Superintendent. By September 15 of the school year, bargaining unit members will be notified of their evaluation schedule and their evaluator for that year.
- g. The evaluator must meet with applicable staff members at least five (5) days prior to the first formal observation to discuss the evaluation process and review procedures, including the purposes, evaluation Forms/documents, expectations, and evaluation rubric.

- h. The evaluation shall be based upon both formal and informal written observations made by the evaluator during the school year.

3. Formal Observation(s)

- a. A valid and useful assessment of teacher effectiveness depends on the gathering of relevant data. For this reason, a pre-observation planning conference is required for each observation which shall include completion of the Pre-Observation Planning Conference Form (Section 6 – Forms, page 52) for the first observation in a school year.
- b. It is recommended that each observation allow the administrator to view a complete lesson. At least thirty (30) consecutive minutes is required for this. Minimum requirements do not preclude additional observations. A teacher may also request and receive observation(s) over the minimum required by the evaluation procedures. Observations will be conducted during the student day.
- c. A post-observation conference will be scheduled within three (3) work days of the observation. The evaluation rubric and written evaluation summary will be provided to the employee within fifteen (15) work days after the observation unless the administrator/evaluator notifies the teacher otherwise within ten (10) work days of a formal observation or the teacher requests multiple formal observations. A draft rubric will be provided to the employee in the event his/her evaluation will not be concluded following the first formal observation in a semester. The final rubric for such employee shall be provided at the close of the evaluation cycle.
- d. Observation Days - Formal observation shall not be conducted the day before/after scheduled Thanksgiving, Winter, and Spring Breaks or the day of the teacher's return from an approved leave of absence except by mutual agreement of the teacher and the evaluator.
- e. Following an unsatisfactory classroom observation, the teacher may exercise one or more of the following options.
 - (1) The teacher shall have up to five (5) work days to review and sign the observation.
 - (2) The teacher may request an additional observation by the same or different administrative evaluator.
 - (3) The teacher may request review of observation(s) by the Superintendent or his/her designee.
 - (4) The teacher may request assignment of a mentor teacher.
 - (5) The teacher may request a Plan of Assistance for Improvement.

- (6) The teacher may elect to have his/her own statement attached to the observation.
- f. The formal observation process does not preclude informal classroom visits by building or district administrators.

4. Evaluation

- a. No formal teacher evaluation procedure will be deemed complete until the evaluated teacher has received a written evaluation of his/her job performance.
- b. The evaluation will be a summary of overall performance, commendations, recommendations, and areas for improvement. The evaluation tool and appropriate Forms are attached in Section 6 – Forms, pages 62-66.
- c. Unsatisfactory Evaluation - In the event a teacher objects to the formal written evaluation of his/her job performance, the teacher may exercise one or more of the following options:
 - (1) The teacher shall have up to five (5) work days to review and sign the evaluation.
 - (2) The teacher may request and receive a review of the formal evaluation by the Superintendent or his/her designee prior to April 20 for limited contract teachers and prior to June 1 for continuing contract teachers.
 - (3) The teacher may elect to have his/her own statement attached to the evaluation.
 - (4) The teacher may request assignment of a mentor teacher.
 - (5) Allegations of an administrative procedural error shall be subject to Issue Resolution, Article 4. All remaining aspects of the evaluation procedure are not subject to the issue resolution procedure.
- d. Plan For Assistance - For any teacher who receives an unsatisfactory evaluation, the evaluator and the staff member will meet within fifteen (15) days of the evaluation conference to jointly develop a program of assistance.
 - 1) An "unsatisfactory" evaluation is defined as two (2) or more unsatisfactory ratings on the Classroom Teacher Evaluation Report. Section 6 – Forms, page 62.

- 2) If a teacher receives an unsatisfactory evaluation, the next evaluation will not be conducted for at least six (6) weeks following the development of a plan for assistance.
- 3) A summary of the help provided will be kept by the evaluator(s) along with an assessment of the progress made.

e. Traveling Teachers

- 1) By September 15 of each school year, the Administration shall inform traveling teachers as to which evaluator(s) will evaluate them.
- 2) Evaluators will be determined by percentage of building time and the discretion of the Superintendent or designee. Other administrators will have a right to observe and include input in the teacher's evaluation.
- 3) Traveling teachers will be reimbursed for school related travel at the IRS rate.

f. Counselors, Librarians/Media Specialists, School Psychologists and Speech Language Pathologists or other bargaining unit positions will be evaluated based upon the adopted evaluation process with Forms specific to their area of expertise. Section 6 – Forms, pages 66-71.

5. Statutory Relationship - The Board and the Association agree that the evaluation procedures contained in this contract and the approved evaluation instrument shall entirely replace and supersede the evaluation requirements in R.C. §§3319.11 and 3319.111. However, if the Board intends to non-renew a limited contract teacher, all other procedural due process requirements of R.C. §3319.11(G) (including written notice; statement of reasons; hearing with the Board of Education, court appeal) shall be applicable.

ARTICLE 11 – RELEASE TIME FOR COMMITTEES

The Board shall provide release time for members upon recommendation of the Superintendent up to one-half (1/2) day a month for any committee assignments set up by the Board of Education and/or administration, such as the curriculum committee. Additional time may be requested when necessary.

ARTICLE 12 – BUILDING TRANSFERS, CHANGE IN ASSIGNMENT AND NOTIFICATION OF VACANCY

A. Building Transfers

1. **Voluntary Transfers:** A request for transfer of a member from one building to another, subject area, or grade level may be made by the member and shall be submitted in writing to the Superintendent. Applications for transfer shall remain

active through September of the following school year. Seniority shall be considered as a factor when determining if a member will be awarded a voluntary transfer. Upon request a member not granted a transfer shall have the opportunity to have a conference and be given verbal reasons by the appropriate administrator, with the decision of the administrator not grievable.

By notifying the Superintendent in writing of his/her interest in a specific posting and by filing a transfer request as defined in the first paragraph above, he/she shall be considered as an applicant for the vacancy prior to any outside applicant.

2. **Involuntary Transfer:** Transfers may also be made upon initiation of the Superintendent or the appropriate member of his/her staff for a reason(s) which, in their judgment, will serve the best interests of the schools. Prior to an involuntary transfer a conference shall be held and the reasons for the transfer will be provided verbally by the appropriate administrator with the decision of the administrator not grievable. Seniority shall be considered as a factor when making involuntary transfers. The Superintendent shall not transfer a member who was involuntarily transferred the preceding school year, unless the member consents, and further will make reasonable efforts to avoid transferring a member who was involuntarily transferred the second or third preceding school year. No involuntary transfer may be capricious, arbitrary or disciplinary in nature.

B. Notification of Vacancies

1. **Postings:** Postings for summer vacancies will be included ~~in paychecks and~~ on the district's website. A member's request for transfer on file shall be considered for positions as stated above which become vacant after August 1. However, a specific posting for such positions shall not be made.
2. Notice of all bargaining unit vacancies shall be communicated to staff members, including the Association President via e-mail and the auto-dialer (summer only). The job vacancy notice shall contain (a) position available and building, if known; (b) required certification; (c) effective starting date. A staff member shall have five (5) weekdays during which time an employee may provide notice he/she wishes to be considered for the vacancy.

ARTICLE 13 – SCHOOL CALENDAR

- A. The President of the Association or his/her designee may submit the Association's preference on the composition of the school calendar to the Superintendent. The Superintendent and the Association president shall then collaboratively prepare a calendar to be submitted to the Board for its consideration.

The Board's decision on the calendar shall be final.

- B. The calendar/member's individual contract will indicate the length of the school year, which shall be no more than 184 days, of which 180 are student days and 4 teacher days for work/in-service. Three (3) of these four (4) days shall be designated, in part, as teacher work days, one at the beginning of the year, one at the end of the first semester,

and one at the end of the year. The length of the teacher work day scheduled at the end of the first semester shall be reduced by the time spent at Open House during that same semester. Such days shall be used for record-keeping and classroom preparation. However, up to one (1) hour may be used for teacher recognition, welcome, and/or staff meetings on the first and last work day of the school year. Voluntary professional development may be offered on such days. In addition to the days set forth above, an additional inservice day may be scheduled. Only those in attendance shall be paid. Attendance at such additional inservice shall be voluntary.

ARTICLE 14 – NON-RENEWAL POLICY

- A. If a member's evaluation or personnel file does not reveal the reasons for his/her non-renewal, he/she will be provided the written reasons.

Members being recommended for non-renewal shall be notified of the date of the meeting that the Board shall consider his/her contract non-renewal.

Prior to the Board's action on the contract, the member may address the Board. He/she may be represented by his/her representative.

- B. The limited teaching contract of a member shall be non-renewed in accordance with 3319.11 of the Ohio Revised Code except the issue upon review shall be whether the administration followed the evaluation procedure contained in the contract but not 3319.111 of the Ohio Revised Code. The provisions of Article X – Evaluation Process supersede and wholly replace the provisions of Section 3319.111 of the ORC.

ARTICLE 15 – REDUCTION IN FORCE

- A. If, in the sole judgment of the Board, it determines to make a reduction in force for those reasons set forth in 3319.17 of the Ohio Revised Code, financial reasons or changes in curriculum and program, then the following procedure shall be utilized when making the reduction.

1. Reduction shall be made through attrition to the extent possible.
2. If further reductions are necessary, limited contract teachers shall be suspended in accordance with seniority within the teaching certification area to be affected by the layoff.
3. If further reductions are necessary, continuing contract teachers shall have their contracts suspended in accordance with seniority within the teaching certification area to be affected by the layoff.

A teacher whose position is eliminated as the result of a reduction in force and who is certified to teach in another area may bump a less senior employee teaching in the other area of certification provided the teacher wishing to exercise this bumping privilege is qualified.

B. Seniority shall be defined as length of continuous service as an employee holding a teaching certificate or license in the bargaining unit under a regular teaching contract in the District.

1. Board-approved leaves of absence will not interrupt seniority, but time spent on such leaves shall not count toward seniority.
2. If two (2) or more bargaining unit members have the same length of continuous service, seniority will be determined by:
 - a. Date of Board meeting at which bargaining unit member was hired, and then by
 - b. Date bargaining unit member signed initial employment contract in the District.
 - c. Any remaining ties will be broken by lot.

C. Laid off teachers will be placed on a recall list.

If a vacancy occurs in a teaching position and certification area for which a laid off teacher is certificated, he/she shall be recalled in the following order:

1. Continuing contract teachers in order of seniority.
2. Limited contract teachers in order of seniority.

If there are no laid off teachers on the recall list who are properly certificated to fill the vacancy, then outside applicants may be considered by the Superintendent.

Any member whose limited contract is suspended pursuant to this section of the contract Agreement shall remain on the recall list for two (2) years. At the end of the two year period, the Board has no further obligation to the member and the member's employment with the Board shall terminate.

A member whose continuing contract is suspended will remain on the recall list and have the right to restoration to continuing service status if and when teaching positions for which he/she is certified become available provided he/she has not obtained full time teaching or administrative employment elsewhere.

Any member who is certified for a vacant position and who refuses to accept an offered teaching position for which he/she is certified shall be removed from the recall list and the Board's obligation under this contract to that member shall be terminated.

The Board has fulfilled its responsibilities herein by sending a written notice of a job vacancy to a member on the list by certified mail at the last address left by the member. Unclaimed, refused or nondeliverable notices as well as failure to respond within ten (10) calendar days of the mailing of the notice shall constitute refusal of the vacancy.

Members on layoff shall be permitted to remain on the Board insurance plans provided the employee pays 100% of the cost of the premiums for said insurance to the Board Treasurer in advance each month.

The board shall assume no responsibility for any cancellations of insurance coverage except when cancellation is due to a Board error and its responsibility hereunder shall end if the member obtains other employment.

ARTICLE 16 – COOPERATING MEMBERS

Student teachers and educational lab/field experience students may be assigned to a member with the prior consent of the member. The cooperating teacher may be assigned other education responsibilities during the time when a student teacher is fully responsible for the classroom. Cooperating teachers will not be held liable for acts or omissions that occur, if any, when the student teacher is in charge of the classroom and the cooperating teacher is not present in the classroom.

ARTICLE 17 – PROFESSIONAL MEETINGS

- A. Members shall, upon approval of the Superintendent or his/her designated administrator, attend professional meetings for a maximum of five (5) teaching days per school year. Additional days may be granted at the discretion of the superintendent.
- B. To be qualified, the meeting must meet the following criteria:
 - 1. Directly related to the duties assigned to the member as an employee of the Wilmington City School District.
 - 2. Designed to improve the member's performance in his/her assigned duties.
 - 3. Adjudged by the Superintendent to be in the best interest of the Wilmington City School District.
- C. Written application to attend a professional meeting shall be made at least two weeks in advance to the Principal who shall forward it to the Superintendent. Member shall be notified in writing no later than five (5) days after receipt of the application of the disposition of same.
- D. The teacher shall include with the leave request an itemization of expenses and amounts he/she wants approved.
- E. The teacher shall be reimbursed for those expenses approved by the Board if the leave requested is granted upon submission to the Treasurer of paid receipts for said approved expenses.

