



Columbus Education Association



John Coneglio
President

Phil Hayes
Vice President

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Contact Information

Columbus Education Association

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Columbus, OH 43205

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www.ceahio.org • facebook.com/ColumbusEA

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President

jconneglio@ceahio.org

Phil Hayes

Vice President

phayes@ceahio.org

Senior Faculty Representative: _____

Building/Unit: _____

District #: _____

District Governor: _____

District Governor's Contact Information:

_____ Building/Unit

_____ School Phone Home Phone Cell Phone

_____ Fax No. Email Address

Notes: _____



Letter from the President

Dear Faculty Representative:

You are the key. Without competent and active FRs, we simply could not succeed.

You are the key. The success of the Association depends on an informed membership. Your diligence in recruiting members and disseminating information is crucial.

You are the key. The success of the school system depends on a strong and effective Association. Your willingness to attend meetings, conduct elections, assist in the selective interview process, serve on leadership teams and collect for various charities generates great credibility in our community for the role played by your Association.

You are the key. The survival of our Association depends on constant vigilance toward the enforcement of our contract. Your willingness to represent your members and your school in operational matters ensures that stability will exist in the system.

Remember:

1. Believe in yourself. Your colleagues elected you because you are the most qualified person to do what needs to be done.
2. Know your responsibilities and organize your colleagues to help.
3. When the job seems frustrating, know that your efforts are appreciated.
4. The CEA leadership and staff stand ready to assist you. We are only a phone call away.

This is your *Faculty Representative Notebook*. If you have questions about any information in this notebook, feel free to call CEA. We welcome your suggestions for items that should be included in this notebook. We hope it will help you perform the vital tasks of faculty representative.

Finally, thank you for agreeing to represent your colleagues.

Sincerely,

John Conneglio
President

Responsibilities

Duties of a Faculty Representative

According to the CEA Constitution and Bylaws (Section 13), the FR shall:

- **Serve as a member of the Association Building Council (ABC)**
This is an important role for the FR. The ABC plays a vital role in the operations of every school. Send your monthly ABC minutes to your district governor and to the Vice President of CEA.
- **Attend all meetings of the Legislative Assembly (LA) and the FR Workshops**
The LA meetings are generally held at the Columbus Downtown HS on the first Thursday of each month beginning at 4:30 p.m. The FR workshops are usually planned for the first Thursday in November and April. Get updates from *The CEA Voice*, the CEA website, email and FR memos for more information.
- **Arrange for representation at meetings if unable to attend**
Ask another FR or alternate to attend Association meetings in your place. This includes LA meetings and District Meetings. Contact CEA if you need to be excused from a meeting.
- **Attend all CEA District Meetings**
Your district governor will notify you of the time and place of the CEA District Meetings. They are usually held on the third Thursday of the month. The CEA website also posts the time and place.
- **Report the results of all meetings to your faculty**
By contract, you are allowed to report CEA information at the conclusion of staff meetings. Call CEA building meetings to relay information from LAs, District Meetings or to discuss building concerns. You are permitted to utilize school equipment and supplies to communicate to your staff.
- **Conduct elections for the Association**
This includes CEA officers, governors, contract ratifications and delegates to the OEA and NEA Representative Assemblies. No person running for an elected position should conduct the election.
- **Participate in the 211 selective interview process**
Contract language calls for teacher involvement in the interview and selection process for staff members. The Senior Faculty Representative is a member of the interview panel and plays an important role in the Article 211 process.
- **Enroll new members and keep track of unit membership**
This is an important task. Non-members should be contacted every year. New teachers should be signed up, too. Non-members do not vote and cannot access the CEA Members Scholarship Fund. They receive most other representational services.
- **Serve as a member of the Building Leadership Team**
Gather staff input for the decision-making process and participate in the school improvement agenda.
- **Contribute to a successful PAR process**
Meet with the PAR Consulting Teachers who are assigned to members in your building. All teachers new to the district receive PAR services. Call the PAR Office (614-365-5110) if a new teacher has not been assigned a PAR consultant.
- **Distribute all CEA materials and information to the membership**
The CEA Voice arrives in your mailbox on Mondays and should be distributed to CEA Bargaining Unit Members only. You are also responsible for distributing other Association communications.
- **Participate in Reform Panel Process**
When a building or unit wishes to alter the Master Agreement or Board Policy, a variance must be completed. This process requires a secret ballot vote of the faculty, the support of 2/3 of the teaching staff and verification of the vote by the SFR.

Association Building Council

There is virtually no area of school operations that an ABC cannot discuss.

The ABC is made up of at least five members: The Senior Faculty Representative (SrFR), two members elected by the teachers and two appointed by the principal. Units with more than 30 teachers can request one additional elected and one additional appointed ABC member for every 20 teachers or fraction thereof (Section 202.02).

The principal is not a member of the ABC. Classified employees such as instructional assistants, secretaries and custodians are not members of the ABC. Ideally, the ABC should reflect the grade level, subject matter, racial and gender composition of the staff.

The elected and appointed members, with the exception of the SrFR, serve for one year by consent. Teachers may present problems and offer suggestions to council members. The ABC members should elect a chairperson and a secretary, create an agenda with the principal's input and submit minutes to the school secretary for preparation and distribution.

Council members should be knowledgeable of the areas of the contract that relate to the function of the ABC. Refer to the *Master Agreement* for more information about ABC involvement and school-related matters.

At the first ABC meeting of the year, the ABC should decide how many votes are required to recommend a member for PAR intervention.

The ABC can make recommendations to the principal regarding any area of concern relating to school operations including curriculum, attendance, facility, equipment, personnel, finances, students and administration. Examples include, but are not limited to, the following:

- Selection of new staff members
- Length of school day
- Elementary lunch schedules
- Professional development meetings and professional learning communities
- Expenditure of profits from vending machines
- Expenditure of profits from other fund-raising projects
- Discipline procedures and policies
- Class size relating to non-academic classrooms
- Ability groupings in elementary schools
- Recommendations for textbook selection committees
- Assignments and selection of aides

The ABC is vital to a successful school.

Elections Guidelines

Running elections is one of the most important jobs of an FR. You will receive elections materials from the CEA Elections Committee. Read all materials very carefully. Call CEA or your District Governor with any questions.

Select a group of volunteer members to run the election. Anyone running for an elected position cannot be on the elections team.

Decide on a date, time and place to vote. Some FRs have the vote immediately following a staff meeting. Ballots that are simply put in mailboxes typically will not get back to you. Hand out ballots during the meeting. Ask members to vote before they leave the room. Have a box in which ballots can be placed. Keep track of who has voted. Make sure everyone who is eligible to vote has an opportunity to vote.

Things to remember:

1. Non-members do not vote.
2. Only the members whose names are on the roster for your unit are allowed to vote. If there is a problem with the roster, call CEA immediately.
3. If you do not have enough ballots, call CEA immediately.
4. The ballot box containing the votes should not be left unattended or unsecured.
5. The elections team will select and publicize the voting dates in accordance with the guidelines set by the CEA Elections Committee.
6. Everyone should be given the opportunity to vote.
 - If a member's absence is known in advance of the date set for voting, a ballot should be provided before the leave commences. The ballot should be returned to the elections team in a sealed envelope. The envelope should remain sealed until all votes are counted.
 - If a member's absence is unforeseen and occurs on the date of the election, a ballot should be provided upon the member's return as long as the voting period has not ended.
7. All ballots and the certification form must be returned to CEA in the envelope provided by the CEA Elections Committee.
8. The elections envelope MUST be sealed.
9. The elections envelope MUST be signed by the FR across the seal.
10. The number of ballots MUST be equal to, or less than, the number of members in your unit.

No administrator shall interfere in the CEA elections and voting process. Call CEA at 614-253-4731 to report any violations.

Terms of Office

CEA elections generally occur in the spring of the year. Special elections are held when resignations or vacancies exist requiring such elections. The terms of office for various Association positions are listed below.

NEA Delegate	Term is one year, elected annually. Quantity is proportional to number of teachers in the local NEA affiliate–CEA.
OEA/Capital Delegate	Term is one year, elected annually. Quantity is proportional to the number of teachers in the local OEA affiliate–CEA.
CEA President	Term is two years, elected in even-numbered years.
CEA Vice President	Term is two years, elected in even-numbered years.
CEA District Governors	Term is three years, elected in staggered sequence by members in that district. Refer to CEA Governance and Staff pages in this handbook for name, district and next election year for each governor.
CEA At-Large Governors	Term is three years, elected when needed according to the following requirements: <ol style="list-style-type: none">1. There must be at least three representatives each from elementary, middle and high school grade levels; and they must be classroom teachers.2. There must be at least 25 percent ethnic minority representation.

Election of Faculty Representatives

Faculty representatives (FRs) are normally elected in the spring of odd-numbered years and serve for two years. If you are elected due to an opening in that position, you serve the remainder of the unexpired term. One FR and one Alternate FR should be elected for every 20 members in a building/unit or fraction thereof. A “unit” is usually a building but could be a group of teachers in a specific area, i.e., music or art. A properly accomplished FR election should be conducted over a three-week period. The following information outlines a suggested timeline for FR elections.

First week of May: Publicizing FR election

- The elections team publicizes FR elections, including when and where nominations will be accepted and when and where votes will be cast. Any individual who declares his or her candidacy for the election cannot serve on the elections team.
- Publications should be made in at least three ways, i.e., staff meeting, posters on the CEA bulletin board, flyers and email. All elections team members should assist with publications.
- Two elections team members create and duplicate the ballot for voting during the following week. Make two extra copies, one to tabulate votes and one to post election results on the CEA bulletin board. Refer to the sample ballot (page 11).

Second week of May: Conducting the election

- The elections team conducts the election by secret ballot. The best time to conduct an election is during a staff meeting. However, circumstances may require that voting take place at another agreed-upon time during that week.
- Every member must be provided the opportunity to vote; therefore, final tabulation of the votes should not occur until all members have been provided the opportunity to vote or until the end of the voting week.
- When a member’s absence is known in advance of the date set for voting, a ballot should be provided to that person to vote and sealed in an envelope before returning it to the elections team for tabulation along with the rest of the ballots.
- When an absence is unforeseen and occurs within the week set aside for voting, a ballot should be provided to the person upon his or her return, as long as the voting period has not ended.

Third week of May: Tabulating votes and certifying the election

- After the election period has ended, the elections team tabulates the votes and posts the results of the election on the CEA bulletin board.
- Two elections team members should complete the CEA Faculty Representative Certification Form (page 11). Two elections team members must sign and date the bottom of the form. The form should then be mailed to the CEA office for arrival before the end of the school year.

Determining the Senior Faculty Representative

In cases where a unit has more than one faculty representative, the Senior Faculty Representative (SrFR) shall be the one with the most continuous service in the position of SrFR within the unit, not as an FR or an alternate. Service in other units does not count. See the CEA Constitution and Bylaws (Bylaw 13-2) at the end of this handbook.

Examples:

- When a unit has 2 FRs, the current SrFR must finish at least 2nd in the election to continue as SrFR.
- When a unit has 3 FRs, the current SrFR must finish at least 3rd in the election to continue as SrFR.
- When the SrFR chooses not to run, the new SrFR is the one who receives the most votes.

If the SrFR does not complete his or her term, the faculty representatives who are listed on the CEA Faculty Representative Certification Form will move up one position.

Sample Ballot

FACULTY REPRESENTATIVE SAMPLE BALLOT

XYZ Middle School

_____ Roberta Smith
_____ Walter Brunson
_____ Arthur Schneider
_____ Danesha Daniels

Names should
be placed in
random order.

Vote for _____* candidate(s) and return your completed ballot immediately.

*Cast up to, but not more than, the number of Faculty Representative positions your building/unit is entitled to receive.

CEA USE ONLY
Date Received _____

CEA Faculty Representative 2021–2023 Certification Form

The CEA Constitution specifies that there be at least one Faculty Representative and one Alternate for every unit. Additional FRs and Alternates should be elected for every 20 members or fraction thereof. Example: A unit with 40 members should have two (2) FRs, one SrFR and one FR and two (2) Alternates; a unit with 41 members should have three (3) FRs, one SrFR and two FRs and three (3) Alternates.

Please Print Legibly

Building/Unit: _____

Senior Faculty Representative

Name: _____

CCS Mail Location: _____

Cell Phone: _____

Email: _____

(Do not use the school email address.)

Alternate Faculty Representative

Name: _____

CCS Mail Location: _____

Cell Phone: _____

Email: _____

(Do not use the school email address.)

Faculty Representative

Name: _____

CCS Mail Location: _____

Cell Phone: _____

Email: _____

(Do not use the school email address.)

Alternate Faculty Representative

Name: _____

CCS Mail Location: _____

Cell Phone: _____

Email: _____

(Do not use the school email address.)

Faculty Representative

Name: _____

CCS Mail Location: _____

Cell Phone: _____

Email: _____

(Do not use the school email address.)

Alternate Faculty Representative

Name: _____

CCS Mail Location: _____

Cell Phone: _____

Email: _____

(Do not use the school email address.)

Faculty Representative

Name: _____

CCS Mail Location: _____

Cell Phone: _____

Email: _____

(Do not use the school email address.)

Alternate Faculty Representative

Name: _____

CCS Mail Location: _____

Cell Phone: _____

Email: _____

(Do not use the school email address.)

Faculty Representative

Name: _____

CCS Mail Location: _____

Cell Phone: _____

Email: _____

(Do not use the school email address.)

Alternate Faculty Representative

Name: _____

CCS Mail Location: _____

Cell Phone: _____

Email: _____

(Do not use the school email address.)

This form requires two (2) signatures to be valid.

I hereby certify that the above-named members of the Columbus Education Association were duly elected.

Signature _____ Date: _____

Signature _____ Date: _____

Organizing Your Staff

Be a Strong and Effective Faculty Representative

- Organize your staff into smaller units (i.e., by halls, departments, grade levels, floors, etc.) Assign other FRs, alternates, ABC members or other teacher leaders to those units. They can be responsible for sharing information with members in that unit.
- Contact your colleagues personally. This is the best way to conduct CEA business.
- Use a non-CCS email list to disseminate information quickly.
- Ask for time after staff meetings to discuss issues.
- Call CEA meetings to discuss information gathered at the LAs, District Meetings or FR Workshops. This is a way to build a strong, cohesive staff.
- Delegate some of your responsibilities. Ask another FR or alternate to distribute *The CEA Voice*, collect contributions for TBS, United Way, I Know I Can, UNCF, etc. This will develop CEA leaders among your staff.
- Invite other staff members to attend the Legislative Assemblies and District Meetings with you.
- Keep in contact with your District Governor. Your Governor can help brainstorm ways to solve building problems.
- Call CEA if you have questions. It is your right to call CEA. You do not need your principal's permission to call CEA.

Model for Organizing Your Staff

Purpose: United Way Drive

Due: Oct. 12

Task: Personally hand out all the materials for the United Way Drive. Remind all members that they need to have completed and turned in their pledge forms by Friday.

Johnson (SrFR)*

6th Grade Team

___ Jackson

___ Welsh

___ Davis

___ Dixon

___ Wagner

___ Dossett

___ Mays

Zimmerman

8th Grade Team

___ Logan

___ Johnson

___ Young

___ Hern

___ Ray

___ Pierce

___ Roberts

Hayes

7th Grade Team

___ Mullins

___ Jackson

___ Aeschbury

___ Cannon

___ Fribley

___ Ventling

___ Hayden

___ Jamison

Murray

Encore/Unified Arts Team

___ Robinson

___ Thomas

___ Love

___ Coneglio

___ Sanchez

___ Hoffman

___ Agnew

* All team leaders report to SrFR T. Johnson.

Staff Information

Last Name	First Name	Cell Phone	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	Non-CCS email
		()	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	
		()	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	
		()	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	
		()	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	
		()	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	
		()	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	
		()	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	
		()	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	
		()	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	
		()	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	
		()	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	
		()	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	
		()	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	
		()	Text <input type="checkbox"/> Yes <input type="checkbox"/> No	

Use this information to contact your staff members. Make additional copies of this page if necessary.

Duties of a Governor

According to the CEA Constitution and Bylaws, the CEA Board of Governors is the executive arm of the Association. Duties of a CEA Governor are delineated in Section 5 of the Bylaws of the Board of Governors. Governors serve three-year terms.

- **Serve as a member of the CEA Board of Governors (BOG)**
This is an important role for the governor. The BOG plays a vital role in the operations of CEA. Meetings of the BOG are generally held on the second and fourth Thursday of each month at the CEA office.
- **Attend all meetings of the Legislative Assembly (LA)**
These meetings are usually held at the Columbus Downtown HS on the first Thursday of each month beginning at 4:30 p.m.
- **Hold a minimum of seven CEA District Meetings each year**
District meetings should be announced at least one week in advance of the meeting and are open to all members in the district. These meetings are usually scheduled for the third Thursday of the month. The time and location of district meetings should be announced on the CEA website, *The CEA Voice*, texts and email. Governors should make follow-up phone calls to remind FRs of district meetings. Inform the CEA office of meeting plans.
- **Report the results of all district meetings at CEA Board of Governors' meetings**
- **Maintain close contact with FRs**
Develop a means of communicating issues to members in the district. You are permitted to utilize school equipment and supplies to communicate to your FRs.
- **Periodically visit all buildings or units in your district**
Contact the CEA Vice President to obtain Association Leave for these visits.
- **Be available to assist FRs in conducting Association elections**
These elections include CEA officers, governors, contract ratifications and delegates to the OEA and NEA Representative Assemblies. Contact the chair of the CEA Elections Committee if there are problems.
- **Contact the CEA Vice President to arrange for representation at meetings in your absence**
This would include LA meetings, district meetings or building meetings.
- **Call CEA building meetings when necessary**
When issues arise in your buildings/units, you may choose to call building/unit meetings. CEA officers and staff are available to assist you.

