

## Article 211 Calendar 2021 (Conducted Virtually)

DATE	DESCRIPTION
<b>January</b>	
Tuesday	12 Job Share Packets Due to Human Resources
Thursday	14 Requests for Voluntary Staff Reduction based on "Philosophical Difference or Health and Safety" due to Human Resources by 5 p.m. <i>(electronically)</i>
Wednesday	20 <b>Article 211 Training (Mandatory)</b> <b>Location: Virtual via WebEx</b> 9 a.m.-11 a.m. (Departments) 1 p.m.-3 p.m. (Region 2 and Region 5)
<b>February</b>	
Friday	5 Administrative Staff Reduction Notification (Please ensure written notification is provided.)
	Deadline to Notify Staff of Reorganizations (Please ensure written notification is provided.) *Future reorganizations may be necessary due to vacancies that occur.
Wednesday	10 Interview selection panel members should be identified, trained and assigned duties.  Alternative Interview Panel due to CEA
Friday	12 <b>Round 1 Postings OPEN</b> [All known openings] by 2 p.m.
Tuesday	16 <b>Round 1 Postings CLOSE</b> Applications no longer accepted after 5 p.m.
Thursday	18 <b>Round 1 Interviews Open Schools &amp; Departments</b> [All known openings] <b>Interview Times are as follows:</b> <b>Elementary &amp; K-8—after 3:30 p.m.</b> <b>Middle &amp; High Schools—after 2:30 p.m.</b>
Tuesday	23 <b>Round 1 Interviews Close Schools and Departments</b> Selection Agreement Forms and Rosters sent by HR to Principals <b>(electronically) by 5 p.m.</b>
<b>March</b>	
Wednesday	3 <b>Round 2 Postings OPEN</b> [All known openings] by 2 p.m.
Monday	8 <b>Round 2 Postings CLOSE</b> Applications no longer accepted after 5 p.m.
Tuesday	9 <b>Round 2 Interviews Open Schools and Departments</b> [All known openings] <b>Interview Times are as follows:</b> <b>Elementary &amp; K-8—after 3:30 p.m.</b> <b>Middle &amp; High Schools—after 2:30 p.m.</b>
Friday	12 <b>Round 2 Interviews Close Schools and Departments</b> Selection Agreement Forms and Rosters sent by HR (electronically) to Principals by 5 p.m.
Tuesday	16 All Round 2 School and Department Selection Agreement Forms due to Human Resources <b>(electronically) by 5 p.m.</b>
Wednesday	17 All Round 2 School and Department roster changes must be resolved and sent back to Human Resources by 5 p.m.
Friday	19 <b>Virtual Job Fair—4:30 p.m. (complete instructions on virtual job fair process will be made readily available to participants)</b>
Tuesday	23 <b>Remaining Teacher Placements: Human Resources</b>

## ILEAD/OTES Update

House Bill 404 recently went into effect and provides a variety of temporary provisions for school districts related to the COVID-19 pandemic, including the evaluation process. The district's OTES, OPES, OSCES, and LSP Performance process is not impacted by the House Bill and will continue as it is currently being implemented. Please note the following in regard to

the use of student growth data for evaluation purposes:

- Value-added and/or any other student academic growth data cannot be used to measure student learning attributable to a teacher or principal while conducting evaluations. Thus, the Student Growth Measures component of the evaluation will not be included, and the 2020–2021 OTES and OPES. Evaluations will be based on the Performance component only.
- Any metric used to evaluate positive student outcomes or measure student learning attributable to a school counselor while conducting evaluations cannot be utilized. Thus, the Metric(s) of Student Outcomes component of OSCES will not be included in the 2020–2021 process.

The deadline for the first semester observation cycle of the evaluation process is Jan. 15, 2021. If you have any questions about the completion of your evaluation events, log in to your ILEAD portal at <https://www.ccsch.us/Page/2360> or speak with your evaluator. If you have questions about the impact of House Bill 404 on the evaluation process, or any other evaluation question, please reach out to Wendy Jones or Rhonda Rice in Professional Learning and Licensure.

## Continuing Contract

It is that time of year where you can apply for a Continuing Contract. The Continuing Contract application is a Google Form. Bargaining unit members will have to be logged into their CCS Google account in order to access the online form. Go to <https://bit.ly/CCapp2022> to complete the online application.

You must meet all the eligibility requirements on the application to be considered. In accordance with CEA Contract Article 401.16, to be eligible to receive a continuing contract you MUST have the following:

- A five-year professional license or a permanent certificate shall be on file in Human Resources. The certificate/license should be received in Human Resources on or before Mar. 5, 2021.
- At the conclusion of this school year, you must have completed three years of successful Columbus teaching experience within the last five years. If you previously had a continuing contract in Columbus, or another Ohio district, you must have completed two successful years of successful Columbus teaching experience.