ARTICLE 18 – COMPLAINT PROCEDURE

If an administrator intends to investigate a complaint, he/she will notify the member verbally of the nature of the complaint and the identity of the complaining party. The administrator will seek input from the member concerning the incident out of the presence of the complaining part prior to having any kind of meeting with the complainant and the teacher. If the administrator documents his investigation, the member may attach rebuttal thereto.

ARTICLE 19 – NO SMOKING

Smoking will not be permitted in any school building, on school grounds, including vehicles in school parking lots or vehicles owned or leased by the Board.

ARTICLE 20 – LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

A. Purpose and Number of LPDCs

1. Local Professional Development Committee (LPDCs) shall be established according to law and State Department of Education guidelines to oversee individual members' professional development plans.
2. The school board and administration will determine the number of LPDCs in the district, which number shall be at least one and which number may change only from year to year.

B. Membership Selection of Committee

1. The membership of any Wilmington Local Professional Development Committee shall consist of five (5) members including three teachers and two administrators.
2. In the case of an administrator's IPDP review, the LPDC committee make-up shall be altered as follows: two administrative members and one teacher member. The LPDC committee shall decide which teacher members will not vote and will serve as silent committee members. This determination shall be made on the basis of (1) seniority on the LPDC (2) seniority within the Wilmington School District, or (3) determined by lot.
3. The teacher members shall be appointed via the president of the Association as per the bylaws of the Association. The Administrators shall be appointed by the Superintendent. In addition, in case of an in-term vacancy, the president of the Association shall appoint a replacement teacher member and likewise, the Superintendent shall appoint an administrative replacement.
4. Terms shall run from July 1 to June 30 and shall be staggered three (3) year terms. After the initial two years, each member will serve a staggered three (3) year term.

5. Committee members who find they are unable to fulfill their role as an active committee member may withdraw by notifying the committee chair in writing. No reasons need to be given.
 6. One teacher and one administrator shall also be appointed respectively by the Association president and the Superintendent as alternates to the committee. Whenever an LPDC member is absent from a meeting, the alternate may serve in the regular member's place. Alternate committee members may be appointed to in-term vacancy positions by the selection process as stated above.
- C. LPDC committee members shall be compensated for all time spent in training/in-service and meetings by receiving an annual supplemental contract in the amount of \$600.00 including the alternate who shall attend all meetings.
- D. The charge of the Local Professional Development Committee (LPDC) is to review and approve the individual professional development plans of all certificated employees in the district, and to review and approve completed individual professional development plans of certificated/licensed employees for renewal of or transition to a license. The LPDC may accept and process certificate renewal under 1987 standards for certificate renewal.
- E. This committee shall establish the procedures that will govern its operation including but not limited to the following:
1. Meeting times (except that the meeting shall held after school hours)
 2. Meeting locations (shall be on school premises)
 3. Notification process for employees
- F. Further the committee shall establish the procedures required for employees to submit written individual professional development plans (IPDP) for committee consideration and action, including but not limited to:
1. Timelines for submission and completion of the employee's plan
 2. Criteria used to evaluate the plan
 3. An appeal process for disagreements concerning the plan
 4. A reciprocity statement for incoming plans
 5. Format for the plans
- G. These and any other items the committee finds necessary to meet the legal requirements shall be reduced to writing and distributed to all certificated employees. If the committee changes the document that has been distributed in any way, an employee who has submitted an IPDP under the previous document shall be permitted to either complete his/her IPDP under the previous document in effect when the employee filed his/her IPDP, or move under the new document without penalty.
- H. This committee shall be selected and begin working immediately.
- I. The LPDC shall comply with the Sunshine Law.

ARTICLE 21 – OPEN ENROLLMENT FOR EMPLOYEES' CHILDREN

All members' children may attend Wilmington City Schools under open enrollment with the following restrictions.

- A. The Superintendent shall determine if the additional student(s) will be a hardship on the teacher and/or the total school enrollment.
- B. Once a student is enrolled he/she may continue to attend the Wilmington Schools as long as attendance is in consecutive years. If a student is withdrawn, readmittance may occur under the same restrictions as the original approval.
- C. A written request for open enrollment to the Wilmington Schools must be made to the Superintendent through the principal's office prior to the student's registration.
- D. A written approval shall be returned to the employee no later than seven (7) days prior to the first day for students.
- E. The Superintendent's decision is final regarding all open enrollment requests.
- F. Transportation is the parent's responsibility.
- G. Open enrollment requests from teachers employed by the Board shall be given preference over other open enrollment requests. If the Board abolishes open enrollment in the future, teachers may enroll their children in WCS without cost.

ARTICLE 22 – CRIMINAL BACKGROUND CHECK

- A. All employees shall provide a criminal records check in the manner prescribed by law. A new member shall be considered conditionally employed until the results of the criminal records check are received. If the new member has been convicted of or pled guilty to any of the offenses listed in Section 3319.39, Revised Code, he/she shall be immediately notified by the Superintendent that his/her employment is terminated. The member in this situation shall not be entitled to any further due process from the administration or the Board.
- B. If the member establishes that such record is in error, then the member will be rehired by the Board to the position previously held or a comparable position.

ARTICLE 23 – JOB SHARING/HALF TIME

Job Sharing

- A. As a program applicable only to the term of this negotiated agreement, two teachers who wish to partner in a job sharing plan shall submit a joint application to the Human Resources Director and the Building Principal which includes all the following information:
 - 1. How the job sharing teachers plan to divide instructional duties;

2. How the job sharing teachers plan to regularly plan for and communicate about educational and operational objectives, student progress, and consistency of instructional methodology, expectations and goals; and
 3. How the job sharing partners intend to acknowledge their shared accountability for student behavior, adjustment and performance.
- B. The Human Resources Director and the Building Principal may approve such application, request additional information or reject the teachers' application which shall, upon request, be reviewed by the Superintendent. The Superintendent's decision shall be final and not subject to the issue resolution procedures in Article 4.
 - C. Job sharing partners are expected to work full-time during the first and last five (5) days of the school year. Both teachers will attend parent-teacher conferences, staff meetings and district-wide professional development activities as part of their professional responsibilities. Job sharing status will not affect a teacher's entitlement to observations/evaluations under applicable provisions of the negotiated agreement.
 - D. For the applicable school year, job sharing partners will each be entitled to one-half ($\frac{1}{2}$) the salary to which a full-time employee is entitled at the individual teacher's years of experience and advanced education as provided on the Wilmington Schools Certified Personnel Salary Schedule.
 - E. Job sharing partners will each be entitled hospitalization, surgical and major medical benefits available to full-time employees upon submission of one-half ($\frac{1}{2}$) the Board's cost of such insurance to the Treasurer. If a job sharing partner wishes to continue his/her full-time benefits, the Board will contribute forty-five percent (45%) of the Board's cost of single coverage or forty percent (40%) of the Board's cost of family coverage. In the event one job sharing partner elects to waive health insurance benefits, the other job sharing partner will not be entitled to full benefits without submission of his/her premium contribution as indicated above. A stipend for waiver of benefits, if any, will be prorated.
 - F. Job sharing partners will each be entitled dental insurance benefits available to full-time employees upon submission of one-half ($\frac{1}{2}$) the Board's cost of such insurance to the Treasurer. The Board will contribute fifty percent (50%) of the cost such coverage. In the event one job sharing partner elects to waive dental insurance benefits, the other job sharing partner will not be entitled to full benefits without submission of his/her fifty percent (50%) premium contribution as indicated above.
 - G. Each job sharing partner will be entitled to full life insurance benefits upon submission of one-half ($\frac{1}{2}$) the Board's cost of such insurance to the Treasurer.
 - H. Job sharing partners are expected, to the maximum extent feasible, to substitute for each other in the event one job sharing partner is absent from work. The substituting partner will be paid the applicable substitute rate for hours worked.

- I. Job sharing assignments will be approved on an annual basis only. Following a job-sharing school year, if one or both job sharing partners elect or are assigned to return to a full-time position, he/she will be assigned to any vacant position for which he/she is qualified. If only one full-time position is available, the most senior job sharing partner will be offered the first opportunity to return to full-time status. If one or more full-time positions are not available at that time, the partner(s) not returned to full-time status will be placed on a "job-sharing recall list" for a period of two (2) years at which time the Wilmington City Schools will have no further obligation to the employee.
- J. Teachers will be considered for job sharing only if such teachers agree, in writing, that assignment to a shared position will not create an entitlement to a half-time position on a continuing basis.
- K. Staff members otherwise eligible for continuing contract status during the term of a job sharing assignment shall be awarded a one year limited contract (outside the definition of a statutory extended limited contract) of employment only and may apply or re-apply for continuing contract status at such time as the staff member returns to a full-time position.
- L. The provisions of this article are intended to supersede and replace the provisions of R.C. §§3319.08 and 3319.11.

Half Time

- M. As already outlined in Article 36, paragraph B, "Compensation for "part-time" teachers in the bargaining unit will be pro-rated on a percentage basis of the time required." Such compensation will be based on the individual teacher's years of experience and advanced education as provided on the Wilmington Schools Certified Personnel Salary Schedule.
 - 1. A staff member wanting to be considered for a half time position shall submit a written application to the Human Resources Director and their Building Principal which includes their reasons for wanting to work on a half time basis and for how long they want to work half time.
 - 2. The Human Resources Director and the Building Principal may approve such application, request additional information or reject the teachers' application which shall, upon request, be reviewed by the Superintendent. The Superintendent's decision shall be final and not subject to the issue resolution procedures in Article 4.
 - 3. Half time employees are expected to attend all parent-teacher conferences, one staff meeting/month (the teacher is also expected to initiate required discussion or activities to be up to date on information covered in any staff meeting they do not attend) and district-wide professional development activities as part of their professional responsibilities. Attendance at such activities will not result in additional compensation. Half time status will not affect a teacher's entitlement to observations/evaluations under applicable provisions of the negotiated agreement.
 - 4. Half time employees must work at least 18.75 hours per week to be eligible for any district employee benefit coverage. (i.e. medical, dental, vision, life)

5. Half time employees working 18.75 hours per week will be entitled to hospitalization, surgical and major medical benefits available to full-time employees upon submission of one-half (½) the Board's cost of such insurance to the Treasurer. If such half time employee wishes to participate in this coverage, the Board will contribute forty-five percent (45%) of the cost of single coverage or forty percent (40%) of the cost of family coverage. A stipend for waiver of benefits, if any, will be prorated.
6. Half time employees working 18.75 hours per week will be entitled to vision benefits available to full-time employees upon submission of one-half (½) the Board's cost of such insurance to the Treasurer. If such half time employee wishes to participate in this coverage, the Board will contribute forty-five percent (45%) of the cost of single or family coverage.
7. Half time employees working 18.75 hours per week will be entitled to full life insurance benefits upon submission of one-half (½) the Board's cost of such insurance to the Treasurer.
8. Part time employees working more than 18.75 hours per week, will have their required contributions for employee benefits calculated on a pro-rated basis.
9. Half time assignments will be approved on an annual basis only. Following a half time assignment, the employee will be assigned to any full time position for which he/she is qualified (to include existing full time positions that are held by less senior employees). If a full-time position is not available at that time, the employee's name will be placed on a "half time recall list" for a period of two (2) years, at which time the Wilmington City Schools will have no further obligation to the employee.
10. Teachers will be considered for a half time position only if such teacher agrees, in writing, that assignment to a half time position will not create an entitlement to a half time position on a continuing basis.
11. Staff members otherwise eligible for continuing contract status during the term of a half time assignment shall be awarded a one year limited contract (outside the definition of a statutory extended limited contract) of employment only and may apply or re-apply for continuing contract status at such time as the staff member returns to a full-time position.
12. The provisions of this Article are intended to supersede and replace the provisions of R.C. §§3319.08 and 3319.11.

SECTION 3 – LEAVES OF ABSENCE

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ARTICLE 24 – ASSOCIATION LEAVE

When it is necessary for officers of the association (i.e., President, Vice-President, Secretary or Treasurer) or their designees to engage in activities directly related to the Association's duties as representatives of the members, they shall be allowed such free time, without loss of pay, up to a collective total of eighteen (18) days in any school year as necessary to perform such activities. The Association and its officers recognize and agree that this privilege should not be abused. Request for the use of such time shall be made to the Superintendent and shall be granted in accordance with the above. The Association shall reimburse the Board at the rate of \$100.00 per day for the cost of substitutes for all days used over nine (9).

ARTICLE 25 – ASSAULT LEAVE

- A. A member who is physically injured as a result of a physical assault on him/her occurring while the member is performing duties required by his/her contract and occurring on school premises or during a school-sponsored function shall be entitled to assault leave. The Superintendent may, in his/her sole discretion, grant assault leave in situations that are related to but not specifically covered under this Article.
- B. When said assault results in absence from duty for medical reasons, such absence shall be at no loss in pay and shall not be chargeable to sick leave to a maximum of twenty (20) days per member each school year.
- C. Medical verification shall be furnished to the Superintendent for all such absences requiring more than three (3) days leave. The Board shall have the right to require a medical examination by a physician that is mutually agreed upon by the Board and the member after the member has been absent for three (3) school days per occurrence. In such event, the Board shall pay the cost of the examination.
- D. Under extremely unusual circumstances involving serious injury, the twenty (20) day limitation may be extended at the sole discretion of the Board.
- E. Any member applying for assault leave must file charges against such assailant(s) and cooperate with the police and other public authorities in the prosecution of the assailant(s). The Board shall provide the member with any release time necessary to cooperate with the police and public authorities.