Governance and Staff

CEA Governance and Staff

Officers, Governors and Staff Information

Name, Title, Term, Business Phone	Work Address	Phone/Email
Elected Officers		
John Coneglio, President, 2020 CEA Office: 614-253-4731	929 E. Broad Street Columbus, OH 43205	C: 614-537-9345 jconeglio@ceaohio.org
Phil Hayes, Vice President, 2016 CEA Office: 614-253-4731	929 E. Broad Street Columbus, OH 43205	C: 614-795-1404 phayes@ceaohio.org
Appointed Officers and Staff		
Tom Busher, Budget Director CEA Office: 614-253-4731	929 E. Broad Street Columbus, OH 43205	C: 614-403-0988 tbusher@ceaohio.org
Neil Moore, Elections Chairperson CAHS: 614-365-6006	929 E. Broad Street Columbus, OH 43205	C: 614-264-2188 senyormoore@gmail.com
Tai Hayden, Staff Consultant CEA Office: 614-253-4731	929 E. Broad Street Columbus, OH 43205	C: 614-306-0353 thayden@ceaohio.org
Cindy Love, Staff Consultant CEA Office: 614-253-4731	929 E. Broad Street Columbus, OH 43205	C: 614-657-6449 clove@ceaohio.org
Teri Mullins, Staff Consultant CEA Office: 614-253-4731	929 E. Broad Street Columbus, OH 43205	C: 614-271-4409 tmullins@ceaohio.org
Kari Yates, Secretary Mifflin HS: 614-365-5466	3245 Oak Spring Street Columbus, OH 43219	C: 614-530-7154 kyates@ceaohio.org
District Governors		
Angel Dyer-Sanchez (District 1), 2020 Salem ES: 614-365-5351	1040 Garvey Road Columbus, OH 43229	C: 614-218-0434 angeldyer869@yahoo.com
Carla Davis (District 2), 2022 Forest Park ES: 614-365-5337	5535 Sandalwood Blvd. Columbus, OH 43229	C: 614-746-4605 carladavis_cea@yahoo.com
Joseph Decker (District 3), 2021 Mifflin MS: 614-365-5474	3000 Agler Road Columbus, OH 43219	C: 614-351-5010 seppdecker@gmail.com
Lisa R. Johnson (District 4), 2020 Hamilton STEM K-6: 614-365-6537	2047 Hamilton Ave. Columbus, OH 43211	C: 614-596-6162 bmwlover337@gmail.com
Jeanette Johnson (District 5), 2020 Berwick K-8: 614-365-6140	2655 Scottwood Road Columbus, OH 43209	C: 614-361-7856 jjohnson0166@gmail.com
Kim Ogilbee (District 6), 2021 Starling PreK-8: 614-365-5945	145 S. Central Ave. Columbus, OH 43222	C: 614-935-6113 krogilbee@gmail.com
Rebecca McGrath Hinkle (District 7), 2019 Columbus Downtown HS: 614-365-2283	364 S. Fourth St. Columbus, OH 43222	C: 614-746-9216 mcgrathhinkle1@gmail.com
Cindy Jamison (District 8), 2022 Leawood ES: 614-365-6504	1677 South Hamilton Rd. Columbus, OH 43227	C: 614-403-0303 cijay4@yahoo.com
Traci Arway (District 9), 2022 Hudson Warehouse: 614-365-5794	737 Hudson St. Columbus, OH 43211	C: 614-595-3374 tracilarway@gmail.com
Becky Coyne (District 10), 2021 Forest Park ES/Valley Forge ES	5535 Sandalwood Blvd. Columbus, OH 43229	C: 614-747-3571 bvcoyne@sbcglobal.net

CEA Governance and Staff

Officers, Governors and Staff Information

Name, Title, Term, Business Phone	Work Address	Phone/Email
Megan Hinz (HS At-Large), 2019 West HS: 614-365-5956	179 S. Powell Ave. Columbus, OH 43204	C: 614-216-3852 meganhinz@gmail.com
Gerry Curran, (HS At-Large), 2021 Independence HS: 614-365-5372	5175 E. Refugee Road Columbus, OH 43232	C: 614-208-4324 gerrycurran@yahoo.com
Cassandra Daniels (MS At-Large), 2020 Champion MS: 614-365-6082	284 N. 22nd St. Columbus, OH 43203	C: 614-301-0059 cdaniels0102@gmail.com
CEA-R Liaison		
Jeff Corbin	1162 Cambridge Way Pickerington, OH 43147	C: 614-623-9508 jeffrey.corbin@aol.com
OEA-R Liaison		
Jeff Corbin	1162 Cambridge Way Pickerington, OH 43147	C: 614-623-9508 jeffrey.corbin@aol.com
OEA Board of Directors		
Angel Dyer-Sanchez (District 1), 2020 Salem ES: 614-365-5351	1040 Garvey Road Columbus, OH 43229	C: 614-218-0434 angeldyer869@yahoo.com
Capital District		
Kriston Crombie Stotik, President, 2020 Centennial HS: 614-365-5491	1441 Bethel Rd. Columbus, OH 43220	C: 614-302-2878 klcrombie@hotmail.com
Gerry Curran, Vice President, 2020 Independence HS: 614-365-5372	5175 E. Refugee Road Columbus, OH 43232	C: 614-208-4324 gerrycurran@yahoo.com
Dorothy Wilson, Business Manager CEA Office: 614-253-4731	929 E. Broad Street Columbus, OH 43205	C: 614-506-6678 dwilson@ceaohio.org

CEA Governance and Staff

Officers, Governors and Staff Information

Name, Title, Term, Business Phone	Work Address	Phone/E-mail
CEA-Retired		
Judy Valentine, President	929 E. Broad Street Columbus, OH 43205	H: 614-866-6333 jvalentine59@aol.com
Jeff Corbin	929 E. Broad Street Columbus, OH 43205	C: 614-623-9508 jeffrey.corbin@aol.com

CEA District Organization

*Denotes unit too small for SrFR or a group without a SrFR

District 1 Gov. Angel Dyer-Sanchez

- Centennial HS
- Clinton ES
- Colerain ES
- Cranbrook ES
- Dominion MS
- Gables ES
- Indian Springs ES
- Indianola Informal K-8
- Ridgeview MS
- Salem ES
- Weinland Park ES
- Whetstone HS
- Winterset ES

District 2 Gov. Carla Davis

- Alpine ES
- Avalon ES
- Beechcroft HS
- Devonshire ES
- Forest Park ES
- Northgate Intermediate 4-5
- Northland HS
- Northtowne ES
- Parkmoor ES
- Valley Forge ES
- Woodward Park MS

District 3 Gov. Joseph Decker

- Cassady ES
- Columbus Global Academy 6-12 @ Brookhaven
- Como ES
- East Linden ES
- Franklin County DD*
- Huy ES/A.G. Bell Program
- Innis ES
- Maize ES
- Medina MS
- Mifflin HS
- Mifflin MS
- North Linden ES
- Oakland Park ES

District 4 Gov. Lisa R. Johnson

- Arts Impact MS
- CAHS
- Columbus North International HS 7-12
- Columbus Spanish Imm. K-6
- Duxberry Park ES
- École Kenwood K-6
- Ft. Hayes Arts & Academic HS
- Ft. Hayes CC
- Hamilton STEM Academy K-6
- Hubbard Mastery School PreK-6
- Hudson Comm. Ed. Ctr.
- Linden STEM Academy PreK-6
- Linden-McKinley STEM 7-12
- Options for Success @ Linmoor
- South Mifflin STEM Academy K-6
- Windsor STEM Academy K-6
- Linden Park Early Childhood

District 5 Gov. Jeannette Johnson

- Beatty Park ES
- Berwick PreK-8
- CEA Office
- Champion MS
- Children's Hospital*
- Columbus Africentric EC ES
- Columbus Africentric EC SS
- Columbus City Prep. School for Boys
- Columbus City Prep. School for Girls
- Columbus Scioto 6-12
- East HS
- East Columbus ES
- Eastgate ES
- Eastmoor Academy HS
- Juvenile Detention Center
- Ohio Avenue ES
- St. Vincent
- Trevitt ES

District 6 Gov. Kim Ogilbee

- Avondale ES
- Binns ES
- Briggs HS
- Burroughs ES
- Eakin ES
- Georgian Heights ES
- Highland ES
- Hilltonia MS
- Lindbergh ES
- Starling K-8
- Sullivan ES
- Valleyview ES
- Wedgewood MS
- West HS
- West Broad ES
- West Mound ES
- Westgate ES
- Westmoor MS

District 7 Gov. Rebecca McGrath Hinkle

- Buckeye MS
- Cedarwood ES
- Columbus Downtown HS
- Columbus Gifted Academy @ Everett
- Fairwood K-6
- Lincoln Park K-6
- Livingston K-6
- Marion-Franklin HS
- Moler K-6
- Parsons K-6
- Siebert K-6
- South HS 7-12
- Southwood K-6
- Stewart ES
- Watkins ES

District 8 Gov. Cindy Jamison

- Broadleigh ES
- Easthaven ES
- Fairmoor ES
- Independence HS
- Johnson Park MS
- Leawood ES
- Liberty ES
- Oakmont ES
- Olde Orchard ES
- Scottwood ES
- Shady Lane ES
- Sherwood MS
- Walnut Ridge HS
- Woodcrest ES
- Yorktown MS

District 9 Gov. Traci Arway

- School Counselors
- NPSS Tutors
- Nurses
- OT/PT
- Psychologists
- SNP @ Linmoor
- Special Ed. Coordinators
- Special Ed. Transition Coordinators
- Special Needs Pre-K @ Linmoor
- Speech & Language
- Tutors
- Transition Coordinators

District 10 Gov. Becky Coyne

- 17th Ave. Service Center
- Art
- Central Enrollment
- Curriculum TOSAs
- Gifted & Talented
- Hudson St. Warehouse
- Kingswood Data Center*
- Latchkey
- Linmoor Education Center
- Music
- Phys. Ed.
- Social Workers

*Denotes a group not voted as, or too small to be, a CEA unit.

CEA Buildings/Units

with District Numbers

Building/Unit	District	Building/Unit	District	Building/Unit	District
17th Ave. Service Center	10	Fairwood K-6.....	7	Ohio Avenue ES.....	5
Alpine ES	2	Forest Park ES.....	2	Olde Orchard ES	8
Art	10	Ft. Hayes Arts & Academic HS	4	OT/PT	9
Arts Impact MS	4	Ft. Hayes CC.....	4	Parkmoor ES	2
Avalon ES.....	2	Gables ES	1	Parsons K-6.....	7
Avondale ES	6	Georgian Heights ES.....	6	Phys. Ed.....	10
Beatty Park ES.....	5	Gifted & Talented	10	Psychologists	9
Beechcroft HS.....	2	Guidance Counselors	9	Ridgeview MS.....	1
Berwick PreK-8.....	5	Hamilton STEM Academy K-6	4	Salem ES.....	1
Binns ES	6	Highland ES	6	Scottwood ES	8
Briggs HS	6	Hilltonia MS.....	6	Shady Lane ES.....	8
Broadleigh ES	8	Hubbard Mastery School PreK-6.....	4	Sherwood MS	8
Buckeye MS.....	7	Hudson Community Education Center..	4	Siebert K-6	7
Burroughs ES.....	6	Hudson St. Warehouse.....	10	SNP @ Linmoor.....	9
CAHS.....	4	Huy ES/A.G. Bell Program	3	Social Workers	10
CEA Office	5	Options for Success @ Linmoor	3	South HS 7-12.....	7
Cassady ES.....	3	Independence HS.....	8	South Mifflin STEM Academy PreK-6..	4
Cedarwood ES	7	Indian Springs ES.....	1	Southwood K-6.....	7
Central Enrollment.....	10	Indianola Informal K-8.....	1	Special Education Coordinators.....	9
Centennial HS	1	Innis ES.....	3	Special Education Transition Coordinators..	9
Champion MS	5	Johnson Park MS	8	Special Needs Pre-K @Linmoor	10
Children's Hospital*	5	Juvenile Detention Center (JDC).....	5	Speech & Language	9
Clinton ES.....	1	Kingswood Center*	10	St. Vincent	5
Colerain ES	1	Latchkey.....	10	Starling K-8	6
Columbus Africentric EC ES	5	Leawood ES	8	Stewart ES	7
Columbus Africentric EC SS	5	Liberty ES.....	8	Sullivant ES	6
Columbus City Prep. School for Boys ...	5	Lincoln Park K-6.....	7	Trevitt ES.....	5
Columbus City Prep. School for Girls ...	5	Lindbergh ES.....	6	Transition Coordinators	9
Columbus Downtown HS.....	7	Linden STEM Academy PreK-6.....	4	Tutors	9
Columbus Gifted Academy @ Everett...7		Linden-McKinley STEM 7-12.....	4	Valley Forge ES.....	2
Columbus Global Academy 6-12 @ Brookhaven..	4	Linden Park Early Childhood	4	Valleyview ES	6
Columbus North International 7-12....	4	Linmoor Education Center.....	10	Walnut Ridge HS.....	8
Columbus Scioto 6-12.....	5	Livingston K-6.....	7	Watkins ES	7
Columbus Spanish Imm. K-6	4	Maize ES.....	3	Wedgewood MS.....	6
Como ES	3	Marion-Franklin HS.....	7	Weinland Park ES	1
Cranbrook ES	1	Medina MS	3	West HS.....	6
Devonshire ES.....	2	Mifflin HS	3	West Broad ES	6
Dominion MS.....	1	Mifflin MS.....	3	West Mound ES.....	6
Duxberry Park ES.....	4	Moler K-6.....	7	Westgate ES.....	6
Eakin ES	6	Music.....	10	Westmoor MS.....	6
East Columbus ES	5	Northgate Intermediate 4-5.....	3	Whetstone HS	1
East HS.....	5	North Linden ES	3	Windsor STEM Academy PreK-6.....	4
East Linden ES	3	Northland HS.....	2	Winterset ES.....	1
Eastgate ES.....	5	Northtowne ES.....	2	Woodcrest ES	8
Easthaven ES	8	NPSS Tutors.....	9	Woodward Park MS	2
Eastmoor Academy HS.....	5	Nurses	9	Yorktown MS	8
École Kenwood K-6	4	Oakland Park ES	3		
Fairmoor ES.....	8	Oakmont ES	8		

* Denotes a group not voted as, or too small to be, a CEA unit.

Peer Assistance and Review

Peer Assistance and Review (PAR)

The Two Components of PAR: Intern and Intervention Programs

I. Intern Program

- PAR is mandatory for teachers newly hired by Columbus City Schools, even those with previous experience.
- PAR Panel assigns a PAR Consulting Teacher to each intern. The term “intern” is used to identify full-time bargaining unit members new to Columbus City Schools.
- Formal evaluations are not conducted by the administration while a teacher is in PAR.

II. Intervention Program

- PAR is designed to assist experienced teachers in the Columbus City Schools who are exhibiting difficulty in the classroom. Teachers must have five or more years of teaching experience in the district to receive service from PAR.
- An experienced teacher may enter the PAR process in the following ways:
 1. By self-referral
 2. By recommendation made by the Senior Faculty Representative
 3. By recommendation made by the administrator
- PAR Panel assigns a PAR Consulting Teacher to each intervention.
- Formal evaluations and/or Special Evaluations are not conducted by the administration while a teacher is in PAR intervention.

Peer Assistance and Review for Interns

Procedures for intern services:

- Throughout the school year, the consulting teacher will meet with the building principal and the Senior Faculty Representative (SrFR).
- The consulting teacher will meet with the intern to discuss the PAR Program.
- The PAR Program offers courses designed specifically for interns in the urban setting and are held throughout the school year. Participants receive CEUs.
- The PAR Consulting Teacher (PAR CT) will observe the participating teacher and assess his or her teaching performance to determine performance goals. The PAR CT may arrange for the intern to observe an experienced teacher.
- The building principal may identify strengths and/or weaknesses the intern may be experiencing and discuss them with the PAR CT.
- If necessary, the consulting teacher and intern will meet to discuss the goal-setting process to raise the participant's performance to an acceptable level. If specific subject or program-related concerns are involved, the PAR CT may ask program consultants and supervisors for materials to assist the intern.
- During the year, the consulting teacher will frequently observe the intern, having both pre-observation and post-observation conferences as often as practical.
- The PAR CT will communicate regularly with the building principal regarding the progress of the intern.
- The PAR Panel may call on building principals, PAR CTs or other school system personnel to participate in discussions regarding the progress and program status of PAR Program participants.

Peer Assistance and Review for Interventions

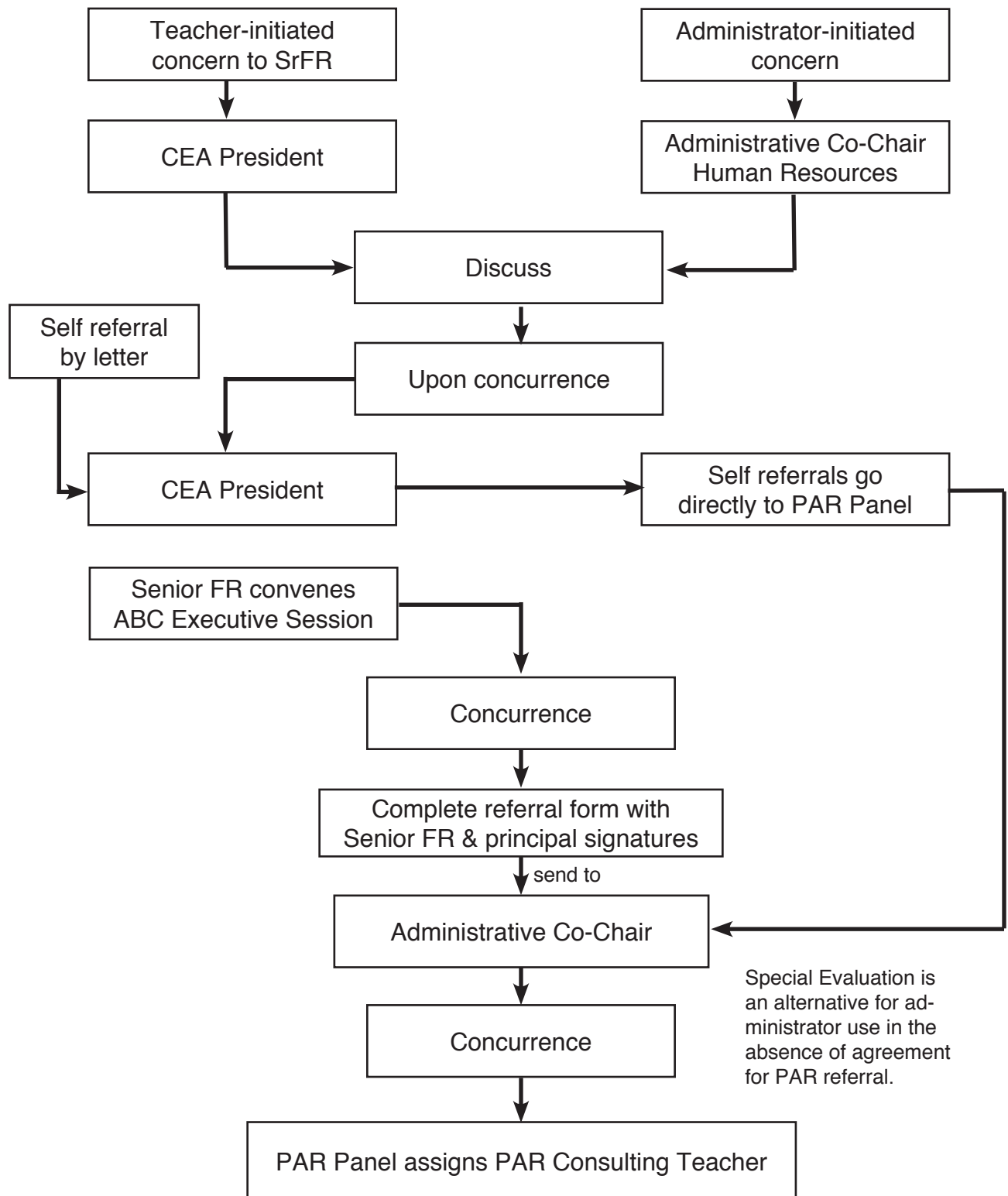
There are three ways an experienced teacher may enter the PAR program. A teacher may self-refer, be referred by the Senior Faculty Representative or be referred by the building administrator. The SrFR and the ABC play an integral role in the intervention portion of the PAR program.

