

## PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS

The board believes that a fair teacher compensation plan, which includes an adequate base salary, increments and employee benefits, is necessary to attract and hold highly qualified men and women to provide the quality educational program it desires in its schools.

As required by law, notice of annual salary is given to each certificated employee by July 1.

### Teacher Contracts

Written contracts of employment shall be issued to all professional teaching personnel. Contracts are by and between the staff member and the Board.

### The Basic Types of Contracts are as Follows:

#### 1. Limited Contracts

A teacher new to the District is employed on a limited contract for one year and, if approved, will continue on the negotiated sequence of limited contracts until qualified for, and awarded, continuing contract status.

#### 2. Continuing Contracts

When a teacher employed under a limited contract is issued a teaching certificate of a higher grade (professional or permanent) and has taught three of the last five years in the District, he/she is eligible for consideration for a continuing contract.

A teacher who has obtained continuing contract status elsewhere in Ohio becomes eligible for a continuing contract upon employment but must be considered for tenure after two years' service in the District.

A teacher who meets all legal qualifications for a continuing contract, but who is not recommended by the Superintendent and approved by the Board for a continuing contract, may be offered an extended limited contract or may be nonrenewed. The teacher must be notified of the Board's action to not re-employ, in writing by the Treasurer, on or before April 30.

The Superintendent may recommend re-employment of such teacher if continuing service status has not been attained in another district, under an extended limited contract not to exceed two years, with the reasons directed at professional improvement of the teacher. This option is available only after the Board first rejects the Superintendent's recommendation for tenure. The superintendent may not recommend an extended limited contract as an initial recommendation.

Written notification of the superintendent's recommendation as well as the Board's action to issue a one- or two-year extended limited contract must be received by the teacher on or before April 30 of the year in which his/her contract expires. If the teacher accepts the limited contract, a subsequent contract, if granted, must be a continuing contract.

3. Supplemental Contracts

Supplemental contracts are entered into with each teacher who performs assigned supplemental duties for which compensation is authorized. Such contracts are issued for one year and are separate from teaching contracts. Elimination or creation of assignments for extra duties are made at the discretion of the superintendent, subject to approval by the Board.

4. Administrator Contracts

All administrators shall be issued written limited contracts. The contract specifies the administrative position and duties, the salary and other compensation to be paid for performance of such duties, the number of days to be worked, the number of days of vacation leave and any paid holidays in the contractual year.

The term of the administrator's contract will not exceed three years, except that an individual who has been employed as an administrator for three years or more shall be entitled to receive a contract of not fewer than two nor more than five years. The Superintendent may recommend employment of an individual who has served as an administrator in the District for three years or more under a one-year administrative contract once during such individual's administrative career in the District.

An administrator who has earned teacher tenure in the District retains such status while serving as an administrator. Any administrator who previously obtained teacher tenure in another district achieves teacher tenure in the District after re-employment with two or more years' experience as an administrator in the District.

The Superintendent's recommendation is considered in all contract renewals. All administrators are evaluated annually. In the year an administrator's contract does not expire, the evaluation is completed by July 31 and a copy is given to the administrator. In the year an administrator's contract does expire, two evaluations are completed one preliminary and one final. The preliminary evaluation is conducted at least 60 days prior to March 31 and prior to any board action on the employee's contract.

The final evaluation includes the Superintendent's intended recommendation for the contract of the employee. A written copy of the final evaluation must be provided to the employee at least five days prior to the Board's action to renew or nonrenew the employee's contract. If the board fails to take action on the expiring contract then the administrator is renewed. If the administrator has been in the District for two years or less, he/she will receive a one-year contract. If the administrator has been in the District three years or more, he/she will receive a two-year contract.

Before March 31, any administrator whose contract expires at the end of the school year is notified by the Board of the date on which the contract expires and of the individual's right to request a meeting with the Board in executive session to discuss the reasons for considering renewal or nonrenewal of his/her contract. Also prior to March 31 of the year in which the contract of employment expires, any administrator whom the Board intends to nonrenew receives written notification of the Board's intent not to re-employ.

The Board may issue a one-year temporary Educator License valid for employing a superintendent or any other administrator, conforming with Ohio law.

Adoption date: August 23, 2001

LEGAL REFS.:       ORC     3317.13; 3317.14; 3319.01; 3319.02;  
  3319.07 -11; 3319.111; 3319.12;  
  3319.225; 3319.24-26; 4117.01

OAC     3301-35-03 (A) (8)

CONTRACT REFS.: Teachers' Negotiated Agreement