

The Board of Education Meeting Minutes
March 24, 2016

The Board of Education of Findlay City Schools met in special session at 7:15 AM in the Washington Administration Building.

President Robertson called the meeting to order. Present were: Mr. Aldrich, Mrs. Dysinger, Mrs. Robertson, Mr. Pochard, Dr. Siebenaler Wilson, and Assistant Superintendent Mr. Roth, Treasurer Mr. Barnhart and Superintendent Mr. Kurt.

2016-003-009 Consent Items (A-F)

It was motioned by Mrs. Dysinger, seconded by Mr. Pochard to approve consent items A-E.

CERTIFICATED PERSONNEL

A. Retirement

Chris Renn (Director, Millstream) (32 years)
Reason: Retirement Effective: June 30, 2016*
*(For severance purposes, Mr. Renn's June 30th end date will be interpreted as having completed his contract year.)

B. Reclassification

Rosemary Rooker
From: Glenwood Assistant Principal
To: Superintendent, Findlay Digital Academy (FDA)

FDA Executive Director Transition (pending FDA Board Approval)

The superintendent recommends reclassification of Rosemary Rooker from Glenwood Assistant Principal to Incoming Executive Director of Findlay Digital Academy effective 8/1/2016. She will work with present executive directive and remain at present responsibility level of 1.200 for compensation purposes. Once the present executive director retires, Mrs. Rooker's responsibility level will increase to 1.275 for compensation purposes. This is a 209 day position that is based on 4 days per week with FDA and the other day working with FCS administration. The FDA will reimburse FCS 80% of the cost of this position.

C. Resignation

EXHIBIT A

Teresa Simons (Intervention Specialist, High School) (15 years)
Reason: Personal Effective: August 10, 2016

Danielle VanFleet (ESL Teacher, High School) (2 years)
Reason: Personal Effective: August 1, 2016

CLASSIFIED PERSONNEL

D. Retirement

Sharon Brooks (Food Service, High School) (8 years)
Reason: Retirement Effective: May 25, 2016

E. Resignation

Michael Stoner (Computer Aide, Glenwood) (10 years)
Reason: Personal Effective: April 6, 2016

F. Appointments

The superintendent recommends approval of the following appointments, at salaries in accordance with the adopted salary schedules, and contingent upon subsequent receipt by the Board of a report from B.C.I. which is not inconsistent with the applicant's answers on the employment application

1. Volunteer – 2015-2016 Classified Club Advisors/Helpers

Dennis DeMuth – Drumline Trick Driver Volunteer

Roll call: Mrs. Dysinger, aye; Mr. Pochard, aye; Mr. Aldrich, aye; Mrs. Robertson, aye; Dr. Siebenaler Wilson, aye. President Robertson declared the motion carried.

ACTION ITEMS

2016-003-010 Findlay Education Association (FEA) Ratification Package

It was motioned by Dr. Siebenaler Wilson seconded by Mr. Aldrich to approve the 2 year FEA Ratification as shown in **EXHIBIT B**.

Roll call: Dr. Siebenaler Wilson, aye; Mr. Aldrich, aye; Mrs. Dysinger, aye; Mr. Pochard, aye; Mrs. Robertson, aye. President Robertson declared the motion carried.

2016-003-011 Adjournment

It was motioned by Mr. Pochard, seconded by Dr. Siebenaler Wilson to adjourn the meeting at 7:20 am.

Roll call: Mr. Pochard, aye; Dr. Siebenaler Wilson, aye; Mr. Aldrich, aye; Mrs. Dysinger, aye; Mrs. Robertson, aye. President Robertson declared the motion carried.

President

Treasurer

To be read and approved on April 11, 2016

Findlay Education Association
Ratification Package
March 24, 2016

Article I Recognition and Bargaining Procedures

A. Recognition

The Findlay City School District Board of Education, hereafter "Board" recognizes the Findlay Education Association and its affiliates, hereinafter "Association" as the sole and exclusive representative for a bargaining unit comprised of all regularly employed licensed personnel in the daytime program of the District. Excluded from the bargaining unit are substitutes, all classified staff, ~~psychologists~~, registered nurses (RN), and all confidential, supervisory and management level employees including the Superintendent, Assistant Superintendent, principals, assistant principals, supervisors, directors, and coordinators for whom a license in supervision or administration is required.

Article V Absence and Leave Provisions

B. Sick Leave - p. 19

2. The amount of sick leave credited to an employee hired prior to June 1, 1987, accumulates without limit. All employees hired after June 1, 1987 shall be limited to **215 days of accumulated sick leave** rest of the paragraph remains current contract language.