ARTICLE 26 – STUDY, TRAVEL, EXCHANGE TEACHING

Normally, granting a leave of absence will be considered only after three (3) full years of service for the following reasons: study, foreign travel and exchange teaching. Except for service in the armed forces, a leave of absence will be granted for only one (1) year upon the recommendation of the Superintendent and approval of the Board of Education and may not be renewed unless, in the judgment of the Superintendent, there are compelling reasons for such renewal and evidence that the interest of the schools will not suffer thereby. The member on a leave of absence must notify the Superintendent of Schools in writing by March 1 of his/her intention as to the succeeding school year contractual obligation. A request for renewal of the leave of absence must be approved by the Board of Education.

Any person granted a leave of absence for study, travel, or exchange teaching shall be reinstated to a position for which he/she is certificated.

ARTICLE 27 – SICK LEAVE

- A. Members shall be entitled to one and one-fourth (1 ¼) days of sick leave credit for each completed month of service. The maximum accumulated sick leave for certified employees shall be 240 days.
- B. Members shall be entitled to five (5) days of sick leave at the beginning of a school year regardless of whether the amount has been accumulated. These five days, however, shall constitute a part of the total days for which such member is eligible during the year. In the event a member has used all accumulated sick leave, the Superintendent of Schools may grant up to five (5) days against sick leave.
- C. A member may draw against his/her accumulated sick leave for absences resulting from personal illness, injury, pregnancy, for absence resulting from exposure to contagious disease which could be communicated to other employees, or for illness, injury or death in the employee's immediate family. Immediate family shall include mother, father, brother, sister, husband, wife, child, mother-in-law, father-in-law, grandparents, grandchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, great grandparents, aunts, uncles, nieces, nephews, legal guardians/wards and any relative living in the member's house, distant relatives and friends.
- D. A member who adopts a child may draw against his/her sick leave for up to a maximum of six (6) consecutive calendar weeks to care for the newly adopted child if recommended by the child's physician and/or the agency/organization facilitating the adoption. Such use of sick leave may begin once the child is placed in the member's home and in the parent's legal custody. When both parents of the newly adopted child are employed by the Board, the parents may divide or share the time period allotted for this leave as they elect.
- E. Members shall fill out the standard leave form to justify the use of sick leave time. Such statement shall be presented to the proper administrative officer immediately following absence for which sick leave is to be applied. The physician's name, address and dates consulted, if any, will be provided to the Supervisor upon request.
- F. An employee who provides notice of his/her intent to retire in the then current school year by January 1, and he/she has two hundred forty (240) accumulated sick leave days at the start of that school year, the employee's sick leave balance will not be charged for the first fifteen (15) approved sick leave occurrences.
- G. No day will be charged against any member's sick leave if the school district or school building is closed for a full day due to a calamity.
- H. WEA and the Administration shall work together to address unacceptable patterns of casual or excessive use of sick leave.

I. Sick Leave Bank

1. The purpose of the Sick Leave Bank is to provide paid days for catastrophic personal illness or family illness to contributors to the Bank who have exhausted their accumulated sick days and who are experiencing prolonged personal or family illness. Allotments will be limited to participating employees for use only in cases of illness, injury or nonelective surgery occurring under unusual, severe or emergency conditions as determined by the Sick Leave Bank Committee ("SBC").
2. Members may enroll in Sick Leave Bank during the month of September of each school year.
3. Upon enrollment, a member shall contribute one (1) of his/her accumulated sick days to the Sick Leave Bank. Days contributed to the Sick Leave Bank are non-returnable.
4. Membership in the Sick Leave Bank shall be continuous from year to year until a member withdraws. Withdrawals are accepted only during the September enrollment period and only upon written notice by the member to the Sick Leave Bank Committee (SBC) of his/her intent to withdraw.
5. At any time that the total number of available days in the Sick Leave Bank fall below fifteen (15), the SBC may require the Sick Leave Bank members to donate upon to one (1) additional day of their accumulated sick days to the Sick Leave Bank.
6. The SBC shall be composed as follows:
 - a. The Superintendent or his designee.
 - b. Three members appointed by the WEA President.

The SBC shall review and approve or deny all applications to the Sick Leave Bank. The SBC shall also determine the necessity for additional contributions to the Bank and shall notify Bank members of the need for said contributions.

The SBC shall be responsible for reporting data concerning the Sick Leave Bank to the Treasurer.

Decisions of the SBC are final.

The SBC shall review the operation of the Sick Leave Bank annually, and shall make recommendations, if necessary, for modifications of the plan to the negotiating teams of the Association and the Board.

7. General Procedures

- a. An application for an allotment from the Sick Leave Bank will be accepted only from those individuals who have contributed to the Bank.
- b. Allotments will be limited to use for personal illness and catastrophic illness in the immediate family. A doctor's statement is required with the application in order for the request to be considered.
- c. An application will be considered only after a member has used all of his/her accumulated sick days and available sick day advances.
- d. Days allotted from the Sick Leave Bank will be paid 100% of the member's daily rate of pay.
- e. Once qualified to receive an allotment from the Bank, the maximum number of days a member may receive from the Sick Leave Bank shall not exceed the annual number of work days. Allotments from the Sick Leave Bank shall commence on the sixth consecutive day of absence for which a member has no accumulated sick days, and shall be renewed, upon request from the member and approval of the SBC, each ten (10) day payroll period.
- f. Allotments from the Sick Leave Bank will be made only for absences under a member's normal teaching contract. Allotments will not be made for absences in programs such as summer school, extended services, or any other part-time or second position held by a member with a full-time contract.
- g. Days may not be received from the Bank for absences due to child birth (natural or cesarean section) or adoption. Utilization of the Sick Leave Bank for complications arising from pregnancy or child birth may be authorized by the SBC.
- h. Days may not be received from the Bank for absences due to disabilities which qualify the member for Workers Compensation personal benefits, unless the member has exhausted all such benefits and his/her own accumulated sick days.
- i. Contributions to the Sick Leave Bank shall not count against a member's record of perfect attendance.

ARTICLE 28 – SABBATICAL LEAVE

- A. A member may be granted a leave of absence for up to one year after completing five years or more on the professional staff of Wilmington City School District and having obtained continuing contract status provided the reason for the leave is approved by the Board of Education. Any leave of absence may be with pay at the discretion of the Board in accordance with Ohio law.

- B. Upon expiration of the sabbatical leave, the member shall be returned to a position for which he/she is certificated.
- C. No more than five percent (5%) of the member staff may be on sabbatical leave at any one time.
- D. No sabbatical leave may be granted a second time to the same individual when other members have filed a request for such a leave.

ARTICLE 29 – CHILDREARING LEAVE

- A. Childrearing leave without pay for a newly born or newly adopted child shall be granted to a member for up to twelve (12) consecutive months or until the termination of a limited contract (whichever occurs first). Extensions may be granted at the discretion of the Board. All members shall submit a written notice to the Superintendent, not later than thirty (30) days prior to the member's last workday, advising the Superintendent of the date that the leave is to begin and the date the teacher shall return.
- B. The Superintendent and the Board have discharged their responsibility under this provision by offering a position for which the member is certificated upon the member's return.
- C. The term of the member's contract shall not be extended by childrearing leave and in the event that a member's limited contract expires while on childrearing leave, the member's contract shall be renewed or nonrenewed in the same manner as the limited contract of any person not on leave.
- D. The Board recognizes that the granting of unpaid childrearing leave does not preclude a pregnant member from also exercising her statutory right to sick leave and/or medical leave without pay in accordance with the statutory law of Ohio. Childrearing leave, sick leave and medical leave without pay cannot run concurrently.

ARTICLE 30 – PERSONAL LEAVE

- A. Members shall be granted a maximum of three (3) personal leave days per year for reasons set forth on the attached form. Such personal leave days are not deducted from sick leave and are not accumulative from year-to-year.
- B. The use of personal leave days shall be requested from the building Principal. Except in emergency situations, requests for the projected use of a personal day shall be directed to the building Principal at least 48 hours prior to the designated day. In an emergency situation, the notification may be done verbally to the Principal or other administrator and the proper form shall be completed and filed with the building Principal immediately upon return to duty.

The Principal shall forward the employee's request to the Superintendent at least 24 hours prior to the designated day. All requests shall be made in writing on the appropriate form.

- C. It is understood that personal leave days are to be used by the member to conduct personal business that cannot be conducted outside the school hours. It is also understood that such days shall not be used for recreational or vacation purposes.
- D. The provision shall be uniformly applied to all members.
- E. Falsification of a request for personal leave by a member shall be subject to discharge or other disciplinary action, subject to grievance solely on the question of whether the employee participated in such prohibited activity.
- F. Unused personal leave days shall be converted to accumulated unused sick leave at the end of the school year on a one to one basis.
- G. No day will be charged against any member's personal leave if the school district or school building is closed for a full day due to a calamity.

ARTICLE 31 – FAMILY AND MEDICAL LEAVE ACT OF 1993

The parties agree to abide by the provisions of the federal Family and Medical Leave Act of 1993.

The Family Leave Act of 1993 shall not diminish the leave of absence rights and benefits under this agreement where it provides greater rights and benefits than the Family Leave Act. To the extent that the Family Leave Act mandates leave rights and benefits in excess of those provided in this agreement, those excess leave of absence rights and benefits shall be accorded to the teachers eligible therefore under the act and regulations issued pursuant to it. Each party shall retain all the rights accorded to them by the FMLA.

SECTION 4 – COMPENSATION

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ARTICLE 32 – SEVERANCE PAY

- A. In accordance with Section 124.39 of the Ohio Revised Code, the Board of Education shall, at the time of retirement of a member from the District, grant payment for one-fourth (1/4) of the number of days of a member's unused accumulated sick leave not to exceed sixty (60) days. The daily rate for regular teaching duties at the time of retirement shall be used to determine the amount of such pay. Said pay to be made in a single payment at the time of retirement upon the member presenting to the Treasurer of the Board a copy of his/her first retirement check.

- B. Upon service retirement from the Wilmington City School District, a professional employee with less than five (5) years of service to the Wilmington City Schools but a combined total of ten (10) or more years with the State of Ohio, any political subdivisions, or any combination thereof shall be entitled to payment equal to one-fourth of the value of the employee's accrued but unused sick leave credit, payable at the employee's rate of pay at the time of retirement, not to exceed thirty (30) days.

- C. Retirement as used herein means service in the State Teachers Retirement System provided it takes place simultaneously with the member's termination of employment with the Board. If a member is eligible for retirement in accordance to STRS at the time of death but has not elected to retire, at the time of death, his/her estate shall be paid the appropriate severance pay.

- D. In the event a member resigns his/her employment with the Board for retirement purposes effective the end of the work year that he/she first becomes eligible to retire through the State Teachers Retirement System, he/she shall receive a lump sum payment equal to 35% of his/her accumulated but unused sick leave. Payment of such severance shall be at the member's daily rate of pay at the time of retirement. Any member who elects not to resign his/her employment with the Board at the end of the work year in which he/she first becomes eligible to retire through the State Teachers Retirement System shall forfeit his/her right to any payment pursuant to this provision and shall be entitled only to severance pay pursuant to Section A and B above.

Eligible to retire shall be as defined by the State Teachers Retirement System as the first happening of any of the following events:

- Age 50 and 30 years of service
- Age 55 and 25 years of service
- Age 60 and 5 years of service

Payment pursuant to this provision shall be made in the year earned.

ARTICLE 33 – HOSPITALIZATION, SURGICAL, MAJOR MEDICAL INSURANCE

- A. The Board shall provide basic Hospital-Surgical and Major Medical Insurance coverage which meets the general specifications below for each eligible member, if he/she so chooses and makes application, and his/her eligible dependents. The Board shall pay ninety percent (90%) of the single coverage and eighty percent (80%) of the family

coverage during the 2011-2012 school year. Beginning with the 2012-2013 school year, the Board shall pay eighty-seven and one-half percent (87.5%) of the single coverage and eighty percent (80%) of the family coverage. Plan design changes will be implemented beginning with the 2012-2013 school year as set forth in Exhibit D.

- B. A member who does not elect to participate in the Board's health insurance plan will receive a yearly stipend of one thousand dollars (\$1,000). A part-time member's stipend will be prorated. A member shall notify the treasurer's office of his/her interest in receiving this stipend by sending a written note no later than June 30.

- C. Application by Individual for Coverage

Newly employed teachers may, if they so choose, be covered by the hospitalization, surgical and major medical insurance effective on the first billing date after thirty (30) days if application is submitted within thirty (30) days of hire.

Teachers hired on or after the effective date of this agreement and/or teachers whose initial employment will commence after the effective date of this agreement will be subject to a spousal limitation on family coverage if the employee's spouse has health insurance coverage available through his/her employer. If such coverage is available, the employee's spouse must elect his/her employer's plan as the primary insurer.

- D. Period of Coverage

The Board shall provide coverage to all full time certified employees upon application, commencing on the first billing date after thirty (30) days, if application is submitted within thirty (30) days of hire and continue until employee's resignation or termination.

