



OTES, LSP, and OSCES Reminders

With about a month left in the evaluation period, the following items should have been completed thus far:

- **Self-assessment**
- **Development of the Professional Growth Plan (PGP), including an initial conference and a mid-point progress check about it**
- **High Quality Student Data (HQSD) Form (OTES only)**
- **First Semester/Cycle Required Minimum Components for Full Cycle:**
 - Pre-conference
 - Walkthrough
 - Formal Holistic Observation (followed by a conference to determine 2–3 focus areas for the second cycle Focused Observation for OTES and LSP)
 - Post-conference



In addition, the necessary components for second semester/cycle (pre-conference, walkthrough, Formal Focused Observation for OTES and LSP/Formal Holistic Observation for OSCES, post-conference, final PGP progress check) should be in progress and close to completion.

Carried Forward Rating cycles (skilled/accomplished) are required to have one formal observation and one conference of any type, as well as a self-assessment, HQSD form (for OTES only), and a PGP with mid-year and final progress checks. All components, regardless of the cycle, need to be conducted and submitted/pinned in OhioES by **Apr. 19, 2024**.

Do a quick check of these items in OhioES. As a growth model, educators and evaluators should collaborate to ensure all components are completed—ensuring feedback has been provided and opportunities to develop professionally have occurred.

A green check mark should appear beside the **self-assessment**, indicating it has been completed and signed/pinned. If the green check mark is not there, it needs to be completed/signed by the educator.

Although the **PGP** should be developed with PGP conferences logged in OhioES, there should not be a green check mark beside it yet; since, it is an open document to be revisited throughout the school year. (The final signing/pinning process for the PGP will occur at the end of the evaluation period. However, the logged conferences within the PGP need to be confirmed by the educator throughout the process.) If a green check mark by the PGP link is showing, the educator and evaluator should work together to submit an evaluation change request form to reopen the document. (**OSCES Reminder:** School counselors will share evidence for Metrics of Student Outcomes throughout the school year and during the PGP collaborative conferences.)

The **HQSD** form for OTES should include two approved sources/instruments entered by the educator and signed/pinned by the evaluator. (Approved HQSD sources can be found at <https://www.ccssoh.us/Page/11471>.) Discussions and evidence collection on the use of HQSD should occur throughout the process and be reflected in documented conferences, observations, etc. in OhioES. If these steps have not occurred, complete them as soon as possible. When the HQSD form is completed, a green check mark will appear beside it, indicating it has been reviewed and signed by the evaluator.

Questions? Contact Jen Reed (ileadmin@columbus.k12.oh.us) or Rhonda Rice (rrice2924@columbus.k12.oh.us) in Professional Learning and Licensure.

April is School Library Month

This is a time to celebrate and appreciate the role that strong school library programs play in our students' academic, social/emotional, and overall life long development. Our licensed School Library Media Specialists and Library Instructional Aides provide our students a place to explore a hundred different lives and walk in a thousand pairs of shoes through reading. In an era where social media and AI dominate how we receive and perceive information, our school libraries provide a place to learn and reinforce information literacy, media literacy, and digital wellness. Our school libraries provide a safe place for students to hang out and learn. During School Library Month, honor our Library Media Specialists and Library Instructional Aides as they make our school libraries impactful in the lives of our students.



Recess? When? How Many?

Don't forget to determine your school's recess policy. This must occur following spring break and before the last teacher work-day of the year. CEA fought hard to preserve and clarify elementary recesses in the contract. Each school can decide whether to have one or two 15-minute student recesses per day. There cannot be a vote for zero recesses.



The *Master Agreement* requires that recesses take place mid-morning and/or mid-afternoon, not adjacent to the beginning of the school day, lunch time or end of the school day, unless the school elects to do so. The lunch period for students is 60 minutes. Teachers must have at least a 30-minute uninterrupted lunch period daily. A change requires a secret ballot vote of the staff conducted by the FR. If you do not take a vote, the status quo from last year remains. CEA urges you not to give up your rights in the contract or give up your school's recesses—our students need them. For full information, refer to Section 302.05 of the *Master Agreement*.

What If You Prioritized Your Well-Being? Don't Just Survive. Thrive!

As we are in the final stretch of the 2024 school year, many of our members are experiencing the weight of our career demands and personal challenges. Through Educators Thriving, members will learn concrete strategies to help avoid the five personal pitfalls of the educator's experience. Join us for a research-based personal development program to help educators sustain their well-being. For the most effective results, educators are encouraged to participate in all six sessions and teachers who successfully complete the 6 one-hour session program will earn .6 CEUs.