9. **Reduction of Personal Days and Sick Leave Days**

If the total number of personal and sick leave days used from one school year to the next decline, then the Board will take 50% of that savings and divide it between the bargaining unit staff that is employed with the district for both of the two previous years, and currently employed within a paid status for the district as of September 1st of that current year. The amount will be paid as a stipend following September 1, 2017, and September 1st of the following years. Cost savings will be based on Renhill beginning sub rate of that year. Per individual amount will be rounded up to the nearest dollar.

10. Pool for Catastrophic Illness/Injury p. 20-21

The Association and the Board hereby agree to establish a Sick Leave Pool for licensed/certified staff. The purpose of the Pool shall be to provide a staff member who has exhausted all paid sick leave with the opportunity to apply for additional sick leave days for personal catastrophic illness or injury on the following scale:

Less than 4 years of Ohio public school experience.....30 day maximum

4-10 years of Ohio public school experience.....20 day maximum

More than 10 years of Ohio public school experience....10 day maximum

Administration and use of the pool shall be subject to the following:

- a. The pool shall be administered by a committee of ~~five (5)~~ **four (4)**. ~~Three (3)~~ **Two (2)** members shall be selected by the Association. Two (2) members shall be selected by the Administration. ~~All decisions shall be made by a unanimous vote of all members of the committee.~~ **The final decision will be made by majority rule. If the vote is a tie, no action on the request will be taken.** All voting in the committee shall be confidential and by secret ballot. Decisions of the committee cannot be appealed through any means or methods provided in the Collective Bargaining Agreement or otherwise.
- b. The employee on his/her own behalf, or any other employee on behalf of the employee requiring additional leave, shall present the request in writing to the President of the Association. This request shall include the approximate number of days required. The number requested may be adjusted as necessary. The President shall present the request to the Sick Leave Pool Committee for consideration. The committee may request proof of the catastrophic nature of the illness/injury if the majority of the committee believes such information will be helpful in consideration of the request. Such proof shall consist of written confirmation by a physician or appropriate qualified professional that the illness/injury will require the recuperation time requested.
- c. A form will be provided for certified staff to indicate willingness to contribute sick leave. This form shall include the number of days the staff member is willing to contribute. Forms and contributions will be confidential. The Association shall compile the donations and present the forms to the Treasurer of the Board for appropriate action by July 1 for next school year. Each employee may contribute a maximum of 5 days per year. The Treasurer shall provide notice to the contributing

staff member as to the number of days that will be deducted from the contributing staff member's sick leave accumulation.

- d. If more than the maximum leave mentioned above is needed, a new request must be presented to the Sick Leave Pool Committee.
- e. This pool is not intended to be used in lieu of seeking disability retirement.
- f. **Catastrophic illness or injury shall be defined as disease, injury or illness which is life threatening or requires a significant period of absence. Examples of qualifying conditions would include, but not be limited to, heart conditions, cancer or stroke. Examples or non-qualifying conditions are normal pregnancies and elective surgeries.**

Article VII – Teaching and Working Conditions

Class Size

Letter C p. 35

3. **Class size numbers will be sent weekly to the Association leadership.** A class size of thirty one (31) or more in a core academic subject (i.e. English/Language Arts, Math, Reading, Social Studies, Science) shall be deemed an emergency. An employee may also request a teacher's aide during the emergency. **A request for an aide may be placed at the high school level three (3) weeks after the semester begins. A committee consisting of Association leadership, administration and representatives from the affected grade/subject level will convene within five (5) days to discuss a solution.**

New paragraph

4. **If it becomes necessary for a teacher to accept students into their classroom beyond those already assigned to him/her due to the lack of a substitute, the teacher shall receive \$12 for each 30 minute block of time for 11 or more additional students reassigned to a teacher while he/she is with his/her assigned class or \$6 for each 30 minute block if 1-10 students are reassigned to a teacher while he/she is with his/her assigned class. Special teachers (eg. Art, Music, Title) will not be used as substitutes to cover a class until the above options have been exhausted. Any teacher willing to cover the recess/lunch period, beyond a normal duty period, will be paid \$10 for every 20 minutes of coverage.**

F. Supplemental Teachers (Specialists) p. 36

New paragraph

2. If a Supplemental teacher is required to travel during the day to another building to teach his/her subject, the teacher shall be given adequate travel time.