Specific procedures for intervention services include the following:

- Before working with a teacher newly identified for intervention, the consulting teacher will meet with the building principal to discuss the case.
- The building principal will identify problems and offer suggestions for improvement.
- The PAR CT will meet with the participating teacher to discuss the PAR Program intervention and goal-setting process.
- The PAR CT will observe the participating teacher and assess teaching performance to determine performance goals.
- The building principal, PAR CT and program participant will meet to establish specific performance goals necessary to raise the participant's performance to an acceptable level. If specific subject- or program-related concerns are involved, program consultants and supervisors may also be included in this conference.
- During the participant's stay in the PAR Program, the PAR CT will frequently observe the participant, having both pre-observation and post-observation conferences as often as practical.
- Subject-area consultants and special program-area supervisors may be included as frequently as deemed necessary by the PAR CT.
- The PAR CT will communicate regularly with the building principal regarding the progress of the program participant and to discuss reports before submitting them to the PAR Panel.
- The PAR Panel may call on building principals, PAR Program consultants or other school system personnel to participate in discussions regarding the progress and program status of PAR Program participants.

Each ABC will determine the number of votes required to approve an intervention for the PAR Program (i.e., majority, unanimous or some other percentage).

PAR Intervention Referral Process



PAR Intervention Referral Steps

At the first meeting in September, the Association Building Council (ABC) should determine the vote that will be needed to recommend a teacher for PAR intervention (i.e., simple majority, unanimous or some other percentage).

Failure to follow any steps of the process may obstruct approval of an intervention.

- If a teacher initiates a serious concern about a teacher's performance to the SrFR, he or she must immediately call the CEA President who will guide the SrFR through the process.
- The CEA President will contact the Executive Director of Human Resources, who will contact the building administrator to see if there is concurrence.
- If both sides concur, the CEA President will notify the SrFR to convene an executive session of the ABC.
- The SrFR will call a special meeting of the ABC and go into executive session. During an executive session, the discussion that takes place in the meeting is not reported or recorded. Only ABC members may be present. The principal is not a member of the ABC and cannot attend this session. A simple majority vote is required to enter executive session and to close executive session.
- If the appropriate number of ABC members vote to recommend a teacher for intervention, the SrFR and the principal will complete and sign the referral form and send it to the Executive Director of Human Resources at the Columbus Education Center (CEC, Rt. 1).
- The PAR Panel will meet to discuss the intervention recommendation. If a majority of the members vote to approve the recommendation, a PAR CT is assigned to the teacher. The PAR CT will assess the problem(s), give assistance and monitor progress. The PAR CT will report on the progress of the intervention at PAR Panel meetings.
- The PAR Program participant will continue to receive service until the PAR Panel determines no further assistance is needed or that further assistance will not be productive.

PAR Intervention Guidelines

Principal and Senior Faculty Representative Guidelines for Teacher Identification for Intervention Assistance within the PAR Program

The Peer Assistance and Review Program (PAR Program) has as one of its major components a plan to assist experienced teachers who are experiencing serious difficulties in their teaching assignments. This assistance is to be provided by a peer referred to as a PAR Consulting Teacher (PAR CT). The PAR CT will work with the referred teacher until the consultant determines that the teacher is either working successfully and needs no further assistance or until the PAR CT determines that the referred teacher is not showing reasonable growth in relation to the assistance provided. It is important that everyone understands that the major purpose of intervention is to assist the experienced teacher to overcome deficiencies and again become a successful teacher.

The building principal and the Senior Faculty Representative (SrFR) are the key people in the school to provide input as to which teachers should be referred for assistance. The process of enrolling a teacher as a PAR Program participant is initiated whenever a building principal and/or a Senior Faculty Representative believes that a teacher in his or her building is experiencing serious difficulty in the performance of professional duties and could benefit by intervention from a PAR CT.

If the principal is the initiating party, he or she should call the Executive Director of Human Resources and recommend the teacher as a candidate for the PAR Program. If the SrFR is the initiating party, he/she should call the CEA President with a similar recommendation. Conversations between the SrFR and principal about the possibility of recommending a teacher for the PAR Program must be treated in a very confidential and professional manner.

If, after consultation, the Executive Director of Human Resources and the CEA President deter-

mine that the views of the principal and the SrFR concur and that substantive cause for concern exists, the SrFR will be notified to take the recommendation to the Association Building Council (ABC).

The ABC will meet in executive session, as provided in Section 202.05 of the *Master Agreement*, to consider the recommendation. The executive session may be a part of a regularly scheduled ABC meeting, or the chairperson of the ABC may call a special meeting for the sole purpose of discussing this matter only. In the case of a special meeting, the chairperson will notify all ABC members of the date and time of the meeting at least five school days in advance. Executive sessions are limited to the members of the ABC. In most cases, they consist of five teachers, unless the provision in Section 202.02 of the contract has been implemented.

If the ABC decides that the teacher being discussed should be recommended as a PAR Program Participant, the "Recommendation for Intervention" form will be completed, signed by both the principal and the SrFR and forwarded to the PAR Panel.

Teachers not assigned to a regular school staff may be recommended for intervention by their program supervisor. The recommendation should go to the Executive Director of Human Resources. The remainder of the process will be similar to that above, except that the CEA President will act in place of the ABC.

The PAR Panel will review and vote on the recommendation. If the Panel votes to include a teacher in the PAR Program, the PAR Panel will notify the teacher and the principal. The teacher's participation is *not* voluntary. The Panel will assign a PAR Consultant to the new program participant.

PAR Intervention Indicators

Staff members are frequently well aware when a colleague is having serious difficulty. The more common indicators of performance problems may include any of the following:

- Serious discipline and classroom control problems
- Frequent conflicts with students
- A noisy classroom atmosphere
- Children frequently out of the classroom and in the halls
- Total lack of student interest in classroom activities
- High incidence of discipline referrals
- Unduly harsh and unreasonable treatment of students
- Frequent parent complaints and difficulty resolving problems with parents
- Lack of planning and preparation for instruction
- Disorganization meeting professional responsibilities
- Extremes in grading as reflected in grade inflation or excessive failure rates
- Lack of student growth and achievement
- Tardiness and high absence rates
- Sarcasm and demeaning comments in relation to students
- General negativism toward all facets of the job
- Difficulty with routine tasks
- Failure to comply with district policies and administrative requests

It is important to understand that teachers referred for assistance are not being written off as unsuccessful teachers who must be removed from the profession. Teachers referred to the program are viewed as valuable professionals and human beings who deserve to have the best resources available in the Columbus City Schools. The PAR Program is provided to them in the interest of improving performance to a successful standard.

The PAR Panel is composed of four members appointed by the CEA President and three members appointed by the Superintendent. The PAR Panel is charged with the responsibility of managing the PAR Program. The PAR Panel will monitor the progress of each participant by reviewing status reports regularly submitted by the PAR Consulting Teacher. When the panel receives a final status report from a consultant stating that the PAR Program participant needs no further assistance or that further assistance will not be productive, the Panel will complete and forward a written report to the Executive Director of Human Resources for inclusion in the participant's personnel file. A copy of this written report will be sent to the participant.

Peer Assistance

Peer Assistance

To assist members in their transitions from different grade levels or subject areas, members can request support from peer mentors. PAR consulting teachers are on call to meet members privately, review goals and help achieve them.

Some facts about the program:

- Peer Assistance is voluntary and non-evaluative
- Peer Assistance is not the same as the Peer Assistance and Review (PAR), which is not voluntary
- The Peer Assistance process is confidential. Your principal will be informed of your participation but will not be involved. The aim is to provide resources to the teacher through:
 - Observations, feedback and support as needed
 - Assessments of teaching performance, pupil relations, management activities and other areas
- No record of participation in Peer Assistance goes in your personnel file

Peer Assistance can be requested by members if they have:

- Recently transitioned to another teaching level (elementary, middle or high school)
- Recently transitioned from a non-classroom setting to a classroom setting
- Recently changed teaching areas
- Recently completed the PAR intervention or intern program but want additional assistance
- Need for refresher support

To request Peer Assistance, contact CEA President John Coneglio at 614-253-4731.

Assault and Weapons Reports

If You Are Assaulted

You should file charges, fill out an Incident Report form and use Assault Leave as necessary. CEA will help you through this process. It is important to complete the documentation of the assault. You can file charges by calling the police (614-645-4545), filing with your School Resource officer or going to Juvenile Court.

1. If you need immediate medical attention, get it. Take pictures of visible injuries. You may be eligible for Assault Leave. (See Section 701.02 (D) of the *CEA Master Agreement*)
2. Immediately contact your administrator, faculty representative and CEA to let them know an assault has taken place.
3. Submit a completed Discipline Referral to your administrator. Make copies for your files.
4. Refrain from making any verbal or written statements until you have been advised by CEA.
5. Complete an online Work Place Injury /Incident/ Accident Exposure Report Form visit: **CCS Home > Departments > Employment & Human Resources > Employee Information > HR Administration.**
6. If you have utilized sick leave as result of injuries sustained from the assault, you may be eligible to receive Assault Leave. To apply visit: **CCS Home > Departments > Employment & Human Resources > Employee Information > HR Administration.**
 - Select Employee Leave of Absence > Certificated and Administrative Leave
 - Check all that apply:
 - o Assault Leave
 - o Workers' Compensation
7. Your principal should contact the appropriate personnel and secure written statements from all parties involved. You should request copies.
8. As soon as possible, write a detailed statement of the incident for your personal files.
9. Keep all records of the incident.
10. You should keep CEA and your administrator apprised of all developments.

Chapter 700

701.02D Assault Leave: In addition, a teacher may use up to forty (40) days of assault leave due to injury resulting from a physical assault on a teacher which occurs on Board premises or which occurs off Board premises in connection with the performance of assigned duties, subject to the following stipulations:

1. The teacher's conduct was within the bounds of general standards of professional behavior.
2. The building administrator or other appropriate administrator was notified as soon as possible of the occurrence.
3. The teacher submits to the Human Resources Department the certificate required in case of sick leave absence, accompanied by the physician's statement required in Paragraph (4) below.
4. The teacher provides a physician's statement describing the nature and duration of the resulting disability and the necessity of absence from regular employment, with the findings of the physician subject to review by the Board physician.
5. In the event the foregoing conditions are satisfied, none of the first forty (40) days of absence resulting from such occurrence shall be deducted from the teacher's accumulated sick leave or personal leave.
6. Worker's Compensation cannot be received simultaneously with assault or sick leave benefits.
7. Any assault leave request that is in dispute will be determined by a joint committee of three administrators and three Association representatives. The three administrators shall not include the administrator who made the initial decision to deny the request, and the three Association representatives shall not include the requesting teacher. The initial decision may be reversed by a two-thirds vote of the full committee. The joint committee's decision shall be final and binding.
8. In particularly severe or unusual cases, a reasonable extension of assault leave benefits may be agreed to between the parties on a non-precedent setting basis.
9. The joint committee set forth in Paragraph (7) may grant use of assault leave for mental or emotional injury certified by the teacher's physician and arising in connection with a physical assault; however, the joint committee may require review or examination by a physician or other health care professional designated by the board at the board's expense.

(from the 2017–2019 CEA Addendum to the Master Agreement)

How to File Charges

It is important for anyone who has been assaulted by a student to file charges. It is a way for the student to receive help and starts a paper trail on the student's escalating behavior.

Points to Remember

1. You have a legal, constitutional right to file charges when you believe you have been the victim of a crime.
2. You do not need permission or approval of an administrator to exercise your rights.
3. Any assault on a teacher is a felony. If called, the police may file charges instead.
4. There is no monetary cost to file a complaint.
5. You will be assisted by an Assistant County Prosecutor at no cost. You will not need a personal attorney. A CEA staff person or officer can accompany you to all hearings. Call CEA at 614-253-4731.
6. The juvenile justice system is busy and overworked. Be persistent to ensure action against an assailant. **Do not give up.**
7. When a charge of menacing threats is filed, the victim must have believed the harm threatened was imminent. The charge of disorderly conduct, on the other hand, does not have such a requirement. If you are threatened but there is no reason to believe that harm will immediately follow, there is no menacing threat by legal definition, but there may well be disorderly conduct.

Guide to Filing Charges

1. Follow the directions on the "If You Are Assaulted" card or poster on the CEA bulletin board.
2. Call the Strategic Response Bureau at 614-645-4610 or go to Juvenile Court Intake, 399 South Front Street, Columbus, OH 43215 (614-525-4168). Call CEA to assist you.
3. The charge is filed at the Intake Desk. You will meet with an intake counselor who will assist you in filing the appropriate charge.
4. You may be given an option to participate in a mediation hearing. This is an attempt to keep children out of the legal system when possible. It is entirely optional. Teachers should evaluate the potential for resolution by apology and restitution, if applicable. Mediation is conducted by one of the court's mediation counselors. Attorneys and prosecutors are not involved. Only the mediator, the student, the parent(s) or guardians (such as Franklin County Children Services), you and your Association representatives may attend. It is a chance for the student to admit charges and apologize without going through preliminary court and potential trial. The mediator will not impose punishments. The short-term record of this conference is kept in the mediation office. This option is especially useful for, but not limited to, elementary students.
5. In more severe cases, or when a student seems unable or unwilling to deal with a behavior problem, the teacher can request a hearing. The preliminary hearing will be held before a referee who will be looking for probable cause for trial. Teachers do not need to attend this preliminary hearing. The written complaint is adequate to yield a trial.
6. The student will be asked if he or she is represented by counsel. If not, the referee will schedule a later hearing date after counsel has been hired or appointed.

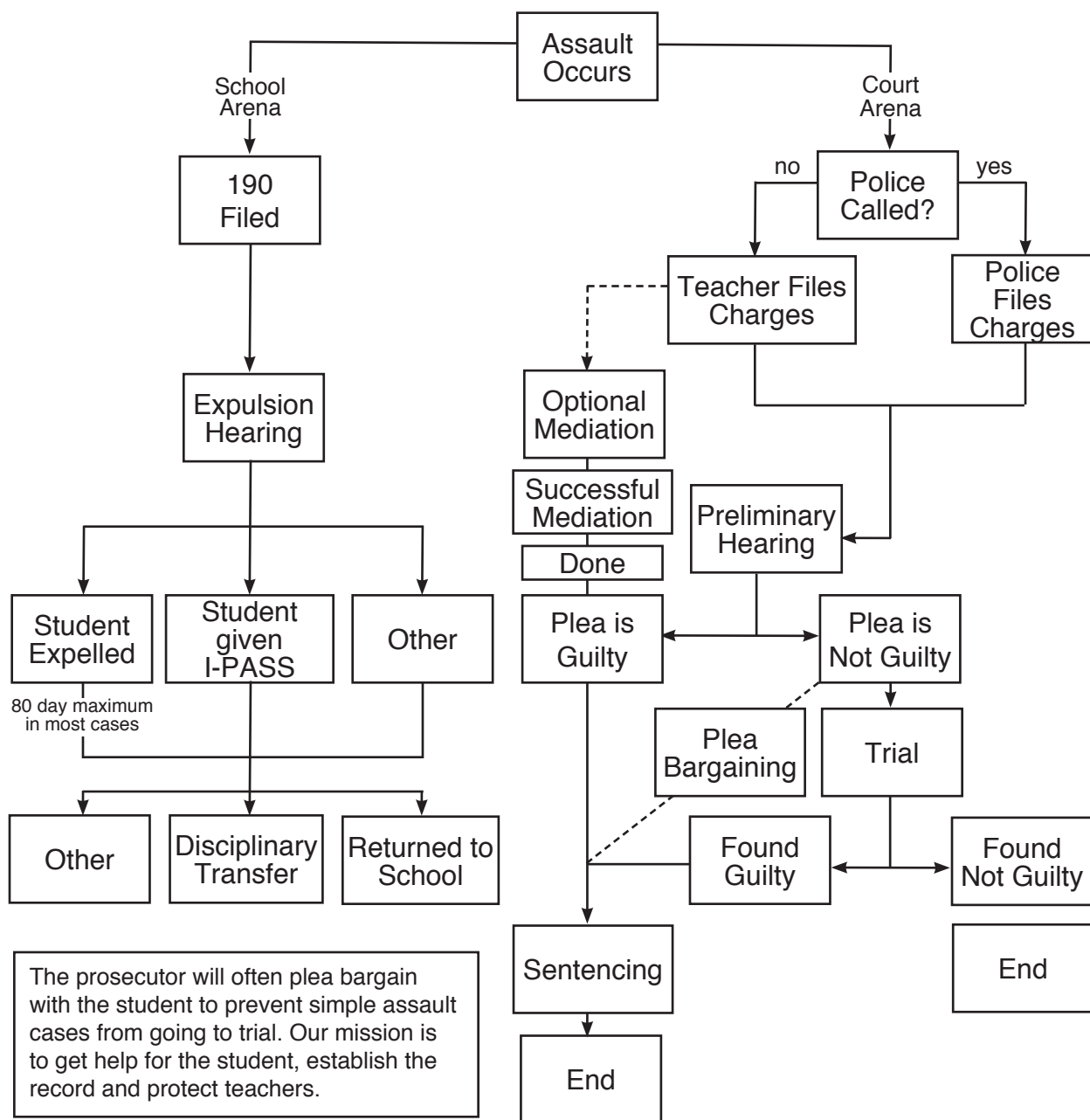
How to File Charges

7. If the student admits guilt, then the referee will usually dispose of the case at that time. The referee will probably do one of the following:
 - a. Remand the student to the custody of the parents on house arrest, except for school. In about 7–10 days, a Pre-Sentencing Investigation (PSI) will be conducted, and the student will return for sentencing.
 - b. Hold (lock up) the student pending the PSI; and, in approximately one week, return the student from lock-up for sentencing. The teacher is not required to be present for sentencing.
8. If the student does not admit guilt, a trial date is set. The teacher will receive a subpoena. Very seldom will the trial actually occur on the original date. Plea bargaining and no-shows consume time. CEA will assist when the system seems bogged down.
9. On trial day, many defendant students are more willing to plea bargain. By plea bargaining, the prosecutors will do everything they can to dispose of the case without trial.
10. If a trial occurs, the teacher becomes a witness for the prosecutor's case on behalf of the people of Ohio.
11. As a prosecution witness, the student's defense attorney may cross-examine the teacher. The teacher should simply tell what happened. When testifying, he or she may use notes taken of the incident. If a question is unclear, ask that it be repeated. If the teacher does not know the answer, he or she should say so. Do not answer hastily; always take your time and speak up distinctly.