- E. Flexible Spending Plan

The Board will facilitate implementation of a Section 125 flexible spending plan to allow members to shelter health insurance premiums, unreimbursed health care costs, dependent care costs and other related expenses as provided by law.

- F. A health insurance committee will be implemented beginning with the 2005-2006 school year to address consumer health care issues and to advise the Association and the Board on health insurance matters affecting the District. The Superintendent and the Association President shall coordinate the scheduling of such meetings and the selection of committee members.

- G. The specification of benefits provided below is intended as a general guide and specific benefits are outlined in the master contract with the insurance carrier on file with the Board of Education.

- H. The Board will offer single or family vision coverage for all eligible members. The Board will pay ninety percent (90%) of the cost of the plan.

Specifications

ANTHEM-Preferred Provider Option

| COVERED SERVICES | NETWORK | NON-NETWORK |
|---|---|---|
| Deductible (Single/Family) <i>(Applies only to percent (%) copayment)</i> | \$200/\$400 | \$300/\$600 |
| Out-of-Pocket Maximum (Single/Family) | \$1,000/\$2,000 | \$2,000/\$4,000 |
| Physician Office Services Including Office Surgeries, allergy, serum and injections ¹ , allergy testing | \$20 Additional 20% | 30% 30% |
| Preventive Care Medical history Mammographies ¹ , Pelvic Exams, PAP testing and PSA tests Immunizations Annual diabetic eye exam Annual Vision and Hearing exams | \$20 | 30% |
| Outpatient Physical Medicine Therapies (Combined Network & Non-Network limits apply) Physical/Occupational therapy; 30/30 visit limit Spinal manipulation: 12 visit limit Speech therapy: 20 visit limit | Copayments based on place of service | Copayments based on place of service |
| Inpatient Services Unlimited days except for: 60 days for Network/Non-network combined physical medicine/rehab 180 days Network/Non-network combined for skilled nursing facility | 10% | 30% |
| Outpatient Surgery Hospital/Alternative Care Facility | 10% | 30% |
| Other Outpatient Services Hospital/Alternative Care Facility | 10% | 30% |
| Inpatient and Outpatient Professional Charges | 10% | 30% |
| Home Care Services 30 visits non-network limit for Home Care, excludes IV therapy | 10% | 30% |
| Hospice Services | Covered in Full | Covered in Full |
| Emergency and Urgent Care: Emergency Care in Emergency Room <i>(covers all services, copayments waived if admitted, then inpatient copayment applies)</i> Urgent Care Facility Hospital Emergency Room: Physician services Facility charges (2) Urgent Care Facility: Physician services Facility charges | Covered in Full \$100 copayment Covered in Full \$50 copayment | Covered in Full \$100 copayment Covered in Full \$50 copayment |
| Ambulance Services | Covered in Full | Covered in Full |
| Maternity Services | 10% | 30% |
| Mental Health and Substance Abuse ² Inpatient: 30 Network days (includes inpatient mental health Non-Network) Outpatient: 50 Network visits 10 Non-network mental health visits Inpatient and outpatient substance abuse \$550 Non-network <i>(Substance abuse rehabilitation programs are limited to two per lifetime Network and Non-Network combined.) Call 1-800-788-4003 for authorized referral</i> | 10% Copayments based on place of service | 30% Copayments based on place of service |

| COVERED SERVICES | NETWORK | NON-NETWORK |
|--|---|-----------------|
| Lifetime Maximum (Combined Network and Non-Network) | \$5 million | \$5 million |
| Human Organ and Tissue Transplants except Kidney and Cornea transplants ³ A separate \$1 million lifetime max applies (combined Network and Non-network) | Covered in Full | 50% |
| Medical Supplies & Equipment and Appliances | 20% | 40% |
| Prescription Drugs Options**: | | |
| Network Retail Pharmacy – 30 day supply (includes diabetic test strips) | \$10 gen form \$25 brand form \$40 non-form | 50%, min. \$30* |
| Anthem Rx Direct Mail Service – 60 day supply (includes diabetic test strips) | \$10 gen form \$25 brand form \$40 non-form | Not covered |

¹These services are covered in full if you have a flat dollar copayment and if rendered without an office visit.

²Mental health/substance abuse must be authorized by the mental health administrator for services to be covered at the highest rate benefit level. Refer to Schedule of Benefits for limitations.

³Kidney and Cornea are treated the same as any other illness and subject to the medical benefits and lifetime maximum.

*Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

ARTICLE 34 – LIFE INSURANCE

- A. The Board shall purchase group term life insurance for each eligible member in the amount of fifty thousand dollars (\$50,000) paying 100% of the premium. Such insurance shall include provisions for double indemnity in the case of accidental death, dismemberment waiver of premium due to disability, and conversion privilege as well as guaranteed insurability.
- B. The Board shall provide such coverage to all full time members commencing on the first day of the month following the date of hire and continue until member's resignation or termination.
- C. A member shall have the option of purchasing additional coverage.

ARTICLE 35 – DENTAL INSURANCE

- A. The Board shall purchase dental insurance coverage which meets the general specifications below for each eligible member, and his/her eligible dependents, the Board shall pay 100% of the premium during the 2011-2012 school year and 90% of the premium during the 2012-2013 and 2013-2014 school years.

These specifications are intended as a general guide and specific benefits are outlined in the master agreement on file with the Board of Education. Interpretations of these specifications will be determined by the insurance contract in effect during the 1987-88 school year.

Specifications

1. Maximum benefits per person per calendar year for all services except Orthodontics - \$1,500.

2. Deductible:

Individual - \$25 per calendar year per person.

Family - \$50 per calendar year.

Dependent children to age 19 and students to age 25.

Deductible not applicable to preventive, diagnostic and orthodontics services.

3. Benefits Paid:

a. Preventive and diagnostic services 100% UCR.

b. Basic restorative services 80% UCR.

c. Major restorative services 60%.

d. Orthodontia services 60% to a maximum per person of \$1,000.

B. The Board shall provide coverage to all full time members and dependents commencing on the first day of the month following the date of hire and continue until member's resignation or termination.

ARTICLE 36 – SALARY

A. Teachers entering the Wilmington system will receive credit for years of service in armed forces of the United States, up to a maximum of five (5) years, applicable to "Years of Experience" on the current salary schedule. Teachers entering the Wilmington system will receive credit of previous teaching experiences, military service, overseas teaching service, or any combination thereof, applicable to "Years of Experience" on the current salary schedule up to a maximum of ten (10) years.

C. During the life of this agreement, Tutors shall be paid at the rate of \$23.00 per hour.

D. Members selected and agreeing to attend and participate in any committee or meeting outside the work day shall be paid at the rate of \$23.00 per hour.

E. Summer school instructors shall be paid at the rate of \$23.00 per hour.

F. A member required to attend an IEP conference outside the scheduled workday shall be paid at the rate of \$23.00 per hour for each hour of attendance.

G. For the 2011-2012 school year, the Board shall provide members with the same salary as was applicable to the 2010-2011 school year. Step increases, if any, shall not apply. Any bargaining unit member who would otherwise be entitled to horizontal movement on the salary schedule based upon educational advancement shall receive a one-time payment of \$1,500.00 in lieu of each such horizontal movement.

H. For the 2012-2013 school year, the Board shall provide members with the same salary as was applicable to the 2010-2011 school year. Step increases, if any, shall not apply. Any bargaining unit member who would otherwise be entitled to horizontal movement on the salary schedule based upon educational advancement shall receive a one-time payment of \$1,500.00 in lieu of each such horizontal movement.

- I. For the 2013-2014 school year, each bargaining unit member who was employed during the 2012-2013 school year shall advance one year of longevity/one step on the salary schedule, if applicable. Any bargaining unit member who would otherwise be entitled to horizontal movement on the salary schedule based upon educational advancement shall receive a one-time payment of \$1,500.00 in lieu of each such horizontal movement. The Board and WEA agree to reopen negotiations, at the request of either party, for the purposes of bargaining base salary and step increases only.
- J. Supplemental salaries shall be paid according the supplemental salary schedules attached hereto as Exhibits B and C.
- K. In the event a levy is approved by the voters during the term of this agreement, bargaining unit members shall receive a one-time payment equal to one-half of one percent (.5%) of the member's base salary. Such payment shall be tendered within two (2) regular pay cycles.
- L. The Board shall designate each member's mandatory contribution to the State Teachers Retirement System of Ohio as "picked-up" by the Board although they shall continue to be designated as member contributions. The amount of the members' income reported by the Board as subject to federal and state income tax shall be the members total gross income reduced by the then current percentage amount of the member's mandatory STRS contribution. No member's total salary shall be increased by such "pick-up," nor shall the Board's total contribution to STRS be increased thereby. There shall be no increase to the Board, except administrative costs necessary to implement this program.

The members of the bargaining unit acknowledge that the Board is not liable as the result of the implementation of this program and that the employee shall assume any liability as the result of an adverse ruling by the Internal Revenue Service. If there is an adverse determination by the Courts or the Internal Revenue Service, this pick-up provision shall become null and void.

In addition to the foregoing pick-up, the Board will pay one-half of one percent (.5%) of each member's salary to STRS on the member's behalf replacing that part of his/her statutory retirement contribution during the 2011-2012 school year. This retirement contribution will be discontinued after the 2011-2012 school year.

- M. Members of the bargaining unit shall be paid in twenty-six (26) pays with said payment being made on Fridays.
- N. Member's share of the monthly insurance premiums shall be processed through a Section 125-A Internal Revenue Code Plan.
- O. The Board shall make electronic direct deposit available to members of the bargaining unit. All newly hired members shall utilize electronic direct deposit. WEA and the Administration shall work cooperatively to encourage the use of electronic direct deposit by all bargaining unit members with a goal that all members will utilize direct deposit by the expiration of this agreement.

ARTICLE 37 – TUITION REIMBURSEMENT

- A. **Funding Guarantee:** It is agreed that funding will be appropriate for educational growth payments. Funding shall be: \$5,000.00 for classes taken only during June, July and August, 2011.
- B. **Qualifications of Reimbursement:** In order to qualify for this educational growth payment, a member must teach in Wilmington Schools the year following completion of the work. To clarify, if a member completes courses during the previous school year, he/she will be paid the educational growth payment during the following school year in a single sum in a separate check issues after school has started and when the member provides a grade slip or certified transcript of work completed, if he/she is still teaching in the Wilmington Schools.
- C. **Course of Study:** Course of study selected is subject to prior approval of the Superintendent. The payment shall apply only towards work beyond the B.A. level. If a member applies for an educational growth payment, application should be made to the Superintendent by supplying a copy of the registration form after registration for the course work has been completed. Satisfactory evidence of completion of the course work (grade slip or certified transcripts) will be presented to the Superintendent upon completion of the course work.
- D. **Payment Limits:** The amount payable to any member shall be the cost of up to a total of ten (10) quarter hours per school year (July-June). Semester hours will be converted to quarter hours for the purpose of reimbursement. On June 30 of each school year, all requests for tuition reimbursement shall be brought together. The total of quarter hours requested for reimbursement by members shall be divided into the total amount of funding available until available tuition reimbursement funding for the school year is exhausted to the extent possible. In no event shall payment exceed the actual cost per quarter hour.
- E. **Information:** The Superintendent will notify the Association President and applicants when the annual maximum for the District has been expended. The Association President will be advised quarterly of the names of the members who have requested reimbursement. In addition, the Superintendent will make available to the President those bargaining unit members who have been approved, as well as all members who have been placed on a waiting list because of the exhaustion of the maximum funds. This information shall include the amount paid to each member for educational growth, and up-to-date balance of educational growth fund.
- F. **Coursework Reimbursement Requirements:** All course work claimed for reimbursement shall:
 - 1. Have been requested by a member on the proper form.
 - 2. Have been satisfactorily completed during the previous year (July 1 through June 30) by the member and either a grade slip or a transcript submitted to the Treasurer as evidence of successful completion of the above defined educational growth work.

ARTICLE 38 – EMERGENCY PERIOD SUBSTITUTES

- A. In the event substitutes are not available, members will be asked to volunteer to serve as period substitutes during their regularly scheduled preparation periods.
- B. Requests for period substitutes shall be made as far ahead as reasonable.
- C. In the event no one volunteers, the principal will assign members on planning time on a rotating basis to serve as a period substitute.
- D. When events scheduled by the board and/or administration require a member to be away from his/her teaching assignment, an attempt will be made to provide a substitute for his/her classroom periods.
- E. Any member assigned to or volunteering for such assignment will be paid at the rate of \$23.00 per preparation period. This hourly rate will increase the same percentage as the base salary for each year of the contract.
- F. Class absorption, as defined as a member or members temporarily adding a class or a portion of a class into their existing classroom when the district cannot find a substitute teacher, will be compensated at the rate of \$23.00 per period. This hourly rate will increase the same percentage as the base salary for each year of the contract.

ARTICLE 39 – BONUS FOR ATTENDANCE

- A. Professional leave days taken shall not count as a missed day.
- B. Effective with the 2002-03 and each year thereafter, the following bonus incentive shall be applicable;
 - 1. In an attempt to assure a high level of classroom instruction and to recognize the dedication of members, the following Attendance Incentive shall be provided to those who achieve at least a ninety-six percent (96%) attendance level based on the number of teacher work days in each grading period as set in the school calendar:

| | | |
|--------------------------------|---|--------------------------------|
| 1 st Grading Period | - | One Hundred Dollars (\$100.00) |
| 2 nd Grading Period | - | One Hundred Dollars (\$100.00) |
| 3 rd Grading Period | - | One Hundred Dollars (\$100.00) |
| 4 th Grading Period | - | Two Hundred Dollars (\$200.00) |
 - 2. Payments shall be made in February and in July.