L. Teaching Hours and Load p. 38

1. School Year – The school year shall be one hundred eighty-four (184) days **times 8 hours a day = 1, 472 hours for the school year.**

6. Duty Period p. 40

Keep current contract language and add the following:

“Each middle school BLT will collaborate with their middle school administration to come up with a middle school schedule that best meets their student’s needs.

The sole charge of this committee shall be to develop a schedule which shall include, but not be limited to, the length of the student-teacher contact time, planning time, a duty free lunch, and collaboration time, which reflects the 21st Century student needs and is economically feasible and consistent with our Fiscal Health Plan. The committee shall make a recommendation to the Superintendent by March 31, 2017 school year for implementation in the fall. The final schedule must be approved by both the Association and the administration.

Appendix E College Credit Plus

1. Teachers on an approved Plan of Study to receive credit hours necessary to become credentialed as a College Credit Plus (CCP) instructor and who are teaching at least one dual credit course at our facility, will have a maximum of \$300 per semester hour per year reimbursed upon submission of receipt of payment. The remainder of tuition will be eligible for our existing tuition reimbursement program as defined in our agreement. Requirements include completion of the course with a C or higher and instruction of at least one CCP course, otherwise the tuition reimbursement amount \$300 (maximum) per semester hour would be repaid to the district.
2. If the District drops the course in good faith, the \$300 (maximum) per semester hour will not need to be reimbursed back to the district.
3. A teacher falling under the above sentence is eligible for \$250 reimbursement annually for textbooks for the approved plan of study for CCP.
4. Teachers who are credentialed to teach CCP, and teach at least one CCP course will receive a \$1,200 stipend at the end of the school year.
5. Administration will set the CCP courses to be offered and control which teachers are eligible under this Memorandum of Agreement.
6. All teachers teaching a CCP class will be notified by July 1 of each year.
7. Every effort will be made to place all students signed up for CCP classes together into one class for instruction not to exceed class size caps.
8. A committee made up of CCP teachers selected by the Findlay EA and Administration will meet yearly to discuss changes in CCP requirements.

Article VI Salaries and Fringe Benefits

Salary

1. **A Step 32 will be added to the salary schedule. In order to qualify for step 32, at least 20 years of teaching experience must have been with FCS.**
2. **2.5% will be added to the base Year 1 of the contract
\$1,000 will be added to every column Year 2**

If the district is at 33 days true cash, the bargaining unit will receive an additional 1% increase on the base. If there is 38 days true cash, the bargaining unit will receive an additional 1% increase on the base. This is based on the financial forecast as of August 1, 2017 (projected 6/30/18 – FY18) balance.

J. Insurances:

Spousal Eligibility

~~Employed~~ Spouses of employees who are eligible for insurance through their own employer by an employer-sponsored plan **or by their retirement system**, must take, at the minimum, the least expensive single plan through their own employer, **or retirement system**, if the spouse's portion of the premium cost is less than one hundred ~~sixty five~~ **fifty** (\$150) per month for his/her plan. ~~Employees are automatically exempt from this provision if their spouse is not employed or is employed but does not have insurance or does not qualify for insurance through their employer.~~ All employees eligible for insurance benefits, including those who are single ~~or automatically exempt~~, must complete and return the Spousal Eligibility Rule Form to the Treasurer's office annually during the enrollment period.

b. Employee Contribution – Employees will, by payroll deduction, contribute ~~20%~~ **22.5%** of the monthly premium toward the cost of medical insurance for the Original Plan, ~~13%~~ **15.5%** for Plan B (option 15), and \$0 for the Health Savings Account (HSA). The Board will contribute \$2, 570 for HAS family plans and \$1,570 for HAS single plans for the first year of enrollment if enrolled by July 1, 2012 and \$1,000 (family)/\$500 (single) each year after. **Net HAS deductibles will be \$2,000 per individual and \$4,000 per family .** -Any increase in the monthly employee's share will be limited to the actual proportion of premium increase incurred by the Board.

The Findlay Education Association and the Administration will jointly hold up to two (2) voluntary meetings during the 2016-2017 school year to educate members about the benefits of the HAS insurance program.

******* Insurance changes will not take effect until January 1, 2017.**

FINDLAY CITY SCHOOLS BRING YOUR OWN DEVICE (BYOD) PROGRAM

I. INTRODUCTION:

The proliferation of powerful computing devices including notebook and tablet computers has resulted in the consumer market driving innovation in personal computing. Tech savvy consumers naturally develop a strong affiliation to and competence with particular preferred brands and types of computing devices.