Final Tips:

- If the assault is severe, call CCS Safety & Security (614-365-5638) and/or the Columbus police (614-645-4545). The police can file charges.
- If your injuries require a physician's care, make sure the doctor reports that the injury was due to a student assault.
- If you miss school due to injuries from an assault, mark "Assault Leave" on the absence form and fill out the appropriate forms from CCS (614-365-5881).
- Your principal should arrange coverage for school-related court dates.
- Mark "Other" and write in "Job-related court appearance" on the absence form.
- Have the prosecutor sign your subpoena and take it to the cashier for a modest cash reimbursement to help defray parking or transportation expenses.
- If you feel you must consult an attorney, call CEA and complete an OEA/NEA Legal Services application. There is no cost to members.
- You are under no obligation to discuss the incident with the student's attorney.
- If a student's parents file civil charges against you, you are covered by the OEA/NEA Legal Liability Plan and the Board of Education Liability Plan.

How to File Charges



Contract Language

Section 208.07 of the CEA/Board Agreement states that teachers may remove a student according to state law (ORC 3313.66) using a form available in the school office. This is for more severe and/or more persistent cases than those requiring a SCH190. Section 208.05 explains released time for hearings and court proceedings arising out of their professional activities. Section 208.06 states that teachers will be advised when they are assigned to instruct a student who has been transferred due to disciplinary reasons into their building. Section 208.07 states that a student who assaults a teacher should be expelled. Section 208.08 says that a teacher should be notified in writing of hearing times and places. Section 208.09 says that, except for unusual circumstances, no student will be given a change in building assignment for disciplinary and/or adjustment reasons more than once during a school year.

CPD Officers Working with Schools

The Columbus Police Department is ready to assist when something happens in your building that requires police intervention. You can call the Strategic Response Bureau at 614-645-4610 to ask for assistance. Call the officers listed below if you do not have an assigned staff resource officer:

<u>Officer</u>	<u>Cell Phone</u>
Sgt. Steve Brown	614-774-7722
Det. Alan Blackman	614-774-7715
Det. Eric Williams	614-402-9214

If there is an emergency situation, you can call 911. **You do not need permission to call 911.** Knowing your rights and responsibilities is your best protection and the most effective method of dealing with disruptive students.

Reporting Weapons

The CEA Weapons Report Form is shown below. Use this original to reproduce copies for your use or download the form from the CEA website. If you discover that a student has brought weapons into your building, complete the form and send it to the CEA Vice President through school mail.



Date: ____/____/____

Weapons Report Form

(please print)

Teacher _____ Cell Phone _____ Building/Unit _____

Day/Date/Time of incident _____ Grade of student _____

_____ Type of weapon found _____

Was weapon real? ☐ Yes ☐ No (If possible, photocopy the weapon and attach to this form.)

Weapon was reported to _____ Position _____

Action taken by administrator (check those that apply):

- ☐ police were called
- ☐ recommendation for expulsion
- ☐ other (specify) _____

Complete the form and send it to the CEA Vice President through school mail.

Professional Responsibilities

If You are Accused

Take time during a staff or a CEA meeting to explain the procedures you should follow if a member is accused of neglect or abuse of a student.

Being accused of any alleged infractions of rules, delinquency or unprofessional performance is a frightening experience. The district will take these allegations seriously. There may be an internal investigation conducted by the school administrator, as well as by the central administration.

Franklin County Children Services (FCCS) will be informed if there is knowledge or suspicion of abuse/neglect of a student. The Columbus Police Department may be notified and may initiate their own independent investigation.

CEA will represent you throughout the entire process.

1. Call CEA immediately at 614-253-4731. You are entitled to representation. An attorney will be provided for you if warranted.
2. No verbal or written statements should be made until you have had the opportunity to consult with CEA and an attorney. That includes speaking with staff members.
3. If asked to write an incident report by your building administrator/supervisor or meet with internal (CCS) or external investigators (FCCS), you may respond by saying that you fully intend to cooperate but need time to consult with CEA and your attorney.
4. Do not expect that your administrator will advise you of your rights. Failure on the part of the administration to explain your rights is not subject to the grievance procedure.

Reporting Abuse/Neglect

All school employees are legally required to report suspected or known mental or physical abuse/neglect of students to Franklin County Children Services or the Columbus Police Department. Knowledge or suspicion of abuse or neglect may be based on an employee's direct knowledge or observation or may be based on a report of such from a student, parent or third party. Reports shall be made regardless of whether that abuse or neglect occurred in the student's home, in the school or in some other setting. Reporting the alleged abuse to your administrator, nurse or guidance counselor does not take care of the employee's personal responsibility to report abuse/neglect to Franklin County Children Services or the Columbus Police Department. The employee could face legal charges and disciplinary action if the alleged abuse/neglect is reported only to a member of the school staff.

Take the time during a staff meeting to distribute and explain the procedures below:

1. All school employees are required under Ohio law to report any known or suspected child abuse.
2. Any employee who fails to report or cause a report to be made is subject to discipline and criminal prosecution.
3. A school employee must make a verbal report in person or by telephone of any allegations of abuse or neglect to Franklin County Children Services (614-229-7000) or the Columbus Police Department (911 or 614-645-4545).
4. Inform your principal or immediate supervisor of the allegations.
5. If an administrator tells you not to make the report, call CEA at 614-253-4731.
6. You should keep CEA and your administrator apprised of any developments.

If you know of, hear of or suspect abuse/neglect of a child, you must report it to Children Services or to the police.

Weingarten Rights

Steps to take if you are called to your administrator's office

What do you do if you are asked to attend a meeting with your principal or supervisor for an unspecified reason?

1. Ask the principal/supervisor to clarify the reason for the meeting.
2. Remember that you are entitled to CEA representation. Administrators are not obligated to tell you this; but, if you request representation, the administrator must arrange the meeting at a time when your representative can be in attendance (within five school days).

The following is an example of what you should say:

If this discussion could in any way lead to my being disciplined or terminated or affect my personal working conditions, I respectfully request that my CEA representative be present at this meeting. Until my representative arrives, I choose not to participate in this discussion.

We suggest representation any time the purpose of the meeting is one of the following:

- Any type of disciplinary action
- Investigation meeting
- Reprimand
- Infraction of a work rule or board policy
- Questions concerning request or use of any leave (personal, sick)
- Allegations of abuse
- Parental, student or community complaint

Protect your rights. Call CEA at 614-253-4731.

Certification/Licensure Renewal

If you are in the final year of your current teaching certificate or license, please be advised that course-work/professional development requirements for renewal/transition must be completed by February 1 of the year the certificate or license expires.

The Local Professional Development Committee (LPDC) will verify completion of professional development requirements in accordance with the February 1 deadline. Applicants must complete the license renewal/transition form and submit it to the LPDC Office at 6th Street Annex.

In December, Human Resources will email renewal information to all educators who have a certificate or license expiring at the end of the school year. This will include instructions on how to complete the online application, where to submit transcripts (if applicable) and other important details.

Renewal requirements are as follows:

- Holders of eight-year certificates issued on or before July 1, 2006, must complete six (6) semester hours or nine (9) quarter hours or 18 CEUs, or combination thereof, after the issue date of their certificates and after having an Individual Professional Development Plan (IPDP) approved by the LPDC.
- Holders of five-year licenses must complete six (6) semester hours or nine (9) quarter hours or 18 CEUs, or combination thereof, after the issue date of their licenses and after having an IPDP approved by the LPDC.
- Holders of four-year resident educator licenses must complete a four-year program of support, including mentoring and completion of the resident educator requirements. In Columbus City Schools, these requirements are fulfilled through the PAR Program. In addition, resident educators must successfully complete a summative assessment to transition to a Five-Year Professional License.
- Holders of lapsed certificates/licenses must contact Human Resources to determine the requirements for reinstatement.

To create and submit an IPDP for review, go to www.ccsdh.us/professionallearninglicensure.aspx and click on the LPDC link. Download and follow the guide entitled, "Creating an IPDP."

When you renew your certificate/license, you must update your IPDP before taking classes. Otherwise, the CEUs or semester hours will not count toward renewal.

Resident Educator Program

Ohio House Bill 1, passed in July 2009, mandated a new licensure system for teachers in Ohio that included a Resident Educator license effective January 2011.

A four-year Resident Educator program of support and mentoring for new teachers will provide Ohio educators just entering the profession with quality mentoring and guidance essential for a long and flourishing career. Successful completion of the residency program will be required to qualify for a five-year professional educator license.

The Resident Educator Program is a four-year program of formative assessment culminating in the completion of a state-wide summative assessment. The Resident Educator is assigned a mentor and is given the opportunity to practice and embrace the instructional daily processes performed by effective teachers—*Assess, Plan, Teach and Revise*—through the lens of continuous reflection. Resident Educators are provided support from the Peer Assistance and Review Program.

National Board for Professional Teaching Standards

Columbus City Schools (CCS) has more than 80 individuals who are National Board Certified Teachers (NBCT). Teachers who wish to become NBCTs are supported by the Columbus Education Association and the district.

The *CEA Master Agreement*, Section 908.01 states:

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

Candidates can also receive CEUs. Successful completion of the National Board Certification portfolio and Assessment Center activities qualifies candidates for 18 CEUs. Candidates must have an approved IPDP on file with the LPDC prior to engaging in the National Board Certification process for CEUs to be awarded. Candidates cannot receive both CEUs and Ohio State University credits.

For more information, go to the CCS website, click on *Staff*, click on *Professional Development*, click on *Achieve & Develop*, select *Professional Learning and Licensure* and find the tab for National Board Certification.

If you have questions, call the office of Professional Learning & Licensure at (614) 365-5039.

Additional Information

CEA Dues Structure

2019–2020

Total Full-Time Dues	\$933.00
Total Half-Time Dues	524.00
Total Quarter-Time Dues	319.25
Total Tutor Dues.....	524.00

Full-Time Dues

NEA Dues	\$196.00
OEA Dues	466.00
UniServ Assessment (OEA)	81.00
Capital District Dues	25.00
CEA Dues	155.00
Scholarship Assessment (CEA)	10.00
Total	\$933.00

Half-Time/Tutor Dues

NEA Dues	\$109.50
OEA Dues	233.00
UniServ Assessment (OEA)	81.00
Capital District Dues	12.50
CEA Dues	78.00
Scholarship Assessment (CEA)	10.00
Total	\$524.00

Quarter-Time/Part-Time Dues

NEA Dues	\$66.50
OEA Dues	116.50
UniServ Assessment (OEA)	81.00
Capital District Dues	6.25
CEA Dues	39.00
Scholarship Assessment (CEA)	10.00
Total	\$319.25

Comprehensive Legal Services Plan	\$500.00
Deductible	110.00

CEA Dues Structure

CEA Payroll Deduction Codes

Code	Description
A	Full-time member of the bargaining unit (except tutors)
B	Full-time member of the bargaining unit (except tutors) with Comprehensive Legal Services
C	Half-time member of the bargaining unit (except tutors)
E	Half-time with Comprehensive Legal Services
G	Tutor member of the bargaining unit
I	Part-time hourly half-time member of the bargaining unit
L	Part-time hourly 13–14 hours

CEA Dues Structure

Plan A • 2019–2020

	CEA	OEA	NEA	District
CEA-A	\$ 8.68	\$28.79	\$ 10.32	\$1.32
CEA-B	35.00	28.79	10.32	1.32
CEA-C	4.63	16.53	5.76	.66
CEA-E	30.95	16.53	5.76	.66
CEA-G	4.63	16.53	5.76	.66
CEA-I	4.63	16.53	5.76	.66
CEA-L	2.58	10.39	3.50	.33

The combinations of authorized dues will produce the following deductions per pay period:

CEA-A	\$49.11
CEA-B	75.43
CEA-C	27.58
CEA-E	53.90
CEA-G	27.58
CEA-I	27.58
CEA-L	16.80

CEA Dues Structure

Plan B • 2019–2020

	CEA	OEA	NEA	District
CEA-A	\$ 6.88	\$22.79	\$ 8.17	\$1.04
CEA-B	27.71	22.79	8.17	1.04
CEA-C	3.67	13.08	4.56	.52
CEA-E	24.50	13.08	4.56	.52
CEA-G	3.67	13.08	4.56	.52

The combinations of authorized dues will produce the following deductions per pay period:

CEA-A	\$38.88
CEA-B	59.71
CEA-C (stretch pay)	21.83
CEA-E	42.66
CEA-G (stretch pay)	21.83

Teachers for Better Schools

The members of the Columbus Education Association (CEA) are deeply invested in the success of each of our students. In order to affect positive political change that will improve the future for Columbus students, teachers and our school community, CEA established Teachers for Better Schools (TBS). CEA does not use dues money to promote individual candidates.

TBS is the political action committee of CEA. It raises money for local and state pro-public education candidates who recognize that we are deeply committed to the success of every child. TBS supports elected officials who put our students at the center of education reform.

To join TBS, download a membership form from the forms section of the CEA website at www.ceahio.org. Completed forms should be sent to the CEA office.

If you would like to become more politically active, contact Phil Hayes, CEA Vice President, at 614-253-4731, or email her at phayes@ceahio.org.

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Help show our political clout by joining TBS.

Donor Levels

CEA President's Club\$10 per pay
 CEA Vice President's Club\$5 per pay
 CEA Governor's Club\$3 per pay
 CEA Representative's Club\$1 per pay

If you prefer to give by check, make it payable to Teachers for Better Schools.
 TBS cannot accept cash contributions.

Columbus City Schools

Authorization for Payroll Deduction for Political Contributions

Employee Full Name _____
Print as it appears on your pay statement

Employee Full Address _____
Print Address City ST ZIP

Employee ID No. _____ Personal Email Address _____
Found on pay statement Print non-CCS email address

School or Department _____

Check one only:

- ☐ CEA President's Club \$10 per pay
- ☐ CEA Vice President's Club \$5 per pay
- ☐ CEA Governor's Club \$3 per pay
- ☐ CEA Representative's Club \$1 per pay (min.)
- ☐ Other amount \$_____ per pay

FOR SECURITY PURPOSES
 Place in sealed envelope
 and use school mail to
 return this form to CEA.

Signature _____ Date _____

Teachers for Better Schools (TBS) collects contributions from Association members and uses those contributions to help elect pro-education candidates to state and local political offices. A member may refuse to make any contributions. This will not affect his or her membership status, rights or benefits in CEA, OEA, NEA or any of his or her affiliates. Similarly, making a contribution will not affect membership rights, benefits or status. Contributions to TBS are voluntary and are not a condition of employment or membership in CEA, OEA, NEA or any of their affiliates; employees and members have the right to refuse to contribute without suffering reprisals. Contributions are not deductible as charitable contributions for federal income tax purposes.

Communications

The strength of any organization is in its ability to communicate. CEA is proud of its publications and owes much of its success to the willingness of the faculty representatives to disseminate important information.

The CEA Voice

The CEA Voice is the backbone of CEA's publications. The history of our organization and the school district can be found in *The CEA Voice*. It is primarily written by the CEA President with input from staff members and teachers. You receive *The CEA Voice* every Monday. It contains the latest news and announcements concerning Columbus teachers. *The CEA Voice* is printed by CEA and is available electronically on the CEA website. You can request to be added to the mailing list by contacting the CEA Office at 614-253-4731.

FR Memos & Member Alerts

FR memos and member alerts are sent electronically and used to report important information to FRs and to members. These communications are sent to convey when meetings are going to be held, to gather input from members and when messages need to be sent quickly.

The CEA Facebook Page (facebook.com/ColumbusEA)

The Columbus Education Association has the distinction of being the largest and most engaged Facebook page of any NEA local teachers union. Breaking news, photos, videos and lively member discussions are all taking place after work hours on this engaging social media site.

CEA on Twitter (twitter.com/ColumbusEA)

CEA's Twitter account keeps members, public education advocates and others informed of breaking news and events that pertain directly to public education and labor issues.

The CEA YouTube Channel (youtube.com/ceaohio)

The CEA YouTube Channel features exclusive footage of CEA members in action. Whether it's protecting their profession, fighting unjust legislation or engaging in professional development to improve student achievement, you'll find it here.

The CEA Flickr Page (flickr.com/ColumbusEA)

CEA's Flickr Page captures Association events that take place during the school year outside of work hours and contains thousands of photographs of our members. From demonstrations at the Statehouse to member events like the New Teacher Luncheon, Fall Fling or CEA's Annual Awards & Retirement Banquet, chances are you will find yourself on Flickr.

The CEA Text-Messaging Service

Members who choose to opt in to the CEA Text Messaging service will receive occasional text messages from CEA about urgent and important information. To add your cell phone number to the list, please call the CEA office at 614-253-4731.

Communications

CEA Master Agreement

The contract is to the FR as the curriculum guides are to the classroom teacher. A contract book is provided to every member. Read it and be knowledgeable about its contents. FRs should keep any extra copies they might have for new teachers and also for reference purposes. The contract can be found on the CEA website.

Faculty Representative Notebook

The *Faculty Representative Notebook* is a guide for faculty representatives. The notebook is on the CEA website under “Forms.” It contains all the information you need to be an effective FR.

The CEA Website (www.ceaohio.org)

The Columbus Education Association was one of the first NEA locals to harness the power of the Internet to disseminate key information to its members. Many valuable pieces of information can be obtained by surfing to our site. You can read *The CEA Voice*, which is available online several days earlier than the print version.