SECTION 5 – DURATION

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ARTICLE 40 – PROVISIONS CONTRARY TO LAW

Except as specifically provided herein, if any provisions of this Contract shall be found to be contrary to law, then that provision shall be deemed invalid except to the extent permitted by law, but all other provisions hereof shall continue in full force and effect for the term of the Contract.

ARTICLE 41 – REOPENER PROVISION

If mutually agreed to by the parties, the contract or any part thereof may be renegotiated prior to the termination of the effective date of same. Negotiation shall begin within ten (10) days of the agreement to renegotiate on those specific items mutually agreed to reopen.

ARTICLE 42 – EMPLOYMENT OF RETIRED CERTIFIED PERSONNEL

- A. The Board is authorized to fill any certificated vacancy, for which no qualified application is received, with a previously retired certificated applicant (*i.e.*, retired from any public school district in Ohio, including the Wilmington City School District) subject to conditions provided below.
- B. For purposes of salary schedule placement, a previously retired teacher ("PRT") will be granted a maximum of five (5) years service credit upon initial employment. A PRT may not advance beyond Step 5 on the certificated salary schedule.
- C. PRTs will be credited with all earned training/education for purposes of salary schedule placement.
- D. PRTs will be awarded one-year contracts of employment that will automatically expire at the end of the applicable school year without notice of non-renewal. No performance evaluations shall be required.
- E. PRTs may be re-employed from year to year under limitations described in paragraph D., above, with Board approval, but shall not be eligible for continuing contract status.
- F. For purposes of Article VII., Reduction in Force, PRTs will not accrue seniority.
- G. PRTs shall not be eligible to participate in a contractual retirement incentive program, if any, or for severance pay upon separation from employment.
- H. PRTs shall not be eligible to participate in the District's hospitalization, dental, vision or other health insurance programs offered to employees unless such PRT is ineligible for health insurance through STRS. PRTs will not be eligible for the annual stipend for waiving the District's insurance coverage. PRTs are eligible for group life insurance offered to all members of the bargaining unit.
- I. PRTs will be entitled to the use of ten (10) days of paid sick leave per school year.

- J. PRTs will be considered members of the bargaining unit and shall be entitled to all other contract benefits available to bargaining unit members unless otherwise limited by specific provisions of this Article.
- K. The provisions of this Article are intended to supersede all contractual and statutory employment and reemployment provisions including, but not limited to, a teacher's entitlement to a continuing contract as provided in R.C. §§3319.08 and 3319.11.

ARTICLE 43 – LENGTH OF CONTRACT

- A. Unless otherwise indicated, this Contract shall commence on July 1, 2011 and terminate on June 30, 2014.
- B. The terms of this agreement shall then be effective from July 1, 2011 and continue in full force and effect until midnight, June 30, 2014.

**WILMINGTON CITY SCHOOL
DISTRICT BOARD OF EDUCATION**

**WILMINGTON EDUCATION
ASSOCIATION**

By: *R. See*
President

By: *James R. Cutlip*
Co-President

By: *Holly J. Cahall*
Treasurer

By: *Roe Carter*
Co-President

By: _____
Superintendent

By: *Thad B. Amwood*
Team Member

By: *Edmund J. Boel*
Team Member

By: *Jeff Wain*
Team Member

By: *Natalie Harmel*
Team Member

By: *Douma Armstrong*
Team Member

By: _____
Team Member

By: *Liz Brown*
Team Member

By: _____
Team Member

By: _____
Team Member

By: _____
Team Member

By: _____
Team Member

SECTION 6 – FORMS

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WILMINGTON CITY SCHOOL DISTRICT REQUEST FOR LEAVE

NAME _____ DATE(S) REQUESTED _____

BUILDING _____ NUMBER OF DAYS REQUESTED (full/partial) _____

START TIME/END TIME OF REQUESTED LEAVE _____

SUBSTITUTE NEEDED: YES NO (circle appropriate answer)

SICK LEAVE:

- Personal Illness
- Personal injury
- Exposure to contagious disease

The physician's name, address and dates consulted, if any, will be provided to the supervisor upon request.

- Illness/injury in immediate family
- Death in immediate family

_____ Relationship to staff member

PROFESSIONAL LEAVE:

- Professional Meeting - (Complete itemized estimate below and attach documentation)
 - Administrative Assignment
 - Professional activity with release time
- (Briefly describe how attendance will benefit your students, building or the District.) _____
- _____
- _____

PROFESSIONAL LEAVE COST ESTIMATE:

Name of Meeting/Seminar: _____
 Location: _____ Dates: _____
 Other staff members attending? Yes No (circle)

Estimate Total Costs for each item below:

___ Meals @ ___ per meal _____
 # ___ Lodging nights @ ___ per night _____
 Transportation @ ___ per mile _____
 Registration _____

TOTAL COST ESTIMATE: _____

PERSONAL LEAVE:

I am requesting personal leave for an approved purpose: 1) necessary legal or business matters that cannot be attended to after school hours, on Saturday, or during a vacation period; 2) funerals of relatives or friends outside the immediate family; 3) court orders; 4) religious holidays; 5) examination or conferences connected with advanced college degrees; or 6) urgent or unusual family obligations including but not limited to weddings, graduations, or other significant events, etc. It is understood that such days shall not be used for recreation or vacation purposes.

OTHER LEAVES:

- Association Leave
- Assault Leave
- Education, Study, Travel, Exchange Teaching
- Sabbatical Leave
- Childrearing Leave
- Family Medical Leave

(Attach appropriate medical and/or other documentation to explain basis for request)

VACATION:

(11 and 12 month employees only)

Beginning date: _____

Return to work date: _____

Employee Signature _____ Date _____
 Administrator Signature _____ Date _____
 Superintendent Signature _____ Date _____

WILMINGTON SCHOOL DISTRICT
STEP ONE ISSUE RESOLUTION

DATE SUBMITTED: _____

NAME: _____

POSITION: _____

SCHOOL: _____

PRINCIPAL: _____

Briefly state the problem, indicating the date issue arose and provisions of the agreement allegedly violated.

Remedy Sought:

SIGNATURE: _____

Did you discuss this issue with your Principal/Supervisor as required by Step Zero of the Issue Resolution Procedure prior to filing this forms? _____. Please give date _____ and name of person with whom you discussed the issue: _____.

STEP TWO RESPONSE (within seven days of meeting):

DATE: _____

SIGNATURE: _____

Original to: Principal
Copies to: Member, Association, Superintendent

**WILMINGTON SCHOOL DISTRICT
STEP THREE ISSUE RESOLUTION**

NAME: _____ DATE: _____

The disposition of this issue at Step Two has not been satisfactory. I find it necessary to appeal this issue to Step Three for the following reasons:

SIGNED: _____

STEP FOUR RESPONSE (within seven days of meeting):

DATE: _____ SIGNED: _____

Original to: Superintendent
Copies to: Member, Association, Principal

**WILMINGTON SCHOOL DISTRICT
STEP FIVE ISSUE RESOLUTION
(to be filed within seven days of receipt of Step Four decision)
FOR BOARD POLICY ISSUES**

NAME: _____ DATE: _____

The disposition of this issue at Step Four has not been satisfactory. I find it necessary to appeal this issue to Step Five for the following reasons:

SIGNED: _____

STEP SIX RESPONSE (within seven days of meeting):

DATE: _____ SIGNED: _____

Original to: Board
Copies to: Member, Association, Principal, Superintendent

**WILMINGTON SCHOOL DISTRICT
REQUEST FOR ISSUE MEDIATION
FOR CONTRACT ISSUES**

NAME: _____ DATE: _____

The disposition of this issue at Step Four has not been satisfactory. I wish to submit this issue to voluntary mediation.

DATE: _____ SIGNED: _____

The administration agrees to join with the Association in submitting the member's issue to voluntary mediation and will contact FMSC for assignment of a mediator.

DATE: _____ SIGNED: _____

Original to: Superintendent
Copies to: Member, Association, Principal

MUTUAL ISSUE RESOLUTION OUTLINE

ISSUE IDENTIFICATION: (Contract concern)

ISSUE FOCUS: (The *Who, What, Where, When* that raised the issue)

ISSUE STATEMENT: (Non-leading question that provides for multiple solution possibilities and if answered, solves the issue.)

INTERESTS: (*Why* the issue is a problem, use bulleted statements)

-
-
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-
-

**WILMINGTON SCHOOL DISTRICT
REQUEST FOR ARBITRATION
FOR CONTRACT ISSUES**

NAME: _____ DATE: _____

The disposition of this issue at Step Four has not been satisfactory. I find it necessary to appeal this issue to arbitration for the following reasons:

DATE: _____ SIGNED: _____

Original to: Association
Copies to: Member, Principal, Superintendent, Board

EVALUATION FORMS

Pre-Observation Planning Conference (Cont'd)

6. How do you plan to engage students in the content? Include teaching methods, student groupings and specific activities. [1e]

7. What instructional materials or other resources, if any, will you use? [1d]

8. What difficulties do students typically experience in this area, and how do you plan to anticipate these difficulties? [1a and 1b]

9. How do you plan to assess student achievement of the goals? What procedures will you use? (Attach appropriate tests or performance tasks with scoring guides.) [1f]

10. How do you plan to make use of the results of the assessment? [1e, f]

The following signatures indicate that a pre-observation meeting was conducted and that a copy was given to the teacher.

_____ at _____
Date Time

Employee's Signature Observer's Signature

**Wilmington City Schools
Observation Report**

Administrator: _____ Employee: _____

Date: _____ Class: _____

I. SUMMARY

II. STRENGTHS

III. RECOMMENDATIONS

Employee's Signature _____ Date _____

Administrator's Signature _____ Date _____

(Signature indicates completion of the observation process, but not necessarily agreement.)

Wilmington City Schools
Post-Observation Conference Notes
Domain D

[This form will be completed at the post observation conference.]

Name _____ School _____

Grade Level _____ Subject _____ Date _____

1. How would you assess today's lesson? Did it achieve your goals, and can you cite examples to support this and ways the lesson could be improved? [4a]

2. Share with me your system for maintaining records of student achievement. [4b]

3. Cite examples of methods by which you have communicated with parents during the past month/semester/etc. [4c]

4. Describe any work at the district and/or building level in which you have recently participated. [4d, f]

5. Describe for me professional growth opportunities in which you have participated recently. [4e]

6. Describe and evaluate your overall efforts to serve students and their varied needs. [4f]

Wilmington City Schools Classroom Teacher Evaluation Report

Teacher's Name _____ School _____ Grade Level/Subject _____

Evaluator's Name _____ School Year _____ Evaluation Conference Date _____

Instructions: Please rate the teacher's performance on any of the twenty-two criteria for which you have appropriate data. Refrain from scoring in areas for which you do not have data. Please use the following rating scale:

U = Unsatisfactory B = Basic P = Proficient D = Distinguished N/O = Not Observed

Domain 1: Planning and Preparation **Rating** **Domain 2: The Classroom Environment** **Rating**

| | | | | | |
|----|---|--|----|--|--|
| 1a | Demonstrating Knowledge of Content and Pedagogy | | 2a | Creating an Environment of Respect and Rapport | |
| 1b | Demonstrating Knowledge of Students | | 2b | Establishing a Culture of Learning | |
| 1c | Selecting Instructional Goals | | 2c | Managing Classroom Procedures | |
| 1d | Demonstrating Knowledge of Resources | | 2d | Managing Student Behavior | |
| 1e | Designing Coherent Instruction | | 2e | Organizing Physical Space | |
| 1f | Assessing Student Learning | | | | |

Domain 3: Instruction **Rating** **Domain 4: Professional Responsibilities** **Rating**

| | | | | | |
|----|--|--|----|---------------------------------------|--|
| 3a | Communicating Clearly and Accurately | | 4a | Reflecting on Teaching | |
| 3b | Using Questioning & Discussion Techniques | | 4b | Maintaining Accurate Records | |
| 3c | Engaging Students in Learning | | 4c | Communication with Families | |
| 3d | Providing Feedback to Students | | 4d | Contributing to the School & District | |
| 3e | Demonstrating Flexibility & Responsiveness | | 4e | Growing & Developing Professionally | |
| | | | 4f | Showing Professionalism | |

Wilmington City Schools Guidance Counselor Evaluation Report

Counselor's Name _____ School _____ Grade/Age Level _____

Evaluator's Name _____ School Year _____ Evaluation Conference Date _____

Instructions: Please rate the counselor's performance on any of the criteria for which you have appropriate data. Refrain from scoring in areas for which you do not have data. Please use the following rating scale:

U = Unsatisfactory B = Basic P = Proficient D = Distinguished N/O = Not Observed

| Domain 1: Planning and Organization | | Rating | Domain 2: Assistance to Students | | Rating |
|-------------------------------------|---|--------|----------------------------------|--|--------|
| 1a | Establishing priority outcomes for developmental (grade) level | | 2a | Interpreting test results | |
| 1b | Involving teachers, counselors, administrators, when appropriate | | 2b | Planning their current and future academic/vocational programs | |
| 1c | Following systematic, comprehensive guidelines for guidance program | | 2c | Adjusting to school, developing self concept, acquiring interpersonal skills | |
| 1d | Completing record-keeping tasks | | 2d | Providing occupational/career information | |
| 1e | Using a variety of methods to disseminate information | | 2e | Coping with personal/social concerns | |

| Domain 3: Assistance to Parent/Guardian | | Rating | Domain 4: Assistance to School Staff | | Rating |
|---|---|--------|--------------------------------------|---|--------|
| 3a | Forming realistic perceptions of student abilities/aptitudes | | 4a | Serving as consultant/support to meet students' curricular or advisory needs | |
| 3b | Acquiring information about appropriate resources in or out of school | | 4b | Contributing to curriculum development | |
| 3c | Providing understanding of child/adolescent growth and development | | 4c | Facilitating smooth transitions for students from grade to grade/building level | |
| 3d | Initiating parent communication when appropriate | | 4d | Interpreting data related to student assessment | |
| 3e | Providing family assistance | | 4e | Actively working with IATs | |
| 3f | Using strategies to encourage student learning | | 4f | Serving as liaison with other student services | |

Wilmington City Schools Librarian/Media Specialist Evaluation Report

Librarian's Name _____ School _____ Grade/Age Levels _____

Evaluator's Name _____ School Year _____ Evaluation Conference Date _____

Instructions: Please rate the librarian's performance on any of the criteria for which you have appropriate data. Refrain from scoring in areas for which you do not have data. Please use the following rating scale:

U = Unsatisfactory B = Basic P = Proficient D = Distinguished N/O = Not Observed

| Domain 1: Planning and Organization | | Rating | Domain 2: Library Skills | | Rating |
|-------------------------------------|--|--------|--------------------------|---|--------|
| 1a | Establishing goals for the library | | 2a | Maintaining print and non-print material in good condition and that is supportive of curriculum | |
| 1b | Implementing/maintaining processes for selecting, processing, inventorying materials | | 2b | Providing an organized and welcoming environment | |
| 1c | Establishing appropriate schedules for teachers and students | | 2c | Providing fair and effective supervision of assistants and volunteers | |
| 1d | Completing reports accurately and on schedule | | 2d | Maintaining written circulation policies and procedures | |
| 1e | Maintains suitable budget and accounting procedures | | 2e | Incorporated computer assisted instruction | |

| Domain 3: Instructional Leadership | | Rating | Domain 4: School and Community | | Rating |
|------------------------------------|--|--------|--------------------------------|--|--------|
| 3a | Demonstrating knowledge of the curriculum | | 4a | Promoting positive relationships between the school and parents/ community | |
| 3b | Assisting classroom teachers in obtaining supportive materials | | 4b | Conducting orientation program for students as necessary | |
| 3c | Developing/maintaining/ improving instructional program of the library | | 4c | Coordinates and maintains a volunteer program in the library, as appropriate | |
| 3d | Carries out procedures for orientation and supervision of the library | | 4d | Maintaining good relationships with faculty, parents, students | |

Wilmington City Schools Speech Language Pathologist Evaluation Report

Therapist's Name _____ School _____ Grade/Age Level _____

Evaluator's Name _____ School Year _____ Evaluation Conference Date _____

Instructions: Please rate the therapist's performance on any of the criteria for which you have appropriate data. Refrain from scoring in areas for which you do not have data. Please use the following rating scale:

U = Unsatisfactory B = Basic P = Proficient D = Distinguished N/O = Not Observed

Domain 1: Planning and Preparation

Rating

Domain 2: The Classroom Environment

Rating

| | | | | | |
|----|---|--|----|--|--|
| 1a | Demonstrating knowledge of content and pedagogy | | 2a | Creating an environment of respect and rapport | |
| 1b | Demonstrating knowledge of students | | 2b | Establishing a culture of learning | |
| 1c | Selecting instructional goals based upon diagnostic information and test data | | 2c | Managing classroom procedures | |
| 1d | Designing coherent instruction | | 2d | Managing student behavior | |
| 1e | Assessing student learning | | 2e | Organizing physical space | |

Domain 3: Instruction

Rating

Domain 4: Professional Responsibilities

Rating

| | | | | | |
|----|--|--|----|---------------------------------------|--|
| 3a | Communicating clearly and accurately | | 4a | Reflecting on teaching | |
| 3b | Using questioning & discussion techniques | | 4b | Maintaining accurate records | |
| 3c | Engaging students in learning | | 4c | Communication with families | |
| 3d | Providing feedback to students | | 4d | Contributing to the school & district | |
| 3e | Demonstrating flexibility & responsiveness | | 4e | Growing & developing professionally | |
| 3f | Using appropriate multi-sensory cues and prompts | | 4f | Showing professionalism | |

**Wilmington City Schools
School Psychologist Evaluation Report**

School Psychologist's Name _____ School _____ Grade/Age Level _____

Evaluator's Name _____ School Year _____ Evaluation Conference Date _____

Instructions: Please rate the school psychologist's performance on any of the criteria for which you have appropriate data. Refrain from scoring in areas for which you do not have data. Please use the following rating scale:

U = Unsatisfactory B = Basic P = Proficient D = Distinguished N/O = Not Observed

Domain 1: Planning

Rating

Domain 2: Management and Organization

Rating

| | | | | | |
|----|--|--|----|--|--|
| 1a | Plans, develops, and provides school psychological services which meet identified needs and expectations of students, parents, and administration. | | 2a | Organizes and manages time. | |
| 1b | Evaluates service(s) programs or specific activities through input from parents, students, and staff/administration; includes input in the service planning process. | | 2b | Maintains required school psychological files. | |
| | | | 3c | Manages cases and other assigned responsibilities. | |

Domain 3: Interpersonal Relationships

Rating

| | | |
|----|--|--|
| 3a | Communicates in a manner which promotes problem solving and positive relationships with administration, school, parents, and others. | |
| 3b | Works collaboratively and cooperatively with other professionals including supervisor and director. | |

Domain 4: Professional Skills

Rating

Domain 5: Professional Responsibilities

Rating

| | | | | | |
|----|---|--|----|---|--|
| 4a | Selects psychometric measures and techniques demonstrated to be valid and reliable for referral problem/concern. | | 5a | Follows state and federal regulations and WCS policies regarding Due Process | |
| 4b | Follows publisher guidelines and principles of standardization in the administration, scoring and interpretation of tests and techniques. | | 5b | Adheres to ethical and professional guidelines as defined by professional organizations such as NASP, OSPA, or APA. | |
| 4c | Writes psychological reports which | | 5c | Is knowledgeable of and follows | |

| | | | | | |
|----|---|--|----|--|--|
| | relate referral problem to evaluation findings and recommendations. | | | WCS Policies and Procedures. | |
| 4d | Interprets evaluation results and recommendations to parents, teachers and administrators in practical and understandable terms. | | 5d | Satisfies role expectations of each worksite within the realm of professional practice as defined and agreed upon by staff, district administration, and WCS administration. | |
| 4e | Provides consultation services to school personnel, parents, or students. | | 5e | Protects confidentiality in all situations related to professional practice. | |
| 4f | Provides counseling services within the scope of training and experience and uses a theoretical model for structuring service delivery. | | 5f | Communicates with supervisor and/or other professionals regarding common problems and/or legal and ethical concerns. | |
| 4g | Conducts groups where content is planned and organized taking into consideration student ability and interest; engages all students while maintaining order and discipline. | | 5g | Participates in professional growth and development through coursework and/or seminars, professional reading, and membership in professional organizations. | |
| 4h | Is capable of functioning as a resource for crisis intervention. | | | | |
| 4i | When requested, demonstrates ability to define needs, and designs, implement, and evaluate in-service programs. | | | | |
| 4j | Understands and uses technology to support professional functions. | | | | |

**Wilmington City Schools
Evaluation Report**

Evaluator's Name: _____ Employee's Name: _____

Summary Statement of Evaluator

| |
|--|
| |
|--|

Evaluator's Recommendation(s)

| |
|--|
| |
|--|

Evaluator's Signature _____ Date _____

Employee's Signature _____ Date _____

(Signature indicates completion of the appraisal process, but not necessarily agreement.)

**Wilmington City Schools
Plan of Assistance for Improvement**

Name _____
School _____
Assignment _____

Limited K _____
Continuing K _____

You are being placed on the Plan of Assistance for Improvement because of unsatisfactory performance as specified in the deficiencies outlined below. This program is designed to help you correct these deficiencies. If the program is not successfully completed, your future employment in the District may be jeopardized.

Upon successful completion of this program, those areas in the program that were identified as deficient will be monitored for up to one year. If an acceptable level of performance is achieved/maintained, you will be returned to the regular evaluation cycle and the Plan of Assistance will be removed from your personnel file.

- I. DESCRIPTION OF DEFICIENCY (specific standards/job description elements)

- II. SUPERVISOR'S EXPECTATIONS (how things should look after the deficiency is corrected)

- III. RECOMMENDED PROGRAM TO CORRECT DEFICIENCY

- IV. CRITERIA TO BE USED FOR MEASURING CORRECTION

- V. ASSISTANCE AND RESOURCES TO BE PROVIDED

- VI. MONITORING PROCEDURES

- VII. DATE WHEN PROGRAM MUST BE COMPLETED

My signature indicates that this program has been discussed with me. I understand my signature does not necessarily indicate agreement and that I may respond to all issues raised in this program.

Employee's Signature

Date

Supervisor's Signature

Date

Wilmington City Schools
Optional Evaluation Procedure Checklist
(For Employee Use Only)

Staff Member _____

Evaluator _____

- 1) _____ Administrator provides five (5) days notice prior to initial group meeting.

- 2) _____ Administrator conduct group meeting (September) for the purpose of acquainting certificated personnel with evaluation purposes procedures, and documents including performance rubric.

- 3) _____ Establish schedule for date and time of pre-observation conference, observation and post-observation conference.

- 4) _____ Meeting between staff member and evaluator at least five (5) work days before the observation for Pre-observation Planning Conference. Discussion will be related to pre-observation planning form questions. (Domain 1)

- 5) _____ 1st Observation in the classroom. (Domains 2 and 3)

_____ 2nd Observation in the classroom. (Domains 2 and 3)

- 6) _____ 1st Post-observation conference within ten (10) work days of the observation. (Domain 4)

_____ 2nd Post-observation conference within ten (10) work days of the observation. (Domain 4)

FRAMEWORK

| | Unsatisfactory | Basic | Proficient | Distinguished |
|--|--|--|---|---|
| 1a: Demonstrating Knowledge of Content and Pedagogy | Teacher displays little understanding of the subject or structure of the discipline, or of content-related pedagogy. | Teacher's content and pedagogical knowledge represents developing Understanding but does not extend to connection with other disciplines or to possible student misconceptions. | Teacher demonstrates solid understanding of the content and its prerequisite relationships and connections with other disciplines. Teacher's instructional practices reflect current pedagogical knowledge. | Teacher's knowledge of the content and pedagogy are extensive, showing evidence of a continuing search for improved practice. Teacher actively builds on knowledge of prerequisites and misconceptions when describing instruction or seeking causes for student misunderstanding. |
| 1b: Demonstrating Knowledge of Students | Teacher makes little or no attempt to acquire knowledge of students' backgrounds, skills, or interest, and does not use such information in planning. | Teacher demonstrates partial knowledge of students' backgrounds, skills, and interests, and attempts to use this knowledge in planning for the class as a whole. | Teacher demonstrates thorough knowledge of students' backgrounds, skills, and interests, and uses this knowledge to plan for groups of students. | Teacher demonstrates thorough knowledge of students' backgrounds, skills, and interests, and uses this knowledge to plan for individual student learning. |
| 1c: Selecting Instructional Goals | Teacher's goals represent trivial learning, are unsuitable for students, or are stated only as instructional activities, and they do not permit viable methods of assessment. | Teacher's goals are of moderate value or suitability for students in the class, consisting of a combination of goals and activities, some of which permit viable methods of assessment. | Teacher's goals represent valuable learning and are suitable for most students in the class; they reflect opportunities for integration and most permit viable methods of assessment. | Teacher's goals reflect high-level learning relating to curriculum frameworks and standards; they are adapted, where necessary, to the needs of individual students, and permit viable methods of assessment. |
| 1d: Demonstrating Knowledge of Resources | Teacher is unaware of school or district resources available either for teaching or for students who need them. | Teacher displays limited awareness of school or district resources available either for teaching or for students who need them. | Teacher is fully aware of school and district resources available for teaching, and knows how to gain access to school and district resources for students who need them. | Teacher seeks out resources for teaching in professional organizations in the community, and is aware of resources available for students who need them, in the school, the district, and larger community. |
| 1e: Designing Coherent Instruction | The various elements of the instructional design do not support the stated instructional goals or engage students in meaningful learning, and the lesson or unit has no defined structure. | Some elements of the instructional design support the stated instructional goals and engage students in meaningful learning while others do not. Teacher's lesson or unit has a recognizable structure. | Most of the elements of the instructional design support the stated instructional goals and engage students in meaningful learning, and the lesson or unit has a clearly defined structure. | All of the elements of the instructional design support the stated instructional goals, engage students in meaningful learning, and show evidence of student input. Teacher's lesson or unit is highly coherent and has a clear structure. |
| 1f: Assessing Student Learning | Teacher's approach to assessing student learning contains no clear criteria or standards, and lacks congruence with the instructional goals. Teacher has no plans to use assessment results in designing future instruction. | Teacher's plan for student assessment is partially aligned with the instructional goals and includes criteria and standards that are not entirely clear for students. Teacher uses the assessment to plan for future instruction for the class as a whole. | Teacher's plan for student assessment is aligned with the instructional goals at least nominally, with clear assessment criteria and standards for students. Teacher uses the assessment to plan for groups of students or individuals. | Teacher's plan for student assessment is fully aligned with the instructional goals, containing clear assessment criteria and standards that are for students but also show evidence of student participation in their development. Students monitor their own progress in achieving the goals. |