Grievance Update

CEA works to protect your rights and maintain the integrity of the negotiated contract. While we advise bargaining unit members to work out problems at the building level first, we know this isn't always possible. We regularly inform you of grievances we are working to resolve. To view each grievance in its entirety, go to www.bit.ly/3TqXkfq.

| Building/Unit Administrator | Statement of Grievance | Relief Requested | Disposition |
|---|--|---|--|
| Cassady ES Amber Hall | The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the principal of Cassady ES, Amber Hall, subjected the grievant to repeated and/or extreme verbal abuse in... | That the principal apologize in writing to the grievant, that the principal does not subject the grievant to repeated and/or extreme verbal abuse in the future; that the administration work with the principal to control such behavior in... | Awaiting Step 2 hearing. |
| CCS Administration | The Columbus City Schools Board of Education and/or its agents violated, misinterpreted, and/or misapplied provisions of the 2022-2025 CEA Master Agreement and/or Board Policy when... | Grievance shall be made whole in every way, including, but not limited to the following: the directive issued on or about December 11, 2023 shall be rescinded in writing. The board and slant or its agents shall cease and desist from... | Step 2 hearing held. Awaiting decision. |
| CCS Administration | The Columbus City Schools Board of Education and/or its agents violated, misinterpreted, or misapplied provisions of the 2022-2025 CEA/CCS Master Agreement when the grievant was... | The grievant shall be made whole in every way, including but not limited to the following: allow the teacher to use supplemental materials as described in 2022-2025 Master Agreement letter, the the Board cease and desist allowing... | Awaiting Step 2 Grievance Hearing. |
| CCS Administration | The Columbus City Schools Board of Education and/or its agents violated, misinterpreted, and/or misapplied provisions of the 2022-2025 CEA/CCS Master Agreement when grievant was issued... | Grievant shall be made whole in every way, including but not limited to the following: The Board shall remove all references to the Written Reprimand written on February 26, 2024 from all employee records, other than those... | Board of Governors voted to approve moving the issue to arbitration. |
| CCS Administration | The Columbus City Schools Board of Education and/or its Agents violated, misinterpreted, and/or misapplied negotiated provisions of the 2022-2025 CEA-CCS Master Agreement and the Letter... | Grievants shall be made whole in every way, including but not limited to the following: Grievants shall immediately be paid in full for wages owed based upon the Master Agreement, including interest at the applicable IRS rate. The... | Settlement signed. Grievants to be madew whole. |
| CCS Administration | The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the administration denied the member's eligibility to collect severance upon her retirement. | That the grievant shall be made whole in every way, including, but not limited to the following: that the administration allow the member the ability to collect her severance upon retirement and that NO REPRI... | Step 2 hearing pending.. |
| West HS Daniel Roberts | The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the principal of West HS, Daniel Robertson, failed to provide appropriate administrative support to... | That the grievants shall be made whole in every way, including, but not limited to the following: that principal provide appropriate administrative support to the affected bargaining unit members, process 190s within 72... | Step 1 hearing pending. |
| Linden-McKinley STEM 7-12 Ronald Widman | Linden-McKinley Assistant Principal Ronald Widman, acting in his capacity as agent of the Board, failed to provide appropriate administrative support to teachers, including but... | Agents of the Board shall provide appropriate administrative support consistent with applicable provisions of the Master Agreement, including but not limited to responding to 190 referrals consistent with the building... | Filed at Step 1. |
| CCS Administration | The Columbus City Schools Board of Education and/or its agents violated, misinterpreted, and/or misapplied provisions of the 2022-2025 CEA/CCS Master Agreement when grievant... | Grievant shall be made whole in every way, including but not limited to the following: The Letter of Direction issued on March 12, 2024 shall be withdrawn. The Board shall immediately remove all references to the Let... | Letter of Direction withdrawn. Replaced by non-disciplinary summary of conference. |
| Eastgate ES Mary J. Pettigrew | The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the principal of Eastgate ES, Mary J. Pettigrew, failed to provide appropriate administrative support... | That the grievants shall be made whole in every way, including, but not limited to the following: that principal provide appropriate administrative support to the affected bargaining unit members, process 190s within 72... | Filed at Step 1. |

PAR Presents...

The Peer Assistance & Review (PAR) Program facilitates professional development sessions which are open to all CCS educators. Session descriptions can be found in the **CCS PD System (PDS) #57848**. Call the PAR Office at (614) 365-5110 for more information.