Lost Materials Instructions

- **Person(s) eligible:**
 - ☐ Current CEA member(s)
- **Items that will be replaced:**
 - ☐ A teacher's personal classroom materials/equipment lost from the worksite
- **Losses that will be covered:**
 - ☐ Losses due to fire
 - ☐ Losses due to natural disaster
 - ☐ Losses due to vandalism
 - ☐ Losses due to a known theft which is reported to the police
- **Losses that are not covered:**
 - ☐ Loss of money, personal property (i.e., credit cards, jewelry, cell phones)
 - ☐ Loss of school-owned materials (i.e., PTA, school club)
- **Requirements of a loss claim:**
 - ☐ Submission of the application within 60 days of the loss
 - ☐ Itemization of each lost material, including purchase date and sales receipts of said item(s), if available
- **Exclusions and limits to losses:**
 - ☐ Personal losses covered by school, Workers' Compensation or Professional Liability insurance coverages
 - ☐ Personal losses covered by the member's insurance will be covered to the limit of their deductible or \$100, whichever is less
 - ☐ For uninsured losses, maximum amount collectible is \$100 per person per school year
- **Approval of loss payments**
 - ☐ The CEA Board of Governors

Lost Materials Application

(for loss of personal classroom materials/equipment)

1. Name _____
2. Building/unit _____
3. Home phone _____ Cell phone _____
4. Are you currently a CEA member? ☐ yes ☐ no
5. Was the loss your own personal classroom materials/equipment and not school-owned property? ☐ yes ☐ no
Did the loss occur on school property? ☐ yes ☐ no
6. Loss was due to: (Circle the letter of appropriate response.)
 - A. Fire
 - B. Natural disaster
 - C. Vandalism
 - D. Known theft reported to the policeAttach a copy of the police report and provide the police report number:

7. Can your loss be covered by your school, Workers' Compensation, your professional liability policy or your insurance? _____
(Note: Personal losses covered by your own insurance company will be covered to the limit of the deductible or \$100, whichever is less.)
8. Date of loss (Submission of claim must be within 60 days of the loss.) _____
9. Describe the personal classroom materials/equipment lost and give the approximate cost of each:

10. Date of purchase of item(s): _____
(attach sales receipts, if available)

Note: The maximum amount you can collect is \$100 per school year.

Signature: _____ Date: _____

Mail completed application to the CEA office (Rt. #1) or fax it to 614-253-0465.

Charities and Community Outreach

To be successful in collecting funds for the charities and organizations supported by CEA, FRs must be able to communicate the attributes that make them worthwhile.

United Way of Central Ohio has set nine ambitious but attainable ten-year Bold Goals for advancing the common good and bringing our community together to achieve them. The Bold Goals focus on the interconnected areas of Education, Income, Health and Home. When they are achieved in 2020, more people in central Ohio will reach their full potential by having a quality education that leads to a productive career, enough income to support a family through retirement, good health and a safe place to live. Supporting United Way helps our students, their families and the communities in which we teach.

I Know I Can is a program designed to encourage all CCS students to consider post-secondary education. The program provides financial-aid advice and last-dollar assistance so that no academically qualified graduate is denied an opportunity for higher education due to lack of information or funding. The dividends from this investment will be evident in the classroom long before the children are ready for college.

The United Negro College Fund (UNCF) helps enable more than 60,000 students each year to attend college. UNCF lives up to the ideal expressed in their universally-recognized motto, “A mind is a terrible thing to waste.” Though set up to address funding inequities in education resources for African Americans, the UNCF-administered scholarships are open to all ethnicities.

Operation Feed is strongly supported by CEA. Being hungry in America is something that teachers believe should never happen. By organizing students in an Operation Feed drive, teachers can illustrate the importance of being involved in community projects to prevent such situations.

CEA Annual Book Drive began in 2007 in collaboration with Nationwide Children’s Hospital’s Reach Out and Read Program. Initially, the emphasis was on early literacy and collecting books for children ages 6 months–5 years of age. During the 2013–2014, CEA decided that it was more important to support the Columbus City Schools literacy initiatives around the Third Grade Reading Guarantee. Books donated by teachers will be given to the schools with the highest percentage of students in jeopardy of being retained in third grade reading. The CEA Book Drive is held during the month of February.

Making Strides Against Breast Cancer is the American Cancer Society’s (ACS) premier event to raise awareness and funds to fight breast cancer. ACS saves lives every day by increasing awareness of essential early screenings and wellness strategies, helping people get well both physically and mentally and supporting research that develops new treatments and continually searching for cures for breast cancer. CEA is a proud participant and flagship sponsor of this event.

Sick Leave Bank

The Sick Leave Bank was negotiated to provide CEA members with an extension of ten days sick leave coverage. All full-time teachers wanting to be members of the Sick Leave Bank must make a one-time donation of two days during the annual open enrollment period (Sept. 1–30). If you do not donate days to the Sick Leave Bank during the open enrollment period in September, you will not be eligible to withdraw days. All hourly employees wanting to be members of the Sick Leave Bank must donate the equivalent number of approved daily working hours. Though these days will be deducted from your sick leave accrual, they will not be counted against you as actual sick leave days.

The following contractual guidelines apply to the Sick Leave Bank:

- If you retire or leave the district, you will receive your two days back providing you do not owe any sick leave days.
- If you leave the district owing the bank days, you must reimburse the district for the remaining amount due which may be deducted from your final paycheck.
- If participation drops below ten percent of the eligible employees, the Sick Leave Bank will cease to exist. Any days deposited to the Sick Leave Bank will be repaid to the participating employees unless the balance is less than one day per employee. If it is less than one day, the balance will be given to the Catastrophic Sick Leave Bank.
- The Sick Leave Bank form can be found on the Columbus City Schools Intranet. For more information, call the CCS Payroll Department at 614-365-6400.

A Joint CEA/CCS Sick Leave Committee approves the disbursement of sick leave from the Sick Leave Bank.

Catastrophic Sick Leave Donations

A member of the bargaining unit who has exhausted all accumulated paid leave as a result of a catastrophic illness or injury of a temporary nature may be granted additional sick leave days through the donation of accumulated unused sick leave by other bargaining unit members who volunteer to give days. The term “catastrophic illness or injury” shall include only those illnesses or injuries which are calamitous in nature, constituting a great misfortune. Examples of a catastrophic diagnosis include, but are not limited to, the following:

- Accident resulting in multiple fractures or amputation of a limb
- AIDS
- ALS (amyotrophic lateral sclerosis)
- Cancer
- Cerebral palsy, muscular dystrophy
- Condition causing paralysis
- Hemophilia
- Mental illness (requiring hospitalization)
- Rare disease
- Severe burn involving over 20 percent of the body
- Severe head injury requiring hospitalization
- Spinal cord injury
- Stroke or cerebrovascular accident
- Cardiovascular procedure

The Catastrophic Sick Leave Committee is a joint committee consisting of members from CEA and the administration. A request for catastrophic illness/injury sick leave donations needs a two-thirds (2/3) vote of the entire committee. Applications for catastrophic illness/injury sick leave donations must be jointly submitted to the Director of Human Resources Administration. Applications will include, but not be limited to, the following information:

1. Nature of illness/injury
2. Physician’s statement as to the condition and the need for sick leave
3. Projected date of return to duty
4. Explanation of previous sick leave usage
5. Any other pertinent information that the applicant can submit to the committee for its consideration

The person requesting Catastrophic Leave shall be informed of the committee’s decision in writing within three (3) days of the meeting. The decision of the committee shall be final. The bargaining unit will assume the responsibility for solicitation of donations for approved bargaining unit members, subject to procedures established by the joint committee. Bargaining unit members may donate any amount of their unused sick leave to the affected member. A maximum of 45 days may be granted to the applicant. If additional sick leave donations beyond the 45 days maximum is needed, the bargaining unit member must reapply for consideration by the committee. One renewal will be considered by the committee.

To donate days, fill out the CCS Report of Employee Absence form, write the number of days donated, check “Other,” check “SL Donation.” On the “comment line,” write “Catastrophic Sick Leave donation” for “_____” (write name); or, you can simply donate to the bank for anyone’s use. Sign and date the form. Send the completed form to the Payroll Office at CEC.

Joint Committees

Joint Evaluation Panel (JEP)

The Joint Evaluation Panel (JEP Panel) consists of five (5) representatives appointed by the CEA President and four (4) representatives appointed by the Superintendent. The JEP Panel will have two (2) distinct functions:

The JEP Panel, by a three-fourths (3/4ths) concurrence of its full membership, may approve variances and modifications of the evaluation process, forms, criteria and/or standards of evaluation for bargaining unit educators, based on changes in state laws, the particular nature of an educator's assignment(s), and/or other unusual or extenuating circumstances. The JEP Panel shall be co-chaired by the Association President/designee and Superintendent/designee.

The JEP Panel shall be the exclusive portal or forum for a member of the CEA bargaining unit (whether instructional or non-instructional) to contest or challenge his/her evaluation as arbitrary, capricious or unreasonable, as in violation of the applicable evaluation process, and/or as in violation of **Article 105** of the *CEA Master Agreement*.

Local Professional Development Committee (LPDC)

The Local Professional Development Committee (LPDC) is a joint CCS/CEA committee and is subject to the Ohio Revised Code. Its main responsibilities are as follows:

- Develop LPDC's standards and policies
- Suggest development of Individual Professional Development Plans (IPDPs)
- Review and approve IPDPs
- Approve CEU applications for both CCS and non-district providers
- Approve individual professional development activities for CEU credit
- Authorize certificate and license renewals

All teachers who do not hold a Permanent Teaching Certificate must maintain an IPDP. Information about LPDC procedures and forms is located on the CCS website.

PAR Panel

The Peer Assistance and Review (PAR) Program is governed by the PAR Panel. It is composed of four (4) teachers appointed by the Columbus Education Association President and three (3) administrators appointed by the Superintendent of Columbus City Schools. The PAR Panel manages and establishes all operational procedures and develops all forms and documents related to the PAR Program.

Features of the PAR Panel:

- Administers the PAR Program
- Consists of seven (7) members: four (4) teachers and three (3) administrators
- Selects PAR Consulting Teachers
- Meets with PAR Consulting Teachers periodically to receive reports

- Meets with PAR Consulting Teachers periodically to receive reports
- Evaluates requests for intervention
- Makes employment recommendations based on PAR Consulting Teachers' reports
- Oversees training of PAR Consulting Teachers
- Alternates position of chairperson yearly between administration and CEA
- Evaluates the PAR Consulting Teachers
- Determines policies and procedures that govern the program

Contact CEA President John Coneglio with questions regarding the PAR Program.

Reform Panel

The Reform Panel is a joint CCS/CEA committee that facilitates the implementation of the following:

- Initiatives directed at the improvement of teaching and learning in the district
- Requests from the Association Building Council (ABC) for variances from contract or Board policies and/or instructional and curricular recommendations that may be made by committees created by the Reform Panel

Requests to the Reform Panel require the following:

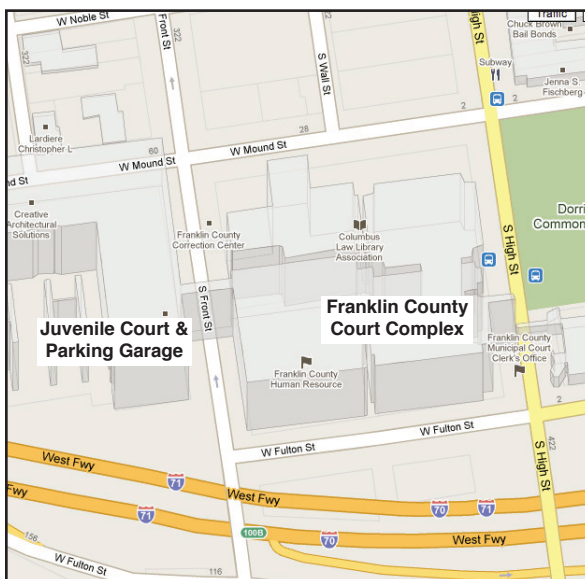
- A secret ballot vote of the faculty
- The support of at least two-thirds (2/3) of the teaching staff
- Verification of the vote by the Senior Faculty Representative

To obtain a Reform Panel Variance Request form, go to the "Forms" tab on the CEA website. If you have further questions, please contact CEA President John Coneglio.

Maps

Directions

To Juvenile Court



Juvenile Court and Parking Garage

The Intake Desk is on the ground level on the corner of E. Mound and S. Front (373 S. Front Street). This is where you file charges and attend preliminary hearings, as well as informal conferences.

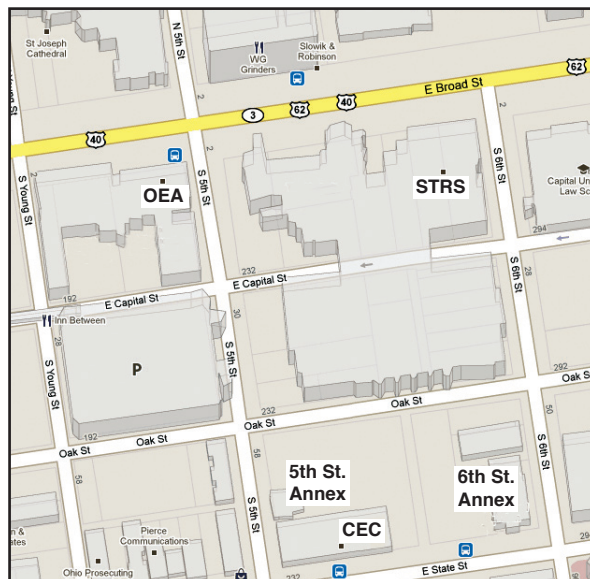
The Court Complex

The NE corner of E. Mound and S. High Streets is the Franklin County Courthouse (373 S. High Street, 5th Floor) and the SE corner is the Municipal Courthouse (375 S. High Street).

Trials are held here. To find the juvenile courtrooms, park at Building #1 and use the walkway over Front Street to 375 S. High Street. Find the airport-style security gate by the elevators and proceed to the 5th floor.

The above map is provided for teachers who intend to drive themselves to file charges against a student. If you would like a CEA representative to take you, call CEA at 614-253-4731 to make arrangements.

To OEA, STRS and CEC



Ohio Education Association (OEA)

225 E. Broad Street, Columbus, OH 43215

This is also where the OEA attorneys have their offices.

State Teacher's Retirement System

275 E. Broad Street, Columbus, OH 43215

STRS is where you would go if you were planning to retire or needed information about your retirement benefits.

Fifth Street Annex

74 S. Fifth Street, Columbus, OH 43215

This is the location of the Board's Communications and Public Information Offices.

Columbus Education Center (CEC)

270 E. State Street, Columbus, OH 43215

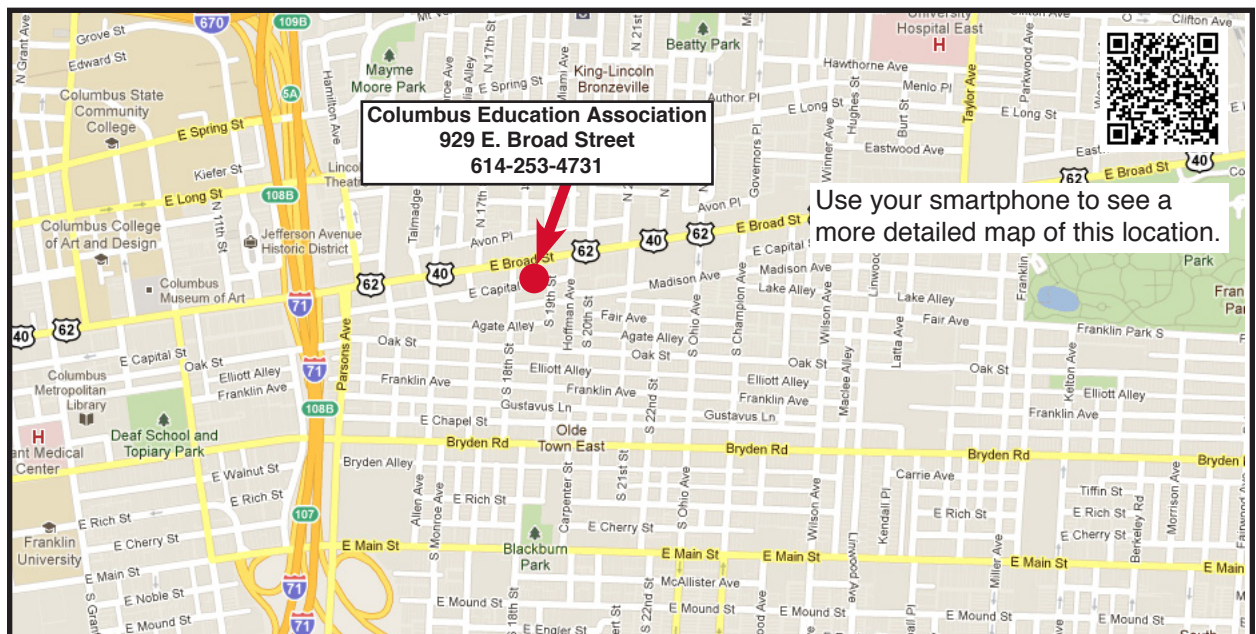
This building houses the main administration offices. The offices of the Superintendent, as well as Human Resources, Treasurer, Employee Relations and Business and Operations are found here. Board meetings are held on the lower level.

Sixth Street Annex

61 S. Sixth Street, Columbus, OH 43215

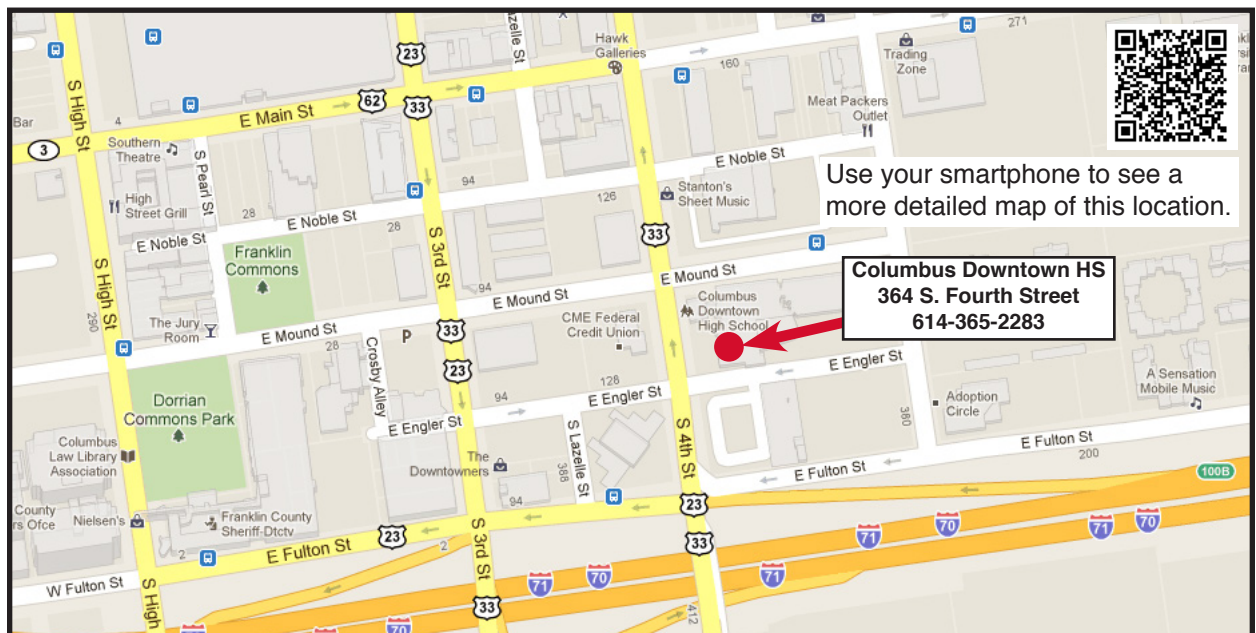
This building houses the offices of Professional Learning and Licensure and Health Services.