| | Unsatisfactory | Basic | Proficient | Distinguished |
|---|---|--|--|---|
| 2a: Creating an Environment of Respect and Rapport | Classroom interactions, both between the teacher and students and among students, are generally negative or inappropriate and characterized by sarcasm, put-downs or conflict | Classroom interactions, both between the teacher and students and among students, are appropriate and free from conflict but may be characterized by occasional inconsistencies. | Classroom interactions reflect general warmth and caring, and are respectful of the cultural and developmental differences among groups of students. | Classroom interactions are highly respectful, reflecting genuine worth and caring toward individuals. Students themselves ensure maintenance of high levels of civility among members of the class. |
| 2b: Establishing a Culture for Learning | The classroom environment reflects only a minimal culture for learning, with only modest or inconsistent expectations for student achievement, little teacher commitment to the subject, and little student commitment to the work. | The classroom environment reflects a developing culture for learning, with modest expectations for student achievement, adequate teacher commitment to the student, and average commitment to the subject. | The classroom environment represents a genuine culture for learning, with commitment to the subject on the part of both teacher and students, high expectations for student achievement, and student commitment to work. | Students assume much of the responsibility for establishing a culture for learning in the classroom by being committed to their work, initiating improvements to their products, and holding the work to the highest standard. Teacher demonstrates a passionate commitment to the subject. |
| 2c: Managing Classroom Procedures | Classroom routines and procedures are either nonexistent or inefficient, resulting in significant loss of instructional time. | Classroom routine and procedures have been established but function unevenly or inconsistently, with some loss of instructional time. | Classroom routines and procedures have been established and function smoothly. | Classroom routines and procedures are seamless in their operation, and students assume considerable responsibility for their smooth functioning. |
| 2d: Managing Student Behavior | Student behavior is poor, with no clear expectations, no monitoring of student behavior, and inappropriate response to student misbehavior. | Teacher makes an effort to establish standards of conduct for students, monitor students behavior, and respond to student misbehavior, but these efforts are not always successful. | Teacher is aware of student behavior, has established clear standards of conduct, and responds to student misbehavior in ways that are appropriate and respectful of the students. | Student behavior is entirely appropriate, with evidence of student participation in setting expectations and monitoring behavior. Teacher's monitoring of student behavior is subtle and preventive, and teacher's response to student misbehavior is sensitive to individual students needs. |
| 2e: Organizing Physical Space | Teacher makes poor use of the physical environment, resulting in unsafe or inaccessible conditions for some students or a serious mismatch between the furniture arrangement and the lesson activities. | Teacher's classroom is safe, and essential learning is accessible to all students, but the furniture arrangement only partially supports the learning activities. | Teacher's classroom is safe, and learning is accessible to all students; teacher uses physical resources well and ensures that the arrangement of furniture supports the learning activities. | Teacher's classroom is safe, and students contribute to ensuring that the physical environment supports the learning of all students. |

| | Unsatisfactory | Basic | Proficient | Distinguished |
|---|---|---|---|---|
| 3a: Communicating Clearly And Accurately | Teacher's oral and written communication contains errors or is unclear or inappropriate to students. | Teacher's oral and written communication contains no errors, but may not be completely appropriate or may require further explanations to avoid confusion. | Teacher communicates clearly and accurately to students, both orally and in writing. | Teacher's oral and written communication is clear and expressive, anticipating possible student misconceptions. |
| 3b: Using Questioning And Discussion Techniques | Teacher makes inadequate use of questioning and discussion techniques, with low-level questions, limited student participation, and little true discussion. | Teacher's use of questioning and discussion techniques reflects an attempt at some high-level questions, true discussion, and evokes moderate student participation. | Teacher's use of questioning and discussion techniques consistently reflects high-level questions, true discussion, and participation by most students. | Students formulate many of the high-level questions and assume responsibility for the participation of all students in the discussion. |
| 3c: Engaging Students in Learning | Few students are intellectually engaged in significant learning, as a result of inappropriate activities or materials, poor representations or content, or lack of lesson structure. | Students are somewhat intellectually engaged as a result of activities or materials of uneven quality, inconsistent representations of content, or unevenly structure or pacing. | Students are intellectually engaged throughout the lesson, with appropriate activities and materials, instructive representations of content, and suitable structure and pacing of the lesson. | Students are highly engaged throughout the lesson and make material contributions to the representation of content, the activities, and the materials. The structure and pacing of the lesson allow for student reflection and closure. |
| 3d: Providing Feedback to Students | Teacher's feedback to students is not evident, of poor quality, and/or is not given in a timely manner. | Teacher attempts to provide feedback to students that is accurate, constructive, and timely. | Teacher consistently and successfully provides feedback to students that is accurate, substantive, constructive, specific, and timely. | Teacher's feedback to students is timely and of consistently high quality, and students make use of the feedback in their learning. |
| 3e: Demonstrating Flexibility And Responsiveness | Teacher adheres to the instruction plan in spite of evidence of poor student understanding or students' lack of interest, and fails to respond to students' questions; teacher assumes no responsibility for students' failure to understand. | Teacher demonstrates some flexibility and responsiveness to students' needs and interests during a lesson, and seeks to ensure the success of all students. Teacher employs a limited repertoire of instructional strategies. | Teacher seeks ways to ensure successful learning for all students, making adjustments as needed to instruction plans and responding to student interests and questions. Teacher employs an expanded repertoire of instructional strategies. | Teacher is highly responsive to students' interests and questions, making major lesson adjustments if necessary, and persists in ensuring the success of all students. Teacher employs an extensive repertoire of instructional strategies and solicits additional resources. |

| | Unsatisfactory | Basic | Proficient | Distinguished |
|--|---|--|---|--|
| 4a: Reflecting On Teaching | Teacher does not reflect accurately on the lesson or propose ideas as to how it might be improved. | Teacher's reflection on the lesson is generally accurate, and teacher makes global observations as to how it might be improved. | Teacher reflects accurately on the lesson citing general characteristics, and makes some specific suggestions about how it might be improved. | Teacher's reflection on the lesson is highly accurate and perceptive, citing specific examples; teacher draws on an extensive repertoire to suggest alternative strategies. |
| 4b: Maintaining Accurate Records | Teacher has no system, or an inadequate system, for maintaining accurate instructional and/or non-instructional records, resulting in errors and confusion. | Teacher's system for maintaining accurate instructional and/or non-instructional records is generally efficient. | Teacher's system for maintaining accurate instructional and/or non-instructional records is generally efficient, and teacher can readily access said records. | Teacher system for maintaining accurate instructional and/or non-instructional records is efficient, the teacher can readily access said records, and utilizes these records to provide frequent student feedback. |
| 4c: Communicating With Families | Teacher does not comply with school procedures for communicating with families, provides little or no information to families and makes no attempt to engage them in the instructional program. | Teacher complies with school procedures for communicating with families, responds to family-initiated contacts, and makes an effort to engage families in the instructional program. | Teacher complies with school procedures for communicating with families, initiates family contacts, and makes a significant effort to engage families in the instructional program. | Teacher communicates frequently and sensitively with families and successfully engages them in the instructional program. |
| 4d: Contributing to the School and District | Teacher's relationships with colleagues are negative or self-serving. Teacher avoids being involved in district events/projects, as defined in job description. | Teacher's relationships with colleagues are cordial. Teacher participates in school and district events/projects, as defined in job description. | Teacher maintains positive relationships with colleagues and takes the initiative to participate in school and district events/projects, even when not required to be present. | Teacher makes a substantial contribution to school and district events and projects, assuming leadership with colleagues. |
| 4e: Growing and Developing Professionally | Teacher does not participate in professional development activities, even when such activities are clearly needed for the development of teaching skills. | Teacher's participation in professional development activities is limited to those that are required and/or convenient. | Teacher seeks opportunities for professional development to enhance content knowledge and pedagogical skill, and shares this knowledge. | Teacher seeks opportunities for professional development to enhance content knowledge and pedagogical skills and uses this knowledge to provide leadership and impact change. |
| 4f: Showing Professionalism | Teacher's sense of professionalism is low, and teacher contributes to practices that are self-serving or harmful to students. Teacher fails to consistently adhere to building and/or district expectations and guidelines. | Teacher's attempts to serve students based on the best information are genuine but inconsistent. Teacher adheres to building and/or district expectations and guidelines. | Teacher makes genuine and successful efforts to ensure that all students are well served by the school. Teacher assumes additional personal responsibility for non-assigned tasks that extend beyond building and/or district guidelines. | Teacher assumes a leadership position in ensuring that school practices and procedures ensure that all students, particularly those traditionally undeserved, are honored in the school. |

SECTION 7 - SALARY SCHEDULES & INSURANCE

2010-2011 School Year, Certified Personnel Salary Schedule, Exhibit A.....79
Additional Duty Schedule, Exhibit B80
Curriculum, Exhibit C.....82
Insurance Changes, effective 7-1-2012, Exhibit D.....83

Wilmington Schools
 Certified Personnel
 Salary Schedule
 2010-2011 School Year

| Years of Experience | II A.B. Degree | III A.B. +15* | IV A.B. +30* | V Masters/ A.B. 45** | VI Masters +15*** |
|---------------------------|----------------------|---------------------|--------------------|----------------------------|-------------------------|
| 0 | 33842 | 35619 | 37395 | 39172 | 40949 |
| 1 | 35619 | 37395 | 39172 | 40949 | 42726 |
| 2 | 37395 | 39172 | 40949 | 42726 | 44502 |
| 3 | 39172 | 40949 | 42726 | 44502 | 46279 |
| 4 | 40949 | 42726 | 44502 | 46279 | 48056 |
| 5 | 42726 | 44502 | 46279 | 48056 | 49832 |
| 6 | 44502 | 46279 | 48056 | 49832 | 51609 |
| 7 | 46279 | 48056 | 49832 | 51609 | 53386 |
| 8 | 48056 | 49832 | 51609 | 53386 | 55162 |
| 9 | 49832 | 51609 | 53386 | 55162 | 56939 |
| 10 | 51609 | 53386 | 55162 | 56939 | 58716 |
| 11 | 53386 | 55162 | 56939 | 58716 | 60493 |
| 12 | | 56939 | 58716 | 60493 | 62269 |
| 13 | | | 60493 | 62269 | 64046 |
| 15 | 58716 | 60493 | 62269 | 64046 | 65823 |
| 20 | 60493 | 62269 | 64046 | 65823 | 67599 |
| 25 | 62269 | 64046 | 65823 | 67599 | 69376 |