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| Apr. 10 | Gardening: Beneficial Bugs vs. Pest; Technology in the Garden 2548 Carmack Rd., 4:30-6:30 p.m. |
| Apr. 23 | Mirrors and Windows World Language MS Library, 4:30-6:30 p.m. |

Special Notes

Make a Donation to the Catastrophic Sick Leave Bank When someone experiences a life threatening illness or injury, and they are out of accrued time, they can apply for catastrophic leave. When approved, sick leave days can be donated, allowing them to remain in paid status and receive healthcare benefits. The following members have been approved for Catastrophic Leave and are in need of donated days: **Timothy Myles**, Northland HS (Building Substitute); **Heidi Dooley**, Mifflin HS and **Cassie Oates**, Winterset ES (Building Substitute). To donate, complete the Catastrophic Sick Leave Donation Form, available on the CEA and CCS websites. Submit the completed form to leavesofabsence@columbus.k12.oh.us.

Resignation and Insurance In the past, when a member worked to the end of the year, then resigned, their insurance benefits were terminated within thirty days of the resignation. For example, a member who resigned effective May 31 would have their benefits terminated at the end of June. That practice caused our members to wait until the last day to resign (July 10) to keep their benefits through the end of July. As a result, the District had a hard time filling those late vacancies. **CEA has gotten the District to agree to allow members who are resigning (and finish out the school year) to resign with an effective date of July 1 or later at any point in the school year with their benefits maintained through July 31.** As an example, a teacher could submit a resignation notice on Feb. 1 with an effective date of July 10 and the employee's benefits would be maintained pursuant to Article 109.03(I)(15) of the *Master Agreement* through July 31. Go to <https://bit.ly/43o9qe9> to see the letter affirming the District's position.

The **Capital Representative Assembly (RA)** will be held **Wednesday, Apr. 10, 2024**, at **The Boathouse Restaurant at Confluence Park**, 679 W. Spring St., Columbus, OH 43215. Registration begins at 4:30 p.m., and the RA starts at 5:30 p.m. Alternates are welcome to attend the RA. A key focal point of the Capital RA will be **Spring Elections for Capital District President and Vice President**. CEA members may declare their candidacy through Apr. 10, 2024. Voting will take place during the Capital RA on Apr. 10.

CCS HR Conducting STRS Seminar: STRS has committed to give their retirement seminar titled **"Beyond the Classroom" via Zoom** to interested staff on **Apr. 25 from 4-5 p.m.** Human Resources will be available from 3:30-4 p.m., and Payroll will be available from 5-5:30 p.m., with brief presentations and a Q&A. Go to bit.ly/3SWHpqq (Meeting ID: 885 6736 9890)

CEA Awards & Retirement Banquet CEA is holding its **48th Annual Awards & Retirement Banquet on Saturday, May 11**. It will, again, be at the **Hilton Columbus at Easton**. If you are retiring this year, make sure to watch the *Voice* for timelines so you can attend. As a retiree, your evening will be provided at no charge. Guests will be charged a nominal fee.

If your license from ODE is expiring June 30, 2024, and you have a limited employment contract, you must complete the required coursework or CEUs for renewal and **applied prior to Mar. 15 to be licensed by ODE for the 2024-2025 school year**. In addition to the online application, you will need to complete a background check. **Fingerprinting must be completed through Webcheck**. A permanent certificate requires fingerprinting every five years. The Human Resources Department, (3700 S. High St.) oversees this process. The **CCS Fingerprint Office is open Monday-Friday, 8 a.m.-4 p.m.** Face-to-face operations are on an appointment-only basis. To schedule a time to complete your fingerprints, go to <https://bit.ly/31CxYZ9>. Contact **Leslie Butler**, Human Resources, Teacher Licensure, at license@columbus.k12.oh.us with questions.

Membership is Critical to Our Continued Success. If you know someone new to your building or unit, approach the person and ask them to become a member of CEA. We have made joining CEA simple. **Step 1:** Click "JOIN" on the homepage at www.ceahio.org; **Step 2:** Download the CEA Membership Form to your device and complete it. (It is a fillable .pdf for your convenience); **Step 3:** Email the completed form to membership@ceahio.org. Call CEA at (614) 253-4731 with questions.

Get Fit in the New Year! When looking for the best nutrition advice, it's easy to become overwhelmed with all the information available. The good news is that there are specialists in the field of nutrition. A Registered Dietitian is an expert in the field of food and nutrition who can help promote health and manage disease. With the newest CCS Wellness programming, **Dietitians on Demand**, you can meet one-on-one with a registered dietitian who can provide you with a personalized plan and education. Anyone can meet with a dietitian. Whether you want to lose weight, better manage a specific medical condition, improve your overall health or boost your athletic performance, a registered dietitian can help. To get started today go to <https://www.csoh.us/Page/12375>.

Education First Credit Union exists solely to serve our member-owners. You'll benefit from lower fees, lower loan rates, and higher deposit rates. *Open your account today!* Go to <https://www.educu.org/join-today/>.