Directions



The CEA Office

The **Columbus Education Association** office is located at 929 E. Broad Street, Columbus, OH 43205. We are the second building east of 18th Avenue on the south side of East Broad Street. After 4 p.m., parking is not permitted in front of the building. You may park in the lot in back of the building. The entry is marked by a maroon-colored awning on the east side of the building.



Columbus Downtown High School

The **Columbus Downtown HS (364 S. Fourth Street)** is located at the corner of Fourth Street and Mound Street. Parking is on the south side of the building. Legislative Assembly meetings are generally held in the commons.

CEA Constitution & Bylaws

CONSTITUTION OF THE COLUMBUS EDUCATION ASSOCIATION, Revised April 2014

ARTICLE I NAME

Section 1. Name

The name of this organization shall be Columbus Education Association, Incorporated, but it may also operate as the "Columbus Education Association," and may be hereafter referred to in this document as "the Association" or "this Association."

ARTICLE II PURPOSE

Section 1. Purpose

It shall be the purpose of this Association to advance the educational and civic interests of the community, to raise the standard of the education profession, to cultivate a spirit of cooperation and unity among its members, to promote the mutual professional and material interests of the members, to form a representative body to speak with authority, and to create in the community at large a deeper sense of worth of the education profession and of the importance of the interests which it represents.

ARTICLE III MEMBERSHIP

Section 1. Classes of Membership

Membership shall consist of active members and such other classes as may be provided in the Bylaws.

Section 2. Membership Eligibility, Provisions and Limitations

- a. Membership, as provided in the Bylaws, shall be open to all persons actively engaged in the profession of teaching or in other educational work, and retired members of the bargaining unit.
- b. Members shall adhere to the Code of Ethics of the Education Profession as stated in the Bylaws.
- c. The Association shall not deny membership to individuals on the basis of age, ancestry, sex, race, color, creed, religion, sexual orientation, gender identity or expression, marital status, familial status, national origin, residence, disability, military status, economic status or degree of association activity, nor shall any organization which so denies membership be affiliated with the Association.

Section 3. Rights and Limitations

- a. The right to vote and hold elective office shall be limited to active members, except as may be provided elsewhere in the Constitution and Bylaws.
- b. All active members shall be eligible for Association services, assistance in the protection of professional and civil rights, and the receiving of reports and publications of the Association as determined by the Board of Governors.

Section 4. Revocation and Reinstatement of Membership

According to procedures adopted by the Legislative Assembly, the Board of Governors may suspend from membership, or expel from membership, any individual who has violated the ethics of the education profession or has been convicted of a crime involving moral turpitude; and may reinstate an individual who has previously been suspended or expelled from the Association.

ARTICLE IV OFFICERS

The officers of the Association shall be the President and Vice President, as elected, the Treasurer, and the Secretary all of whom shall be active members of the Association.

ARTICLE V LEGISLATIVE ASSEMBLY

Section 1. Composition

The Legislative Assembly shall include the elected officers of the Association, the members of the Board of Governors, and the Faculty Representatives from each constituent.

Section 2. Authority

The Legislative Assembly shall be the policy-making body of the Association. It shall establish priority goals, short-term goals, and continuing goals for the Association. It shall receive and act upon reports and recommendations of committees, resolutions and other policy statements.

Section 3. Powers

The Legislative Assembly shall have power to determine its form of organization and its rules of procedure, subject to the limitations expressed in this Constitution. It shall adopt Bylaws governing the conduct of its own meetings, the removal and replacement of its own members, the dues structure of the Association, the procedures relating to suspension, expulsion and reinstatement of members of the Association, and shall provide for proportional representation voting upon such terms and conditions as the Assembly deems conducive to the orderly conduct of its business. It shall be the final judge of the qualifications and election of officers. Powers not otherwise delegated in this Constitution shall be vested in the Legislative Assembly.

Section 4. Delegation of Power

The Legislative Assembly may, from time to time, delegate portions of its responsibilities to the Board of Governors; but, in such event, the Board of Governors shall, at least annually or upon request of the Legislative Assembly, report its activities in the delegated area to the Legislative Assembly. In the event of emergency, as determined by a vote of two-thirds of the Board of Governors, the Board of Governors may act in areas that are reserved to the Legislative Assembly under this Constitution; but, in such event, any action taken shall be reported to the Legislative Assembly at its next meeting.

Section 5. Financial Responsibility

The Legislative Assembly shall receive and act upon the budget of the Association and shall receive a copy of the audit of the Association books, which shall be prepared annually by a certified public accountant.

Section 6. Quorum

A quorum for the Legislative Assembly shall consist of fifty (50) duly constituted members of the Legislative Assembly.

ARTICLE VI BOARD OF GOVERNORS

Section 1. Composition

There shall be a Board of Governors composed of the elected officers of the Association, the Immediate Past President, one representative elected from each geographical District of the Association and one from the City-Wide Units District(s) as defined in this Constitution, and such At-Large Governors as have been elected to provide: minority representation; adequate representation from elementary, middle, and high school classroom teaching areas; and representatives elected from the classified board employees who will serve until a representation election among such employees takes place.

Section 2. Term of Office

The members of the Board of Governors representing Districts shall be elected by the members of the Association employed within the District. The City-Wide Units Governor(s) shall be elected by the units as defined in this Constitution. The term of office of each elected member of the Board of Governors shall be three (3) years, beginning on August 1, following the Governor's election. There shall be no limitation in the number of terms of service on the Board of Governors for which a member may be eligible.

Section 3. Powers

The Board of Governors shall function as the executive arm of the Association, shall be responsible for the development and execution of programs of the Association and the implementation of policies determined by the Legislative Assembly. The Board of Governors shall manage the affairs of the Association, subject to this Constitution, shall be vested with title to all property of the Association; shall make provisions for maintaining the office of the Secretary and the Treasurer; and, where eligible, shall be automatic delegates to the NEA, OEA and Capital Representative Assemblies.

Section 4. Financial Responsibilities

The Board of Governors shall be responsible for the financial affairs of the Association and shall invest power to the President and the Treasurer to negotiate loans for the Association, not to exceed two hundred thousand dollars (\$200,000) with any financial institution; shall approve all expenditures; shall have the authority to reallocate budgetary items within the approved budget of the Association; shall provide for adequate bonding of all persons handling Association funds; shall attend to the preparation of the budget and shall forward it to the Legislative Assembly for approval.

Section 5. Meetings

The Board of Governors shall meet at least monthly; and special meetings may be called by the President, the Secretary or Treasurer, or any four (4) members of the Board.

ARTICLE VII FACULTY COUNCIL

Section 1. Faculty Council

There should be an active Faculty Council in each constituent unit. A minimum of one meeting of the council per month during the school year is recommended.

ARTICLE VIII NOMINATIONS, ELECTIONS, REMOVALS AND VACANCIES

Section 1 Faculty Representatives

- a. Each constituent unit shall elect a Faculty Representative and Alternate for each twenty- (20) unit members or fraction thereof for a two-year term, which representation shall be increased but not decreased with membership enrollment changes during such a two-year term. The election of all Faculty Representatives shall be held in the spring of odd-numbered years. Each school shall have at least one Faculty Representative and Alternate. In units with more than one Faculty Representative, the Senior Faculty Representative shall serve on the Association Building Council as provided in the Agreement with the Columbus Board of Education.
- b. All Faculty Representatives shall be elected by secret ballot. The election shall be conducted by the Faculty Council in each unit, except that no person seeking the position of Faculty Representative shall participate in the conduction of the election. The newly-elected Faculty Representatives and Alternates shall be certified to the Secretary/Elections Chair of the Association on forms provided by the Secretary/Elections Chair no later than thirty (30) days after the beginning of the school year, and shall take office immediately.
- c. In the event of a vacancy in the position of Faculty Representative, the Senior Alternate, if any, shall become the Faculty Representative. If no Alternate exists, or there is no Senior Alternate, an election shall be conducted by the remaining Faculty Representatives, if any, or where no Faculty Representatives exist, by an Association member appointed by the District Governor. The Faculty Council shall assist in such elections and shall certify the results to the Secretary of the Association in the same manner as in regular elections. Where no Faculty Council exists, the District Governor shall appoint two additional Association members to assist the above-mentioned appointee in conducting the election for Faculty Representative and for the Faculty Council members.
- d. A Faculty Representative may be removed from office under any of the following conditions:
 1. By a three-fourths vote of the membership in the Faculty Representative's unit;
 2. By the District Governor, if the Faculty Representative has missed more than two meetings of

- the Legislative Assembly and/or of the District without being represented by a duly elected alternate;
3. By temporary action of the President of the Association during times of emergency. This temporary action will only continue for the duration of the emergency crisis.

Section 2 Board of Governors

- a. Nominations for positions on the Board of Governors shall be accomplished by the filing with the Secretary/Elections Chair of a Declaration of Candidacy, signed by the individual candidate on a form approved by the Board of Governors, indicating the candidate's willingness to assume the obligations and responsibilities of the position. Declarations of Candidacy shall be filed with the Secretary/Elections Chair of the Association on or before the date established by the Elections Committee in any year in which an election for this office is to take place. If no Declarations of Candidacy for Governor from a particular district or districts are filed within the prescribed time, the Board of Governors shall, during the month of May, select the member of the Board for the district or districts to serve for the term in question.
- b. If more than one Declaration of Candidacy is filed with the Secretary/Elections Chair, the Secretary/Elections Chair shall conduct and complete, before May 1, a ballot among the members of the district. To be elected, a candidate must receive a majority of the votes cast, the Secretary/Elections Chair shall conduct a run-off election between the two candidates receiving the highest number of votes; and, in such run-off election, the candidate receiving the highest number of votes shall be elected. Rules for conducting such elections shall be prescribed by the Board of Governors, and the ballots cast shall be canvassed by the Secretary/Elections Chair and a committee appointed by the President. All such elections shall be certified by the Secretary/Elections Chair to the Board of Governors at its next regular meeting, and those elected shall assume office on the first day of August following the election.
- c. All members of the Board of Governors must have been members of this Association for at least two years immediately preceding their election or appointment; and the District Representatives must, at the time of election, be employed in the District they seek to represent.
- d. Until a representation election for classified board employees takes place, this group will elect from its ranks one governor for every two-hundred-fifty (250) members, or fraction thereof.

Section 3 President, Vice-President

- a. The regular terms of office for the President and Vice-President shall begin on June 1 in the year of their election. Any qualified active member shall be eligible to run for the offices of President or Vice-President. Candidates for President and Vice-President must have been active members of the Association for two years immediately preceding the election.
- b. Nominations for the offices of President and Vice-President shall be accomplished by the filing with the Secretary/Elections Chair of a Declaration of Candidacy, signed by the individual candidate on a form approved by the Board of Governors, indicating the candidate's willingness to assume the obligations and responsibilities of the office. Declarations of Candidacy shall be filed with the Secretary/Elections Chair of the Association on or before the date established by the Elections Committee in any year in which an election for these offices is to take place. If no Declaration of Candidacy for a particular office is filed within the prescribed time, the Board of Governors shall, within 30 days, nominate two candidates for the office or offices involved.
- c. If more than one Declaration of Candidacy for a particular office is filed with the Secretary/Elections Chair or if the candidates have been nominated by the Board of Governors, the Secretary/Elections Chair shall conduct and complete before May 1, a ballot among the members of the Association. To be elected, a candidate must receive a majority of the votes cast. If no candidate receives a majority of the votes cast, the Secretary/Elections Chair shall conduct a run-off election between the two candidates receiving the highest number of votes, and in such run-off election, the candidate receiving the highest number of votes shall be elected. Rules for conducting such elections shall be prescribed by the Board of Governors; and the ballots cast shall be canvassed by the Secretary/Elections Chair and a committee appointed by the President. All such elections shall be certified by the Secretary to the Board of Governors at its next regular meeting.

Section 4. Removal

By a three-fourths vote of its full membership, the Board of Governors may remove an

officer or a member of the Board of Governors, thereby creating a vacancy. The officer or member affected may appeal to the Legislative Assembly under the Bylaws to be adopted by the Assembly.

Section 5. Recall

The Legislative Assembly, in the Bylaws, may adopt rules and regulations pertaining to the recall of officers and members of the Board of Governors.

Section 6. Vacancies

Any vacancy occurring in the office of the Vice-President, in the position of a District Governor, where there is at least twelve months remaining in the term, shall be filled by a special election conducted in accordance with Bylaws of the Board of Governors relating to Declarations of Candidacy and Elections. If less than twelve months remain in the term of Vice-President or Treasurer, the Board of Governors may fill the vacancy. If less than twelve months remain in the term of a District Governor, the Faculty Representatives from the District or Units involved shall elect a person to fill the vacancy. When representation on the Board of Governors of minorities or elementary, middle or high school classroom teaching areas falls below the levels prescribed in the Bylaws of the Legislative Assembly, the vacancy will be filled by a special election conducted in accordance with the Bylaws of the Legislative Assembly. The Board of Governors shall appoint the person or persons so elected to serve any time remaining between the date of the election and August 1. The date of the election may make the person or persons so elected and appointed ineligible to be automatic delegates to the NEA, OEA and Capital District Representative Assemblies until after August 1. In the event that a member of the Board of Governors leaves his/her district prior to the expiration of his/her term, the Secretary to the Board of Governors/or Elections Chair shall hold an election to fill the remainder of the term.

ARTICLE IX COMMITTEES

Section 1. Standing and Special Committees

The Legislative Assembly, in the Bylaws, may designate such standing committees of the Association as it may deem proper. The Legislative Assembly and/or the Board of Governors may at any time appoint special committees to consider matters that are not within the realm of a standing committee.

Section 2. Appointment of Members

All committee persons shall serve at the discretion of the President of the Association with the approval of the Board of Governors.

Section 3. Minority Representative

All committees of the Association shall include at least twenty-five percent (25%) ethnic minority representation.

ARTICLE X REFERENDA, INITIATIVE AND MEMBERSHIP MEETINGS

Section 1. Initiative Petition

Upon receipt by the Secretary of a petition signed by at least five percent (5%) of the active members, setting forth a resolution with respect to the affairs of this Association or seeking to repeal action taken by the Legislative Assembly or Board of Governors, there shall be conducted a ballot among the members of the Association with respect to the question within thirty (30) school days after receipt of such petition. Prior to balloting, specifics of proposed referenda or initiatives will be reported to members of the Association through an official publication. Rules for conducting such balloting shall be prescribed by resolution of the Board of Governors. A majority of the votes cast shall determine the result of such balloting, which result shall be binding upon the Association and shall promptly be reported to the members of the Association through an official publication.

Section 2. Referenda

The Legislative Assembly or the Board of Governors may refer and submit to the members of this Association, by ballot, defined questions affecting the policy, ethics or recommendations of this Association, which in the opinion of the Legislative Assembly or Board of Governors are of immediate, practical consequence to the teaching profession or the public. Rules for conducting such balloting shall be prescribed by resolution of the Board of Governors. A majority of the votes cast shall determine the result of such balloting, which result shall be binding upon the Association and shall promptly be reported to the members of the Association and shall promptly be reported to the members of the Association through an official publication.

Section 3. Membership Meeting

A meeting of the members may be called by the President with the approval of the Board of Governors or the Legislative Assembly to discuss and/or vote on any policy question or action involving the members of this Association. Notice of such a meeting must be made public at least 24 hours in advance of the meeting. Procedures for such a meeting shall be prescribed by the Board of Governors.

ARTICLE XI AFFILIATIONS

Section 1. Affiliations

The Association shall affiliate with the National Education Association, the Ohio Education Association, the Capital District and such other organizations as the Legislative Assembly shall determine. Every member of the bargaining unit shall pay the dues required by the national, state and district associations.

ARTICLE XII INTERPRETATIONS

Section 1. Interpretations

In the event of a question being raised by a member of the Legislative Assembly or by the Presiding Officer at the Legislative Assembly meeting as to the proper interpretation of a provision or provisions of the Constitution, such question may be resolved by a majority of the quorum present at the meeting of the Legislative Assembly, and the resulting interpretation shall be binding upon the Association until such ambiguity is removed from the Constitution as provided in Article XIII.

Section 2. Parliamentary Authority

Robert's Rules of Order (Revised) shall be the parliamentary authority for the Association on all questions relating to procedure not covered by the Constitution, the Bylaws of the Legislative Assembly or the Bylaws of the Board of Governors.

ARTICLE XIII AMENDMENTS

Section 1. Amendments

This Constitution may be amended in any of the following manners:

- a. At the first meeting of the Legislative Assembly in each calendar year, any member of the Legislative Assembly may introduce an amendment or amendments, provided that she or he furnished copies of the proposed amendments for immediate distribution to the members of the Assembly. The proposed amendment or amendments will automatically be placed on the agenda.
- b. With the consent of two-thirds (2/3) of the members of the Legislative Assembly, any member of the Legislative Assembly may submit an amendment or amendments at any, except the June, meeting of the Assembly, provided that she or he furnish copies of the proposed amendments for immediate distribution to the members of the Assembly.
- c. If ten percent (10%) of the active members of the Association sign a petition containing the text of a proposed amendment or proposed amendments and file it with the Secretary, the Secretary shall introduce the proposed amendments at the next meeting of the Legislative Assembly and shall furnish sufficient copies of the proposal for immediate distribution to the members of the Assembly.

Section 2 Procedures

Following the introduction of any proposed amendment or amendments, such proposals shall automatically be referred to the committee charged with the responsibility of reviewing the Constitution, which shall report the proposal, together with its recommendations, to the next regular meeting of the Legislative Assembly. At that meeting, the proposed amendment shall be voted upon, and if it is approved by a two-thirds (2/3) majority of those voting, it shall be adopted.

COLUMBUS EDUCATION ASSOCIATION BYLAWS OF THE LEGISLATIVE ASSEMBLY

1. LEGISLATIVE ASSEMBLY

1-1 Schedule of Meeting

The Legislative Assembly shall meet in conjunction with the fall membership workshop of the Faculty Representatives and set a schedule of meetings for the year.

1-2 Special Meetings

Special meetings may be called by the President, the Vice President, the Secretary or Treasurer or any fifteen (15) members of the Assembly provided; however, notice of any special meeting and its purpose shall be given to all members of the Assembly at least forty-eight (48) hours in advance of the meeting.

1-3 Cancellation of Meetings

Regular or special meetings of the Legislative Assembly may be cancelled or rescheduled by the President, or by the Vice-President in the President's absence, if emergency conditions such as Acts of God, civil insurrection, or war exist. In any case in which a meeting is cancelled or rescheduled, as provided above, members of the Legislative Assembly shall receive prompt written notification of the reasons for the action and the date of the rescheduled meeting, if any.