* ALL ADDITIONAL HOURS ARE SEMESTER HOURS

** ALL 45 SEMESTER HOURS MUST BE GRADUATE LEVEL

*** ALL 15 SEMESTER HOURS MUST BE GRADUATE LEVEL

Wilmington Schools
Additional Duty Schedule

| | | | |
|---|--------|--|--------|
| Boys Varsity Football | \$4728 | Boys Middle School Track | \$1965 |
| Boys Varsity Basketball | \$4728 | Girls Assistant Track | \$1965 |
| Band Director | \$4728 | Cross County | \$1965 |
| Girls Varsity Basketball | \$4728 | Marching Band Advisors | \$1965 |
| Boys Varsity Wrestling | \$4728 | Swimming-Middle School | \$1965 |
| | | Girls Reserve Softball | \$1965 |
| Weight Room Manager | \$4103 | Wrestling Middle School Asst. | \$1965 |
| Open Gym Supervisor-Boys/Girls | \$4103 | Football Middle School Asst. | \$1965 |
| Faculty Manager | \$4103 | Volleyball 7th Grade | \$1965 |
| Site Manager | \$4103 | Boys Tennis | \$1965 |
| | | Girls Tennis | \$1965 |
| Boys Asst. Varsity Football | \$2810 | Boys Golf | \$1965 |
| Assistant Band Director | \$2810 | Girls Golf | \$1965 |
| High School Cheerleader Adv. | \$2810 | Girls M.S. Volleyball (8th) | \$1965 |
| Boys Reserve Wrestling | \$2810 | Boys Middle School Wrestling | \$1965 |
| Boys Reserve Basketball | \$2810 | Boys 8 th Grade Football | \$1965 |
| Girls Varsity Volleyball | \$2810 | Varsity Bowling | \$1965 |
| Girls Reserve Basketball | \$2810 | Boys 7 th Grade Football | \$1965 |
| Boys High School Soccer | \$2810 | Varsity Lacrosse | \$1965 |
| Girls High School Soccer | \$2810 | Boys 8 th Grade Basketball "B" | \$1362 |
| Boys Varsity Basketball Asst. | \$2810 | Boys 7 th Grade Basketball "B" | \$1362 |
| Girls Varsity Basketball Asst. | \$2810 | Girls 8 th Grade Basketball "B" | \$1362 |
| | | Girls 7 th Grade Basketball "B" | \$1362 |
| Boys Head Baseball | \$2543 | | |
| Boys Head Track | \$2543 | LPDC Chairperson | \$1327 |
| Girls Softball | \$2543 | | |
| Choral Dir.-High School | \$2543 | Middle School Cheerleader | \$1311 |
| Swimming | \$2543 | Student Council Advisor-HS | \$1311 |
| Girls Head Track | \$2543 | A-V Club Advisor | \$1311 |
| Boys Reserve Soccer | \$2543 | | |
| Girls Reserve Soccer | \$2543 | Boys Reserve Tennis | \$1238 |
| | | Girls Reserve Tennis | \$1238 |
| Auditeria Site Manager | \$2476 | Reserve Golf | \$1238 |
| | | Bowling Assistant | \$1238 |
| Girls 9th Grade Basketball | \$2410 | Assistant Auditeria | \$1238 |
| Boys 9th Grade Basketball | \$2410 | | |
| Boys 9th Grade Head Football | \$2410 | Technical Supervisor-Musical | \$1124 |
| | | Spring Musical Director | \$1124 |
| Boys 9th Grade Football Asst. | \$1965 | Choral Director M.S. | \$1124 |
| Drama Coach | \$1965 | War of Wits Advisor | \$1124 |
| Boys 8 th Grade Basketball "A" | \$1965 | Power of the Pen | \$1124 |
| Boys 7 th Grade Basketball "A" | \$1965 | Class Advisor-Junior | \$1124 |
| Boys Reserve Baseball | \$1965 | Class Advisor-Senior | \$1124 |
| Boys Freshman Baseball | \$1965 | Yearbook Advisor | \$1124 |
| Boys Assistant Track | \$1965 | Newspaper Advisor | \$1124 |
| Girls Reserve Volleyball | \$1965 | Student Council Advisor M.S. | \$1124 |
| High School Wrestling Asst. | \$1965 | Technology Champions | \$1124 |
| Girls 8 th Grade Basketball "A" | \$1965 | | |
| Girls 7 th School Basketball "A" | \$1965 | Cross Country WMS | \$982 |
| Girls Middle School Track | \$1965 | | |
| | | New Teacher Mentor | \$600 |
| | | | \$565 |

| | |
|--|-------|
| War of wits-Assistant Advisor | |
| Class Advisor-Freshman | \$565 |
| Class Advisor-Sophomore | \$565 |
| Student Council Elementary | \$565 |
| | |
| Drama Production 3rd Performance | \$563 |
| | |
| Club Advisors | |
| Foreign Language | \$517 |
| Interact | \$517 |
| National Honor Society-H.S. | \$517 |
| Phi Delta Sigma | \$517 |
| Art Club WMS | \$517 |
| Art Club-H.S. | \$517 |
| SADD | \$517 |
| Yearbook Advisor WMS | \$517 |
| Science Fair Advisor | \$517 |
| Can We Talk Advisor | \$517 |
| | |
| Virtual Learning Academy (per student) | \$276 |
| | |
| Virtual Learning Semester | \$172 |
| | |
| Virtual Learning Summer School | \$ 95 |

Whether any of the above positions are filled and the number of people hired in each job is determined by the recommendation of the appropriate administrator

Wilmington Schools
Curriculum

Department chairpersons, curriculum coordinators and grade level chairpersons will not be responsible for the evaluation of any staff member during the life of this contract. Further, department chairpersons, team leaders, curriculum coordinators and grade level chairpersons shall remain members of the bargaining unit. Compensation for these curriculum positions will increase at the same percentage rate as the BA-0 step increases.

I. Department Chairpersons

| | | | |
|--------------------|------|---------------|------|
| Business Education | 9-12 | Language Arts | 9-12 |
| Foreign Language | 9-12 | Mathematics | 9-12 |
| Industrial Arts | 9-12 | Science | 9-12 |
| Social Studies | 9-12 | | |

Duties/Formula - (salary is total of following factors of responsibility)

- 1 Curriculum study and writing:
Base \$185.38+ \$36.50/course in operation within department
- 2 People supervision and organization:
\$94.16 /person in department
- 3 Equipment, materials, etc.
Base \$185.38 + \$185.38 for medium group + \$185.38 for a large group
NOTE: Medium Group-Business/PE/Science
Large Group IA
- 4 Responsibility in building to Principal \$94.16

II. Curriculum Coordinators

| | | | |
|--------------------|------|---------------------------|------|
| Art | K-12 | Physical Education/Health | K-12 |
| Guidance | K-12 | Science | K-5 |
| Home Economics | 9-12 | Science | 6-8 |
| Instrumental Music | 6-12 | Social Studies | K-5 |
| Language Arts | K-5 | Social Studies | 6-8 |
| Language Arts | 6-8 | Unified Arts | 6-8 |
| Mathematics | K-5 | Vocal Music | K-12 |
| Mathematics | 6-8 | | |

Duties/Formula - (salary is total of following factors of responsibility)

- 1 Curriculum study and writing:
Base \$185.38 + \$36.50/course in operation within study area
NOTE: K-8 - each grade considered one course in subject area (exceptions possible)
H.S. - each course currently being offered
- 2 Equipment, materials, etc.
Base \$185.38 + \$185.38 for medium group + \$185.38 large group
NOTE: Medium Group-Art/Music/P.E.; Large Group-Unified Arts

Whether any of the above positions are filled and the number of people hired in each job is determined by the recommendation of the appropriate administrator

Specifications

ANTHEM-Preferred Provider Option

2012-2013

| COVERED SERVICES | NETWORK | NON-NETWORK |
|--|---|---|
| Deductible (Single/Family) <i>(Applies only to percent (%) copayment)</i> | \$250/\$500 | \$500/\$1000 |
| Out-of-Pocket Maximum (Single/Family) | \$1,500/\$3,000 | \$3,500/\$7,000 |
| Physician Office Services Including Office Surgeries, allergy, serum and injections, ¹ allergy testing | \$25 Additional 20% | 30% 30% |
| Preventive Care Medical history Mammographies ¹ , Pelvic Exams, PAP testing and PSA tests Immunizations Annual diabetic eye exam Annual Vision and Hearing exams | \$20 | 30% |
| Outpatient Physical Medicine Therapies (Combined Network & Non-Network limits apply) Physical/Occupational therapy; 30/30 visit limit Spinal manipulation: 12 visit limit Speech therapy: 20 visit limit | Copayments based on place of service | Copayments based on place of service |
| Inpatient Services Unlimited days except for: 60 days for Network/Non-network combined physical medicine/rehab 180 days Network/Non-network combined for skilled nursing facility | 15% | 30% |
| Outpatient Surgery Hospital/Alternative Care Facility | 15% | 30% |
| Other Outpatient Services Hospital/Alternative Care Facility | 15% | 30% |
| Inpatient and Outpatient Professional Charges | 15% | 30% |
| Home Care Services 30 visits non-network limit for Home Care, excludes IV therapy | 15% | 30% |
| Hospice Services | Covered in Full | Covered in Full |
| Emergency and Urgent Care: Emergency Care in Emergency Room <i>(covers all services, copayments waived if admitted, then inpatient copayment applies)</i> Urgent Care Facility Hospital Emergency Room: Physician services Facility charges (2) Urgent Care Facility: Physician services Facility charges | Covered in Full \$100 copayment Covered in Full \$75 copayment | Covered in Full \$100 copayment Covered in Full \$50 copayment |
| Ambulance Services | Covered in Full | Covered in Full |
| Maternity Services | 15% | 30% |
| Mental Health and Substance Abuse ² Inpatient: 30 Network days (includes inpatient mental health Non-Network) Outpatient: 50 Network visits 10 Non-network mental health visits Inpatient and outpatient substance abuse \$550 Non-network | 15% Copayments based on place of service | 30% Copayments based on place of service |

| <i>(Substance abuse rehabilitation programs are limited to two per lifetime Network and Non-Network combined.) Call 1-800-788-4003 for authorized referral</i> | | |
|---|--|------------------------------------|
| COVERED SERVICES | NETWORK | NON-NETWORK |
| Lifetime Maximum (Combined Network and Non-Network) | \$5 million | \$5 million |
| Human Organ and Tissue Transplants except Kidney and Cornea Transplants ³ A separate \$1 million lifetime max applies (combined Network and Non-network) | Covered in Full | 50% |
| Medical Supplies & Equipment and Appliances | 15% | 40% |
| Prescription Drugs Options**: Network Retail Pharmacy – 30 day supply (includes diabetic test strips) Anthem Rx Direct Mail Service – 60 day supply (includes diabetic test strips) | \$10 gen form \$30 brand form \$60 non-form \$10 gen form \$30 brand form \$60 non-form | 50%, min. \$30* Not covered |

¹These services are covered in full if you have a flat dollar copayment and if rendered without an office visit.

²Mental health/substance abuse must be authorized by the mental health administrator for services to be covered at the highest rate benefit level. Refer to Schedule of Benefits for limitations.

³Kidney and Cornea are treated the same as any other illness and subject to the medical benefits and lifetime maximum.

*Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

Specifications

ANTHEM-Preferred Provider Option

2013-2014**

| COVERED SERVICES | NETWORK | NON-NETWORK |
|---|--------------------------------------|--------------------------------------|
| Deductible (Single/Family) <i>(Applies only to percent (%) copayment)</i> | \$250/\$500 | \$500/\$1000 |
| Out-of-Pocket Maximum (Single/Family) | \$1,500/\$3,000 | \$3,500/\$7,000 |
| Physician Office Services Including Office Surgeries, allergy, serum and injections, ¹ allergy testing | \$25 Additional 20% | 30% 30% |
| Preventive Care Medical history Mammographies ¹ , Pelvic Exams, PAP testing and PSA tests Immunizations Annual diabetic eye exam Annual Vision and Hearing exams | \$20 | 30% |
| Outpatient Physical Medicine Therapies (Combined Network & Non-Network limits apply) Physical/Occupational therapy; 30/30 visit limit Spinal manipulation: 12 visit limit Speech therapy: 20 visit limit | Copayments based on place of service | Copayments based on place of service |
| Inpatient Services Unlimited days except for: 60 days for Network/Non-network combined physical medicine/rehab 180 days Network/Non-network combined for skilled nursing facility | 20% | 30% |
| Outpatient Surgery Hospital/Alternative Care Facility | 20% | 30% |
| Other Outpatient Services Hospital/Alternative Care Facility | 20% | 30% |
| Inpatient and Outpatient Professional Charges | 20% | 30% |

| | | |
|---|--|---|
| Home Care Services 30 visits non-network limit for Home Care, excludes IV therapy | 20% | 30% |
| Hospice Services | Covered in Full | Covered in Full |
| Emergency and Urgent Care: Emergency Care in Emergency Room <i>(covers all services, copayments waived if admitted, then inpatient copayment applies)</i> Urgent Care Facility | Covered in Full \$100 copayment Covered in Full \$75 copayment | Covered in Full \$100 copayment Covered in Full \$50 copayment |
| Hospital Emergency Room: Physician services Facility charges (2) Urgent Care Facility: Physician services Facility charges | | |
| Ambulance Services | Covered in Full | Covered in Full |
| Maternity Services | 20% | 30% |
| Mental Health and Substance Abuse ² Inpatient: 30 Network days (includes inpatient mental health Non-Network) Outpatient: 50 Network visits 10 Non-network mental health visits Inpatient and outpatient substance abuse \$550 Non-network <i>(Substance abuse rehabilitation programs are limited to two per lifetime Network and Non-Network combined.)</i> <i>Call 1-800-788-4003 for authorized referral</i> | 20% Copayments based on place of service | 30% Copayments based on place of service |
| COVERED SERVICES | NETWORK | NON-NETWORK |
| Lifetime Maximum (Combined Network and Non-Network) | \$5 million | \$5 million |
| Human Organ and Tissue Transplants except Kidney and Cornea Transplants ³ A separate \$1 million lifetime max applies (combined Network and Non-network) | Covered in Full | 50% |
| Medical Supplies & Equipment and Appliances | 20% | 40% |
| Prescription Drugs Options**: Network Retail Pharmacy – 30 day supply (includes diabetic test strips) Anthem Rx Direct Mail Service – 60 day supply (includes diabetic test strips) | \$10 gen form \$30 brand form \$60 non-form \$10 gen form \$30 brand form \$60 non-form | 50%, min. \$30* Not covered |

¹These services are covered in full if you have a flat dollar copayment and if rendered without an office visit.

²Mental health/substance abuse must be authorized by the mental health administrator for services to be covered at the highest rate benefit level. Refer to Schedule of Benefits for limitations.

³Kidney and Cornea are treated the same as any other illness and subject to the medical benefits and lifetime maximum.

*Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

**Co-insurance shall revert to 85%/15% on June 29, 2014.