This phenomenon — the Consumerization of IT — has created a unique opportunity for school districts. They can remain several years behind in enterprise adoption, or empower workers by allowing, even encouraging them, to use and purchase personally-owned computing devices for both personal and business use. The FCS BYOD program empowers our teachers and administrators to use personally-owned computing and mobile devices for business purposes which allows the district to reduce, and potentially eliminate, its expenditures for the standard enterprise technology procurement and support model. It does this by encompassing two core aspects of the consumerization of IT, self-service, and virtual desktop infrastructure.

Rather than attempt to enforce an artificial boundary between “work and home” the district is choosing to allow our teachers and administrators to choose which devices they prefer to work with and to provide them with a reasonable allowance that assists them in making these purchases.

This program does allow the district to deflect some of the anticipated costs directly onto the end user community but does provide a win-win outcome for the user and the district. Our users can enjoy the personal satisfaction of working with preferred devices and IT can direct the savings from its support and hardware budgets into investments directed more toward core services directly impacting the classroom.

This program has the potential to:

1. Assist FCS in getting out of the laptop business. Procuring, financing, shipping, configuring, supporting, maintaining, and disposing of laptop, notebook, and tablet computers is costly.
2. Offload the direct and indirect costs of maintaining hardware while increasing the level of best in class mobile technology within the enterprise.
3. Allow for quick adaption to ever-changing technology advances without loss in costly hardware or license investments or dependency on capital expense cycles.

The industry has historically defined the life expectancy for most laptop devices to be between three and five years. The district’s technology replacement protocol is based on a device life-cycle of six years. The stipend program spans a five-year cycle designed to better fit the industry life cycle and is paid upon presentation of purchase receipts. The program is being phased in over a five-year adoption period to provide a cost neutral program during implementation.

Historically FCS IT has needed to own the equipment as complex software images and configurations were required to be installed on laptop computers. With the implementation of this program the IT department’s focus will be on providing access to the network. If a user can access the district’s network, then they have access to our programs and services. We will no longer need to own or control the equipment in order to make this happen. The district will provide VMWare and VPN to allow teachers and administrators to effectively connect to the FCS computer network from anywhere allowing use of all FCS programs and services. The district’s licensing agreement with Microsoft also permits teachers and administrators to purchase the Microsoft Office product suite for “home use” at a substantially reduces price making it available to install on laptop and netbook computers acquired under the program.

The stipend allowance is **\$2,000** every five years, and is available only for devices authorized under the program. Some individuals will acquire less expensive laptops; others will get various mixes of devices; while others yet, will go bare-bones with minimal technology. The five-year cycle for each person begins on the date

of the first stipend dispersal. Therefore, the five-year allowance cycles will vary for each individual. Expense submissions require receipts and are paid only for approved devices. (The district at its discretion may also provide an end user with a VDI / thin-client desktop to use within the district.)

II. ELIGIBILITY:

The FCS BYOD Program is available to FCS full-time teaching staff and administrators. Their job function requires them to be mobile within the classroom and their buildings.

III. STIPEND:

The FCS BYOD Program Stipend will be a total of \$2,000. The stipend will be paid in a single lump-sum and will be available only once each five years. The five-year stipend cycle for each person begins on the date of the first disbursement.

1. The stipend will be paid:
 - (1) for devices and services from the approved equipment list
 - (2) Reimbursements require that the appropriate electronic form be completed and that the original receipt is delivered to the Treasurer's office within 30 days of the purchase. *It is recommended that you request a duplicate receipt to facilitate any warranties or exchanges.*
 - (3) After approved by the Assistant Superintendent
 - (4) Stipend funds will be distributed within 45 days of approval via a warrant check

IV. EQUIPMENT:

This stipend is intended for you to use to purchase a mobile computing device that is intended to have a life cycle of five years. Therefore, only specific types of devices and services may be reimbursed. These include and are limited to:

1. Portable computers such as laptop computers, netbook computers, iPads and other tablets.
2. Accessories specific to the above devices such as spare battery, power cord, docking station. *Printers, monitors, and other non-mobile accessories are excluded.*
3. The FCS IT department will provide a list of approved laptop, notebook, and tablet devices for use under this program.
 - (1) This list of approved devices will be updated on a bi-annual basis.
4. The IT department will work to negotiate with the manufacturers of the approved devices, to the extent possible, for them to provide employee based product discounts.

V. FUNCTION:

The FCS IT department will provide each participant in the FCS BYOD Program access to the FCS's system of "Virtual Desktops" for them to use to connect to the district computing resources.