1-4 Delegates

Delegate status shall be available only to those Faculty Representatives and Alternate Faculty Representatives who are duly elected and certified in writing to the secretary. The secretary shall prepare registration credentials for each duly elected Faculty Representative and Alternate Faculty Representative. An Alternate Faculty Representative, duly elected and certified, may be seated in place of an absent Faculty Representative.

1-5 Agenda

The President and secretary shall prepare an agenda for each regular meeting provided; however, any member of the Assembly may place an item on the agenda for a regular meeting by notifying the secretary, in writing, at least nine (9) days prior to the meeting. The secretary, at least seven (7) days before each regular meeting, shall forward to each member of the Assembly a copy of the agenda, together with whatever supporting reports and documents the secretary feels are required. An item of business that is not on the agenda of a regular meeting, or noted in the call of a special meeting, may be added to the agenda and voted on, provided a simple majority of the Assembly votes in favor of such an addition.

1-6 Proportional Representation Vote

Any member of the assembly may request that a proportional representation vote be taken on any main motion before the Assembly as long as such request is made prior to the closing of debate on the main motion. When a proportional representation vote is taken, each Faculty Representative shall cast as many votes as there are members in his/her unit. Under a proportional representation vote, members of the Legislative Assembly who are not Faculty Representatives shall only be entitled to one vote. In buildings where there is more than one Building Representative, the senior Building Representative shall cast the proportional representation vote.

1-7 Parliamentary

The President shall have the right to name a parliamentarian, acceptable to the Assembly, to assist the President in the conduct of the meetings provided that such parliamentarian is not a member of the Legislative Assembly.

1-8 Limitation on Debate

No person shall, without the consent of two-thirds (2/3) of the members present, be entitled to speak more than twice or for more than a total of ten (10) minutes on any issue before the Assembly, excepting that the member who initiates the discussion of the issue shall be entitled to open and close the discussion, and excepting that nothing herein contained shall be construed to apply to reports presented by committees. A motion to close debate will not be voted until there has been an opportunity for at least one speaker for the motion and one speaker against the motion.

1-9 Voting Procedures

Voting on all matters shall be by voice vote unless the presiding officer is in doubt concerning the result, or a division of the house is requested by any member, in either of which events a rising vote shall be taken.

1-10 Order of Business

The suggested order of business at all regular meetings of the Legislative Assembly shall be the following:

- 1) Roll call by registration
- 2) Approval of agenda
- 3) Report of President, Vice President and staff
- 4) Action on minutes of previous meeting
- 5) Old business carried forward from a preceding meeting
- 6) Reports of committees
- 7) New business (area caucuses may be called at any time during the meeting)

2 DISCIPLINING OF MEMBERS

2-1 Procedures for Disciplining

When a complaint against a member of the Association is brought to the attention of any officer, such complaint shall be referred to the Board of Governors, who shall investigate the complaint and afford an opportunity to the individual to appear before such Committee. The Committee shall then make its recommendation to the Legislative Assembly. If such recommendation is for suspension or revocation, the matter will be considered at the next meeting of the Legislative Assembly and the individual shall be afforded the opportunity to appear before the Assembly to present his or her position. By a majority vote, the Legislative Assembly may reprimand, suspend for a definite period of time, suspend indefinitely or revoke the membership of the individual involved. In any case, where membership has been indefinitely suspended or revoked, the individual may, at any time, apply to the Legislative Assembly for reinstatement and, upon a majority vote, be reinstated to membership.

3 REMOVAL OF OFFICER OR MEMBER OF BOARD OF GOVERNORS

3-1 Procedures for Removal

When an officer or member of the Board of Governors is removed from office, the individual may appeal to the Legislative Assembly. By a majority vote, the Legislative Assembly may reinstate such officer or member of the Board of Governors.

4 MEMBERSHIP

4-1 Classes

There shall be eight (8) classifications of membership: Active, Active Members on Leave of Absence for Association Purposes, Retired, Corporate, Half-day, Tutor, Classified Staff and part-time employees

scheduled for more than twelve (12) hours each week employed by the Columbus Board of Education.

- a. Active membership shall be open to all members of the professional staff employed by the Columbus Board of Education, exclusive of professional personnel not on the teachers' salary schedule and having the responsibility to direct the activities of other professional personnel and the authority to hire, transfer, assign, promote, discharge or discipline other professional personnel or to responsibly recommend such action, provided such eligible members of the professional staff agree to abide by the Code of Ethics of the Education Profession as referred to in these Bylaws, pay the dues stipulated in these Bylaws, and maintain membership in the United Education Profession. Active membership shall be continuous until the member leaves the school system, resigns from the Association or is suspended or expelled from membership.
- b. Active Members on Leave of Absence for Association Purposes; membership shall be open to any person who is on leave at the request of the Association.
- c. Retired membership shall be open to any officially retired member of the bargaining unit who has held active membership in the Association for at least one (1) year. Retired Life membership shall be available to active and retired members and shall entitle the member for life to those rights and privileges of a retired member as may be determined by the Constitution and Bylaws.
- d. Corporate membership shall be open to any corporation which supports the goals and principles of the Association, subject to approval by the Board of Governors.
- e. Members of the professional staff otherwise eligible for active membership as set forth in (a) above, but who are employed for one-half day shall be eligible for active membership by paying the dues stipulated in these Bylaws.
- f. Tutor membership shall be open to any person who is hired by the Board of Education as a tutor.
- g. Any person hired by the Board of Education in a classified capacity shall be eligible for membership by paying the dues stipulated in these Bylaws. Upon attainment of bargaining rights, the classified employees shall have their own constitution, officers and bargaining unit.
- h. Annual dues for part-time employees scheduled for more than twelve (12) hours each week and requiring licensure shall be one quarter (1/4) dues, rounded to the nearest dollar.

4-2 Annual Dues

- a. Annual dues for Active members shall be 4 mills (004) of the B.A. base classroom teacher's salary for the current year, rounded upward to the nearest ten cents (\$.10). Payment of dues by any person hired by the Board of Education after November 1 will be made in equal payments according to the Board date of hire. Such dues shall be consistent with pay plan A.
- b. Annual dues for Active Members on Leave of Absence for Association Purposes shall be the same as active members.
- c. Annual dues for Retired members shall be ten dollars (\$10) per year. The Retired Life membership fee shall be one hundred dollars (\$100).
- d. Annual dues for Corporate members shall be one hundred dollars (\$100).
- e. Annual dues for Half-day members shall be one-half (1/2) the dues established in (a) above, rounded to the nearest dollar. Only those who are contracted to teach half-time and are not paid full-time salaries shall be eligible for this membership.
- f. Annual dues for Tutor members, who teach five or fewer hours on a daily basis, shall be the same as the annual dues for Half-day members. Notwithstanding Bylaw 4-3a below and for the membership year only, tutors will have forty-five (45) days after the conclusion of negotiations to pay their membership dues.
- g. Annual dues for Classified members shall be one-half (1/2) the dues of Active membership, rounded to the nearest dollar.

4-3 Method of Payment

- a. There shall be one method of payment: Payment by payroll deduction as provided in the negotiated Agreement shall be required for all members of the bargaining unit eligible for payroll deduction.
- b. Membership for all newly-hired full-time bargaining unit members will start with the pay period in which they are hired. If they have six (6) pay periods of work, then they have dues deducted for six (6) pay periods. Those who are hired as half-time teachers will pay one-half (1/2) dues.

4-4 Refund of Association Dues

- a. After February 1, a member of the bargaining unit who retires or resigns from the school system

shall be assessed the entire dues one-hundred (100) percent. If a member of the bargaining unit retires or resigns prior to February 1, that member will be assessed at least half dues. Members must request a refund in writing within fifteen (15) days after their final date of employment according to minutes of the Board of Education.

- b. If a member of the bargaining unit goes on a leave of absence after the beginning of the school year, the member will be assessed full dues.
- c. If a member of the bargaining unit dies before the end of the year, the remaining dues will be refunded to his/her legal heir(s).

5 FACULTY COUNCILS

5-1 Composition

The Faculty Council shall consist of a minimum of all Faculty Representatives of the constituent unit plus one (1) member for every ten (10) members or fraction thereof of the constituent unit. The Faculty Representative(s) shall be an ex-officio member of the Council.

5-2 Term of Office

The terms of all members of a Faculty Council shall be for two (2) years. The members of the Council shall select their own Chairperson. Elected members of the Faculty Council shall serve for a period of two (2) years beginning October 1, and ending September 30 of the second year, with the exception of the first year, where, as nearly as possible, one half shall be elected for a one-year term and the other half for a two-year term.

5-3 Selection Procedures

All active members are eligible to serve on the Faculty Council. The Senior Faculty Representative shall determine the number of teachers to be elected to the Faculty Council under the formula outlined in Section 5-1. The members of the Council shall be elected within each school in such manner as each school shall determine. A ballot to indicate the number to be voted upon and the list of eligible teachers shall be initiated and distributed by the Senior Faculty Representative.

5-4 Duties

Members of the Faculty Council shall assist the Faculty Representative(s) in the distribution, collection, and tabulation of ballots and shall conduct elections for faculty representative(s). The Faculty Council shall serve as liaison between aggrieved parties and the principal or other supervisory personnel and shall assist in filing grievances as necessary. The Faculty Council shall not assume the responsibilities of the Board of Governors or the various standing committees in the disposition of grievances which have reached the formal procedures stage.

6 CONVENTION DELEGATES

6-1 Convention Delegates

Voting members of the Board of Governors shall be automatic delegates to all conventions, unless prohibited by NEA and/or OEA.

7 MINUTES

7-1 Distribution of Minutes

Minutes of the meetings of the Legislative Assembly and the Board of Governors shall be sent to members of the Legislative Assembly within two weeks following such meetings.

8 FISCAL AND MEMBERSHIP YEARS

8-1 Fiscal and Membership Years

The fiscal year and the membership year shall be from September 1 through August 31.

9 ELECTORAL DISTRICTS

9-1 Number of Electoral Districts

The electoral districts of this Association shall be determined by the Board of Governors. The electoral districts will be as geographically co-extensive as is feasible.

Two electoral districts will be formed from citywide units composed of members who serve at multiple sites and who elect Faculty Representatives for these various units. The following units are included in this category:

Elementary Music, Art and Physical Education; Latchkey; Orthopedically Handicapped Therapists; Pupil Personnel; Safety Services; Psychological Services; Speech and Language; Kingswood; Neil Avenue Center; Northgate Center; Nurses; PAR; Librarians; Hudson Center; Seventeenth Avenue; Shepard Center; Tutors, and Work Study/VOSE

9-2 Electing City-Wide Status

Any group desiring to elect city-wide status will be given the opportunity to distribute and collect cards (declaration of unit status) to persons within their respective service category. These cards will be distributed during an "Open window" period in the month preceding the regular election of faculty representatives. In the year of initiation of this new district, cards will be distributed in May. The Faculty Representative Election will occur in September.

Groups within the City-Wide district may elect to return to building status by using this same process.

9-3 Enabling Provisions

All district governors currently serving will complete their current term as follows: 1992 – Walnut Ridge, North, Central, South, Northland; 1993 – Whetstone, Marion-Franklin, East and Linden-McKinley; 1994 – Brookhaven, Eastmoor and West. Each of these Governors will serve in the new district which is comprised of the largest number of buildings from his/her former district. If buildings from a former district are equal in number in two or more of the realigned districts, the Governor will serve out the term in the district of his-her choice. The election of a new Governor for the new district will occur with the expiration of the term of the Governor whose former district has the largest number of buildings within the newly aligned district.

The initial candidacy and election period for the City-Wide Units Governor will occur in October and the new Governor will be seated at the first scheduled meeting of the Board of Governors in November.

9-4 Creation of New Districts

The Legislative Assembly shall make adjustments in established districts and create new districts as needed adhering to the provisions of Section 10-1.

10 AT-LARGE AREAS

10-1 At-Large Areas

The electoral districts of the Association shall be grouped into areas according to the number of At-Large Governors, either minority or classroom. East At-Large Governor shall represent one of these areas. The At-Large Governor(s) shall, in cooperation with the District and City-Wide Governors in each of the assigned areas, insure appropriate involvement and participation of their constituents. The Minority-At-Large Governor(s) shall be responsive to the concerns expressed by the Association's Minority Involvement Committee. The senior Minority At-Large Governor shall serve as liaison to the MIP Committee.

11 CODE OF ETHICS

11-1 Code of Ethics

The professional conduct of members of this Association shall be governed by the Code of Ethics of the

12 OFFICERS

12-1 Terms of Office

The terms of office for the President and Vice-President shall be for two years.

12-2 Prohibition

No person shall serve in more than one elective capacity simultaneously.

12-3 Duties of the President

The President shall preside at all meetings of the Legislative Assembly and the Board of Governors. All committees and committee chairpersons of the Association shall be appointed by the President with the advice and consent of the Board of Governors. The President shall be an ex-officio member of all committees, the Legislative Assembly, and the Board of Governors with the full right to vote. The President shall coordinate the activities of the Association and perform such duties as are commonly performed by the chief executive of a voluntary organization and such other duties as may be assigned to the office from time to time by the Board of Governors, and/or the Legislative Assembly.

12-4 Duties of the Vice President

The Vice President shall perform all the duties of the President during the latter's absence or disability and shall succeed to the office of President in the event of the President's death, resignation or removal from office. The Vice President shall be a member of the Legislative Assembly and the Board of Governors, with full right to vote. The Vice President shall perform such other duties as may be assigned to the office from time to time by the Board of Governors or the President.

12-5 Duties of the Secretary and the Treasurer

The Secretary shall keep a record of the proceedings of the Legislative Assembly and the Board of Governors and perform the usual duties of such office. The Secretary and the Treasurer shall be subject to the directions of the President and Board of Governors of the Association. The Board of Governors, as part of its Bylaws, shall delineate the general duties and responsibilities of the Secretary and the Treasurer. The Treasurer shall collect and, by order of the Board of Governors, disburse all funds of the Association and keep regular accounts which shall at all times be open to the inspection of all members of the Legislative Assembly and the Board of Governors. The Treasurer shall give bond in such sum as shall be set by the Board of Governors and shall perform such other duties as the Board of Governors shall prescribe in its Bylaws.

13 FACULTY REPRESENTATIVES

13-1 Duties of Faculty Representatives

The Faculty Representative(s) will represent the faculty at meetings of the Legislative Assembly and District. It will be the responsibility of the Faculty Representative(s) to communicate Association information at building staff meetings and/or by writing. Further duties include distributing Association materials, handling membership, conducting CEA elections and representing teachers in building-level grievances and other situations delineated in the Master Agreement. The Senior Faculty Representative will serve as a member of the Association Building Council and shall:

- a. Attend all meetings of the Legislative Assembly;
- b. Attend all District meeting(s);
- c. Report results of all meeting(s) to faculty;
- d. Conduct elections for the organization;
- e. Arrange for representation at meeting(s) if unable to attend;
- f. Enroll new members;
- g. Call CEA building meeting(s), as necessary.

13-2 Definition of Senior Faculty Representative

When a unit has more than one Faculty Representative, the Senior Faculty Representative shall be the one with the most continuous service in the position within that unit. When continuous service is tied, the Senior Faculty Representative shall be the Faculty Representative who receives a majority of votes for the position of Senior Faculty Representative.

13-3 Rules for Removal

Any Senior Faculty Representative who misses more than two of the above meetings without having been represented by a duly elected Alternate and without having notified the CEA office or the District Governor, may be removed from office automatically and a vacancy shall thereupon arise. Such vacancy shall be filled as provided in the Constitution of the Association.

14 COLLECTIVE BARGAINING

14-1 Strike Notice

The Legislative Assembly will meet at least seven (7) days prior to the ten-day strike notice deadline, as defined in the Ohio Revised Code, to determine by vote whether a letter of intent to strike shall be sent to the State Employment Relations Board (SERB) and the Columbus Board of Education.

14-2 Ratification Procedure

Whenever a master contract agreement, in principle, has been reached, a referendum shall be held among the active membership to ratify such agreement.

14-3 State Employment Relations Board Representation

The Ohio Education Association represents the Association on all matters concerning the Association before the State Employment Relations Board.

14-4 Ratifications of Collective Bargaining Agreements

All ratifications of collective bargaining agreements will be conducted within the guidelines for ratification of collective bargaining agreements and fact finder reports as set forth in the OEA Elections Manual.

15 BOARD OF GOVERNORS

15.1 Duties of Governors

The Members of the Board of Governors representing Districts shall maintain close contact with the Faculty Representatives in their Districts; shall periodically hold open meetings with their Faculty Representatives and other members in their Districts and units for the purpose of passing along to them current information and seeking their views on matters of importance to the education profession and the Association.

15-2 Appointment of the Secretary

The Board of Governors, by resolution, shall appoint a Secretary and such Assistant Secretaries as may be necessary. The terms of office of the Secretary and of any Assistant Secretaries shall be fixed by the Board of Governors. The Board of Governors may authorize the use by any compensated officer or employee of such title or titles as may be deemed descriptive of that officer's duties, or some portion thereof.

15-3 Minority Representatives

Governors shall be elected at-large to assure that the number of ethnic minority representatives on the Board of Governors reflects the percentage of ethnic minority members of the teacher bargaining unit within the Columbus City Schools. However, enough Governors shall be elected at-large to assure at least a twenty-five percent (25%) ethnic minority representation on the Board of Governors. In the event that the ethnic minority representation on the Board of Governors is less than the required percentage of the total Board of Governors membership, the Board shall conduct an at-large election specifically designed to elect the necessary number of members to maintain the required percentage of ethnic minorities.

15-4 Definition of Minority

Ethnic minority shall be defined as those persons designated as ethnic minority by statistics published by the United States Bureau of the Census. This definition shall specifically include Black or African American, Hispanic or Latino, Asian, Native Hawaiian and other Pacific Islanders, Native American and Native Alaskan.

15-5 Procedure for Determining Number of Minority Representatives

The percentage figure shall be based upon the current voting membership of the Board of Governors which included the President, Vice-President, Immediate Past President and District Governors.

15-6 Classroom Representatives

Governors shall be elected at-large to assure at least three (3) representatives each from elementary, middle and high school classroom teachers. In the event that the classroom representation on the Board of Governors is less than three (3) persons in either elementary, middle or high school, the Board of Governors shall conduct an at-large election specifically designed to elect the necessary number of members from that specific instructional level. The Legislative Assembly shall be the final authority as to whether a member is a classroom teacher at a specific instructional level. To maintain a seat on the Board of Governors, members elected to represent a specific instructional level must be classroom teachers beginning on September 1 of each year.

15-7 Duties of At-Large Governors

In cooperation with the District Governors and the City-Wide Governor, the Governors At-Large shall maintain close contact with the Faculty Representatives in the districts, shall periodically hold open meetings with Faculty Representatives and other members for the purpose of passing along to them current information and seeking their views on matters of important importance to the education profession and the Association and shall perform other duties as are prescribed in the Bylaws of the Board of Governors.

15.8 Classified Representatives

The representatives elected from the classified board employees will serve on the Board of Governors, in the ratio of one representative for each two-hundred-fifty (250) classified members, until a representation election for classified board employees can take place. At this time, providing the Association is selected to represent the classified board employees, this group will form its own governance board under its own constitution.

16 ELECTION RULES

16-1 Declaration of Candidacy

- a. The President shall appoint an Elections Committee whose duty it shall be to conduct elections in accordance with the OEA Elections Manual and to resolve all challenges or protests to an election. No nominee for office shall serve concurrently on the Elections Committee.
- b. In all regular elections, as defined by the Constitution, there shall be designated a one-month period for the filing of Declarations of Candidacy; and for one month prior to the commencement of the "one-month filing period," the Association's newsletter will publicize such filing period and the offices and/or positions to be filled thereby.
- c. In cases of special elections, as defined by the Constitution, the period for filing Declarations of Candidacy and the scheduling of their publicity shall be established by consensus of the Chairperson of the Election Committee, and the Secretary and President of the Association.
- d. Members of the Board of Governors shall be made aware of the offices and/or positions to be filled by any election in sufficient time to assist prospective candidates in filing for, and campaigning for, such offices and/or positions.
- e. Any declared candidate may have his/her name removed from the ballot by submitting in writing a signed request to withdraw from candidacy, providing such request is filed with the Secretary/Elections Chair of the Association fourteen (14) calendar days prior to the day on which such ballots are scheduled to arrive at the voting locations.

16-2 Scheduling of Elections

- a. The formal campaigning period shall begin the first day of the declaration period and conclude on the day prior to the tallying of the ballots.
- b. A period of balloting shall provide seven to ten calendar days prior to the tallying of the ballots by the CEA Elections Committee.
- c. In cases of special elections, as defined by the Constitution, campaigning periods and balloting periods shall be scheduled by consensus of the Chairperson of the Elections Committee and the Secretary and President of the Association, with the advice and consent of the Board of Governors.
- d. The Elections Committee shall submit annually a schedule of each year's elections to the Board of Governors by its first meeting in October.
- e. An election for a position is not required if only one candidate has been nominated for that position.

16-3. Eligibility to Vote

- a. Any person who has met the requirements of membership, as an Active member of the Association, as defined by the Constitution, on or before the concluding date of the balloting period, shall be eligible to vote in any Association election.

16-4. Ballots and Voting Procedures

- a. Balloting shall be conducted in a number of decentralized locations, which number and locations are normally coincidental with the number and locations of school buildings and/or other sites at which members have been assigned to work. Allowances of exceptions to the norm will be made by consensus of the Chairperson of the Elections Committee, and the Secretary and the President of the Association.
- b. In the event that a regular ballot cannot be used by a member who is absent from his/her workplace on the day(s) of voting (and the Faculty Representative or designee cannot record that member's vote either in person or by telephone; or, if the member does not wish to use the offices of the Faculty Representative as a means of casting his/her ballot), the Association shall provide for use of an "absentee ballot." The "regular ballot" shall be understood as referring to the ballot cast by any member, or authorized to be cast by the FR for any member, and which is recorded in the vote totals on the tally sheet returned to the Elections Committee along with all the ballots cast and so recorded.
- c. The Secretary of the Association, the Elections Committee, the Faculty Representatives and any other agents of the Association who are involved in the conduct of elections in any official capacity shall make every effort to honor the request of a member to cast an "absentee ballot," while taking every precaution to prevent "absentee ballots" from duplicating any ballot which has been cast in, and reported from, a workplace by a Faculty Representative. Members casting an "absentee ballot" shall be required to certify, on a form to be provided by the Secretary/or Elections Chair of the Association, that such "absentee ballots" are not duplications of other ballots.
- d. Ballots shall be composed by the Secretary/or Elections Chair of the Association and /or designee in accordance with the wishes of the Elections Committee, which shall be responsible for the random ordering, by draw, of the names of the candidates as they shall appear on the ballots.
- e. The Faculty Representative(s), or designee(s), shall have full and sole authority to conduct Association elections within their buildings in accordance with the Constitution and Bylaws of the Association, the policies of the Board of Governors and the various rules, regulations and procedures which, from time to time, may be promulgated by the Elections Committee and the Secretary/ Elections Chair of the Association. This authority and responsibility includes, but is not limited to, contacting absent members in assisting them to exercise their right to cast ballots and obtaining ballots in those cases in which the Association has not sent a number of ballots sufficient to provide every member with the opportunity to vote.
- f. The Association shall provide days of Association Leave to members of the Elections Committee to permit their picking up election returns from buildings on the occasion of the annual, regular, system-wide elections.

16-5 Tabulation of Ballots and Certification of Results

- a. All ballots cast shall be returned to the Secretary/or Elections Chair of the Association in the provided designated envelope, which shall be sealed by the Faculty Representative or designee, with his/ her signature placed across the seal.

- b. One of the signed tally sheets will be returned, together with all ballots cast and recorded thereon, to the Secretary/or Elections Chair of the Association in the provided designated envelope, which shall be sealed by the Faculty Representative, or designee, with his/her signature placed across the seal.
- c. The second tally sheet shall be posted by the Faculty Representative, or designee, on the Association Bulletin Board in that building.
- d. The designated sealed envelopes containing ballots and tally sheets shall be opened by the Elections Committee only, and only when three or more members of the Elections Committee are present and witness to such opening.
- e. Envelopes received unsealed shall be investigated and validated by the Secretary/Elections Chair of the Association, or failing that, shall be considered invalid and disregarded by the Elections Committee.
- f. According to its own procedures, the Elections Committee will certify the validity, or invalidity, of all the ballots before any of the ballots and/or tally sheets are tabulated. All questions in controversy shall be decided by a majority vote of those Elections Committee members present.
- g. In accordance with the Constitution, the Elections Committee shall tally the ballots and/or tally sheets and deliver the results to the Secretary of the Association who shall certify those results to the Board of Governors, which is the final authority in the conduct of elections.
- h. All ballots (marked, unmarked and voided) and all other records pertaining to the election of officers and Board of Governors of this Association and OEA and NEA delegates and alternates shall be preserved for one year from the date the election was held. Such ballots and other records shall be made available to OEA officers upon request for inspection and examination.

16-6 Recounts, Appeals and Final Determination

- a. In the elections of Association officers, the Elections Committee shall automatically recount the ballots in any election in which the second-place candidate is within ten (10) votes of a tie with the first-place candidate. There shall be no automatic recount of votes in elections for delegate status or in elections for officers in which greater than a ten-vote margin of victory exists.
- b. A recount of the ballots may be requested by any candidate or "official observer" for a candidate. If such a recount results in a change in determination of the winner of the contested election, no fee shall be charged for conducting the recount. If, however, such a recount does not result in a change in the determination of the winner of the election, the candidate who requested the recount, or in whose behalf the recount was requested, shall be liable for a recount fee of five dollars (\$5) per committee member involved in the recount.
- c. Failure by a candidate to pay such a recount fee shall make the candidate ineligible to run for any Association office or delegate position for as long as such fee remains unpaid.
- d. Any request for a recount, or any challenge to a finding or decision of the Elections Committee must be presented to the Chairperson of the Elections Committee and the Secretary of the Association within seven (7) days after the date of the Committee's tabulation of the voting results. The Elections Committee and/or the Secretary of the Association shall respond in writing to such challenge, or schedule such recount within seven (7) days following receipt of such a challenge or request.
- e. Any decision of the Elections Committee or their failure to respond to an appeal may be appealed to the Board of Governors, provided that the procedures in (d) above have been followed by the complainant. Such appeal to the Board of Governors must be made at its next regularly scheduled meeting following receipt of the response by the Elections Committee as required by (d) above.
- f. In accordance with the Constitution, any decision made by the Board of Governors in an election dispute is final and binding at the local level.

16-7 Publication of Results

- a. The results of all elections for Association office shall be published upon their certification to the Board of Governors by the Secretary/or Elections Chair of the Association. In the election of delegates, the rank order of candidates and probably delegate status, if known, shall be published within two weeks of determination of the results.
- b. Candidates for election to delegate status shall be provided, upon request, a copy of the voting results showing rank, order and probably delegate status, if known.
- c. The names of those schools whose ballots are not received, not received timely or not received accurately by the Elections Committee shall be published as soon as practicable following the

counting of ballots in each election.

- d. The Chairperson of the Elections Committee shall notify the Faculty Representatives of those buildings whose ballots were invalid that their ballots were not counted; and shall provide, within seven (7) days after the election, the reason(s) for which the ballots were disregarded.

16-8 Miscellaneous

- a. Candidates may have access to membership labels by arrangement with the Elections Committee.
- b. In the election of Association officers, candidates may have only one “official observer” at a time who may be present for, and witness to, all business conducted by the Elections Committee in the canvassing of ballots. The activities of such an “official observer” are strictly limited to observation and representation of the candidate in filing an official challenge to any action(s) of the Elections Committee, or in making a request for a recount of the ballots.
- c. Ballots and tally sheets used in the election of Association officers shall be purged by the Secretary/or Elections Chair of the Association and/or the Elections Committee after the expiration of the period established for the filing of any challenge or appeal to both the Elections Committee and the Board of Governors, but only after such period shall have expired.
- d. Ballots for delegate status shall be purged by the Secretary of the Association and/or the Elections Committee following ten (10) days after the conclusion of the conference, assembly, convention or other meeting for which candidates whose names appear on such ballots were elected to delegate status, except that, in no event, shall such ballots be purged earlier than one year following the conduction of such elections.

17 DISSOLUTION OF ASSOCIATIONS

17-1 A petition for dissolution of the Association may be presented in writing to a meeting of the general membership by any member in good standing and must contain the signature of three-fourths (3/4) of the total membership of the Association.

17-2 Upon receipt of the petition for dissolution by the total membership, the Association shall act upon the petition at the next general membership meeting.

17-3 The Association shall be considered dissolved if three-fourths (3/4) of the total membership vote by secret ballot in favor of dissolution.

17-4 The effective date of dissolution shall be thirty (30) days from the date of the vote, thus allowing for the disposal of assets and liabilities.

17-5 In the event of dissolution of the Association, all assets of this organization remaining after payment of all obligations shall be distributed to United Way, provided that it is an entity recognized as exempt from Federal taxation. In the event that United Way is not then recognized as tax exempt, such assets shall then pass to I Know I Can, provided that it is recognized as exempt from Federal taxation. In the event that I Know I Can is not then recognized as exempt from Federal taxation, such assets shall pass to the United Negro College Fund provided that United Negro College Fund is recognized as exempt from Federal taxation.

18 AMENDMENTS

18-1 Amendments

These Bylaws may be amended by a majority vote of those present at a meeting of the Legislative Assembly, provided that such amendment was presented and read at a previous meeting.

APPENDIX TO THE BYLAWS
CODE OF ETHICS OF THE EDUCATION PROFESSION
Adopted by 1975 NEA Representative Assembly

PREAMBLE

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards. The educator recognizes the magnitude of responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parents and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct. The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

PRINCIPAL I
Commitment to the Student

The educator strives to help each student realize his or her potential as a worthy and effective member of society. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning.
2. Shall not unreasonably deny the student access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not, on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
 - a. Exclude any student from participation in any program;
 - b. Deny benefits to any student;
 - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

PRINCIPLE II
Commitment to the Profession

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator;

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress.
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the student to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background or sexual orientation, unfairly:
 - a. Exclude any student from participation in any program;
 - b. Deny benefits to any student;
 - c. Grant any advantage to any student.
7. Shall not use professional relationships with students for private advantage.
8. Shall not accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions.

This Code of Ethics of the National Education Association has been officially adopted and incorporated into the Bylaws of the Columbus Education Association.

COLUMBUS EDUCATION ASSOCIATION

BYLAWS OF THE BOARD OF GOVERNORS

Section 1 Meetings

Regular meetings of the Board of Governors shall be held on the second and fourth Thursday of each month at 4:30 p.m., except that during the months of June, July and August, only one meeting shall be held each month. The time or date of any meeting of the Board of Governors may be changed by majority vote of the Board of Governors. The duration of the regularly scheduled Board of Governors' meetings shall not exceed three hours and special meetings shall not exceed one hour in length, unless extended by vote of two-thirds (2/3) of those present.

Special meetings may be called by the President, the Secretary, Treasurer or any four members of the Board, provided, however, notice of any special meeting and its purpose shall be given to all available members of the Board in advance of the meeting.

Any scheduled meeting of the Board of Governors that is held on the same day as a Legislative Assembly shall not exceed one and one-half (1½) hours in length.

Section 2 Agenda

The President and Secretary shall prepare an agenda for each regular meeting, and the Secretary shall furnish a copy of it to each member of the Board at least five (5) days in advance of the regular scheduled meeting; provided, however, any member of the Board may bring up any matter under "New Business."

Section 3 Order of Business

The order of business at all regular meetings of the Board shall be the following:

1. Call to Order
2. Roll Call
3. Action on Minutes of Previous Meeting
4. Treasurer's Report
5. Public Participation
6. Reading of Communications
7. Report of the President and Vice President
8. Old Business
9. New Business

10. Report of Professional Staff
11. District Reports
12. Committee Reports
13. Adjournment

Section 4. Vacancies

A vacancy shall arise in the position of any member of the Board if such member ceases to be a member of the Association.

If any District Governor fails to hold a minimum of seven (7) district meetings in the school year or fails to attend, or have a substitute present for any two (2) district meetings, such failure shall constitute grounds for removal from office.

If any member of the Board misses three (3) consecutive regular meetings of the Board without having been excused by the President, such failure shall constitute grounds for removal from office.

No vacancy shall arise in the position of any member of the Board of Governors due to a transfer from a district that originally elected the member, so long as the above conditions and those conditions of the Constitution are met. The local Faculty Representatives may, by a three fourths (3/4) vote of the District Faculty Representatives, terminate their transferred District Governor's term if they feel the Governor is not fulfilling the duties of a District Governor.

Districts created by the annexation of schools to the Columbus City School District (see Constitution, Article VII, Section 1) shall be entitled to representation on the Board of Governors under this section, and shall have such representative elected or appointed in accordance with the provisions of the Constitution, Article XI, Section 6. The term "Association" in Article XI, Section 2, of the Constitution shall be interpreted to include the local association in existence in the newly-annexed district prior to that area's annexation, except where an individual shall have been ineligible for membership.

Section 5 Duties of District Governors

In addition to stated constitutional duties, the Governors:

1. Shall hold, or an at-Large Governor attend, a minimum of seven (7) district meetings each school year.
2. Shall announce all district meetings and make them open to all members in the district.
3. Shall, in addition to maintaining close contact with the Building Representatives, develop a means for communicating issues to the members in said district.
4. Shall periodically visit all buildings in their district. At-Large Governors shall visit within their sections of the city as designated by the Constitution and Bylaws.
5. Shall receive reimbursement for actual and necessary personal mileage traveled on Association business, except that such reimbursement shall not exceed \$312 in any one fiscal year.

Section 6 Duties of the President

In addition to the constitutional duties, the President:

1. Shall coordinate the Professional Staff of the Association as the chief officer of the UniServ Coordinating Council.
2. Shall be responsible for coordinating the activities of the Association.
3. Shall, together with another member of the Association, attend, or be represented at, all regular meetings of the Columbus Board of Education.
4. Shall attend, or be represented by a member of the Association, the annual convention of the Ohio Education Association and the National Education Association. Necessary travelling and other expenses incurred in connection with such meetings shall be paid by the Association.
5. Shall represent the Association before the public either personally or through delegates.
6. Shall assist in carrying out services to the Association members.
7. Shall visit local schools as often as possible to maintain contact with the membership.

Section 7 Duties of the Vice President

In addition to the constitutional duties, the Vice President:

1. Shall, in the absence of the President, assume all of the responsibilities designated to the President in Section 6 of these Bylaws.
2. Shall assist the President by coordinating activities of the committees of the Association.
3. Shall assist in carrying out services to the Association members.
4. Shall visit local schools to maintain contact with the Membership.

Section 8 Duties of the Treasurer

In addition to the constitutional duties, the Treasurer:

1. Shall receive and deposit to the account of the local association all monies belonging to the Association.
2. Shall maintain accurate records of all financial transactions and report in detail said transactions to the Board of Governors.
3. Shall be a member of the Budget Committee and present all necessary records to the proper persons for the annual audit.
4. Shall co-sign with the President all authorized checks and be responsible for investing Association funds in certificates of deposit and/or savings accounts.
5. Shall maintain a proper file of Association records, Constitution, Bylaws and standing rules; and keep accurate minutes of all constituted meetings of the Association for a permanent record of business activities.
6. Shall maintain an accurate list of the membership in local, state and national affiliates.
7. Shall be bonded for an amount to be decided annually by the Board of Governors, the premium being paid by the Association.

Section 9 Duties of the Executive Director

In addition to the constitutional duties, the Executive Director:

1. Shall be appointed for a term of one year.
2. Shall carry out assignments delegated by the President and/or Board of Governors of the Association.

Section 10 Standing Committees

The following shall be the Standing Committees of the Association:

- Archival Records
- Awards
- Budget
- Constitution
- Economic Services
- Elections
- Instruction/Professional Development
- Legal Services
- Legislative
- Minority Involvement Program
- Negotiations
- Promotion of the Profession
- Public Relations
- CEA Membership Scholarship Foundation
- Columbus Early Career Educators (CECE)

Section 11 Amendments

These Bylaws may be amended by a two-thirds (2/3) vote of those present at a regular meeting of the Board, provided that such amendment was presented and read at a previous regular meeting.

Section 12 Declaration of Candidacy and Elections

Pursuant to the Constitution, Article 11, a special election shall be held to fill the office of Vice President when vacant or the offices of both the President and Vice President if both become vacant at the same time. In cases of the resignation of either the President or the Vice President, an election may be held

while either office is still occupied provided that the effective date of the new presidency or vice-presidency does not come earlier than the effective date of resignation of the office to be filled.

Section 13 Staff Participation

All staff members assigned to the CEA, Professional and Classified, shall be invited to attend all meetings of the Board of Governors, except executive sessions. Professional staff members shall speak in an advisory capacity only and shall not be permitted to make motions or to vote.

Section 14 President's Payroll

The outgoing President shall remain on the payroll through the month of May June. The incoming President shall be placed on the payroll, effective July 1.

Section 15 UniServ Coordinating Council

The Board of Governors shall serve as the CEA UniServ Coordinating Council. The President of CEA shall serve as Chairperson of the UniServ Coordinating Council.

Section 16 Release Time

The President-elect and Vice President-elect shall be provided with release time prior to the beginning of their term to prepare for their duties.