1. Within the district the end user will connect to their virtual desktop through the wired or wireless network via a standard log in using their network credentials.
2. Outside of the district the end user will be able to:
 - a. Connect to their FCS virtual desktop by connecting to the districts VPN at <https://secure.findlaycityschools.org>. After authenticating to the network they will be able to select their desktop and function as though they were in the district.
 - b. When the user is not to connect to the district network they will be able to use the operating system native to the system that they purchased (e.g. Windows, OSX, or Android).

VI. EXPECTATIONS:

Participants of the program shall at all times adhere to the Board of Education's Staff BYOD Policy. Users are expected to adhere to the district's Acceptable Use Policy any time they are connected to FCS network resources in the district or connected through VPN whether on an FCS owned or personally owned device. Users are also expected to adhere to the FCS BYOD Policy anytime they are connected to the FCS network with a personally owned computing device.

- 1) The district will not procure software for your personally-owned computer or device, with the exception of software necessary to use VMWare or other firm-approved software to access the FCS network.
- 2) You agree to procure and install device appropriate encryption and anti-virus software and to keep this protection up-to-date.
- 3) You agree to install password protection on mobile devices and to comply with the district's current security requirements including the ability to remotely "wipe" a device's memory/data if it should be lost or stolen.
- 4) All devices and services acquired under the program are owned by you. Repairs, maintenance, support and/or replacement are your responsibility. *The district highly recommends that you acquire extended equipment warranties to cover the five-year cycle.*

VII. PARTICIPATION:

By participating in the program the user acknowledges that they understand that the FCS BYOD Program is voluntary and may not be suitable for everyone. The purpose of the program is to facilitate mobile computing and communications, and to provide teachers and administrators with freedom of choice with respect to related services and devices. Because personally acquired laptops and other devices and services will vary by individual, the Technology Department will be limited in the support it can provide. The Technology Department will attempt to provide support as it is able, but if you choose to participate in this program, you should be prepared to be self-sufficient in using the technology that you choose to purchase via the program.

Participants also understand that once any stipend disbursement has occurred that the program is a five-year obligation to the district. If a teacher or administrator chooses to leave the district within the first year of a stipend distribution period, they are obligated to reimburse the district 100% of the BYOD stipend. If they choose to leave the district in the second year they will need to reimburse the district 75% and if they choose to leave the district in the third year they will need to reimburse the district 50% of the stipend. . Additionally, if a teacher or administrator loses, destroys, or damages the device beyond repair, the teacher or administrator agrees to replace the device within 30 days or reimburse the district based on the reimbursement schedule stated above. A loner computer will be available to these teachers while waiting for the new computer.

ARTICLE VIII — OHIO TEACHER RESIDENCY PROGRAM

A. Purpose

The purpose of the Ohio Teacher Residency Program is to provide a program of positive formal support including mentoring to foster professional growth of the individual, and the assessment of the performance of beginning teachers who require a license. Successful completion of the Resident Educator Program is required to qualify for a five-year professional educator license. The Resident Educator and Summative Assessment (RESA) does not replace the employment evaluation and is used exclusively for licensure determination. Findlay City Schools will implement the Ohio Teachers Residency Program in accordance with O.R.C. 3319.22.

B. Mentors

A teacher desiring to serve as a mentor for the Resident Educator Program shall have been a teacher for five (5) years and in the District for a minimum of two (2) years. Building principals will be consulted on the advisability of a teacher serving as a mentor. The Resident Educator Program Coordinator will assign mentors to Year 1 and Year 2 Resident Educators.

C. Training and Released Time – Mentors and Resident Educators

The District shall provide mentor teachers and Resident Educators the opportunity to attend training in order to establish and maintain an effective Resident Educator Program. The District is obligated to pay for all actual and necessary training costs. The District shall provide released time for all mentors to attend all training. The Resident Educator shall, whenever possible, be assigned a Mentor who is certified/licensed in the same subject matter and is in the same building.

D. Confidentiality

Mentors shall communicate directly with the Resident Educator and shall hold all information in strict confidence. All interaction, written or verbal, between the mentor and Resident Educator shall be confidential information. No mentor shall participate in any informal or formal contractual evaluation of a Resident Educator. No mentor shall be directed, required, or requested to make any recommendation regarding the employment of a Resident Educator.

E. Length of Program/Workload

The Resident Educator Program shall be four (4) academic years in length, in accordance with O.R.C 3319.22. The Resident Educator shall have released time for consultation with the assigned mentor and this time shall be provided or schedules adjusted to facilitate mentor/mentee meetings and observations of each other.