Under the new licensing standards, you must also meet the following coursework requirement:

- If you hold a master's degree at the time of initially receiving a teacher's certificate/license, then six (6) semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license is required.
- If you do not hold a master's degree at the time of initially receiving a teacher's certificate/license, then thirty (30) semester hours of 300 level coursework or above in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license is required.

If you believe that you will be completing the requirements making you eligible for a continuing teacher contract for the 2021–2022 school year, you must complete the online application no later than Mar. 5, 2021. If you have questions, email Leslie Butler at [license@columbus.k12.oh.us](mailto:license@columbus.k12.oh.us).

# Grievance Update

Your Association works hard 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 will regularly inform you of the grievances on which CEA is working.

Building/Unit/Administrator	Statement of Grievance	Relief Requested	Disposition
<b>South HS Edmund Baker</b>	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the principal of South HS, Edmund Baker, failed to adjust classroom numbers so that the class sizes/student load for teacher(s) at South HS meet contractual requirements.	That the principal immediately adjust numbers to make all classes and student loads for teacher(s) in the building compliant with the numbers required in the contract; and that no reprisals be taken against any member of the bargaining unit because of the filing of this grievance and that NO reprisals be taken against the grievant because of filing of this grievance.	Arbitrator selected. Arbitration hearing date pending.
<b>CCS Administration</b>	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the Board failed to provide the sufficient number of elementary physical education teacher(s) at Berwick K-8 to ensure physical education once per week in grades K-5 for 45 minutes.	That the Board provide a sufficient number of elementary physical education teacher(s) at Berwick K-8 to ensure physical education once per week in grades K-5 for 45 minutes and that NO REPRISALS be taken against the grievant or any other bargaining unit member due to the filing of this grievance.	Step II Hearing pending.
<b>East Columbus ES Jamie Spreen</b>	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the principal of East Columbus ES, Jamie Spreen, failed to provide appropriate administrative support to the grievants in the discipline of their students.	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 and that NO REPRISALS be taken against the grievants or any other bargaining unit member due to the filing of this grievance.	Step I Hearing pending.
<b>Sherri C. Williams Columbus Africentric Early College 6-8</b>	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when Columbus Africentric Early College 6-8 Principal, Principal Sherri C. William, acting as an agent of the Board of Education for Columbus City Schools, issued a Summary of Conference to grievant without just cause.	The grievant shall be made whole in every way, including but not limited to the following: The district shall withdraw the Summary of Conference issued on or about November 13, 2020 from the grievant's personnel and discipline files. Any record of the Summary of Conference Issued on or about November 13, 2020 which must be maintained by the district as public record pursuant to state law shall contain a notation stating that the Summary of Conference was withdrawn by the Board. The Summary of Conference issued on or about November 13, 2020 or any record thereof shall not be cited as past discipline or referenced in any future employment record or reprimand, warning, or discipline issued to the grievant. There shall be no reprisal against the grievant by any agent of the Board of Education for the filing of this grievance.	Step II Hearing held. Awaiting disposition.
<b>CCS Administration</b>	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the Columbus City Schools Board of Education failed to fill certain department chair supplemental positions in accordance with the CEA-CCS 2019-2022 Master Agreement.	The affected bargaining unit members shall be made whole in every way, including but not limited to the following: The district shall fill supplemental department chair positions at K-6 buildings to for both K-5 Literacy or Math and 6th grade English and Math positions. There shall be no reprisals against the grievants by any agent of the Board of Education for the filing of this grievance	Based on the information presented at the Step 2 grievance hearing, there is no evidence to support the Union claim that management has violated Article 203 or Section 905.01 of the CEA-CCS 2019-2022 Master Agreement. The intent of the language was to allow K-8 schools to have an elementary school chairperson and a middle school chairperson. K-6 and Pre-K-6 are considered elementary schools making them eligible to receive a middle chairperson for the 6th grade. In lieu of the above, the relief requested is denied. The CEA Board of Governors has voted to send this grievance to arbitration.
<b>Dr. Tonya Milligan Briggs HS</b>	The CEA/Board Agreement was violated, misinterpreted and/or misapplied when the Principal at Briggs HS, Tonya Milligan, failed to ensure that the grievant would be paid the full amount, \$3,542, for their coaching service under Section 905.01.	That the principal ensure the grievant is paid the full amount of \$3,542 for their coaching service and that NO REPRISALS be taken against This Bargaining unit member due to the filing of this grievance.	Step II Hearing held. Awaiting disposition.
<b>Nikki Myers Salem ES</b>	Salem ES principal Niki Myers, in her capacity as agent of the Board of Education of Columbus City Schools, violated the Columbus Education Association-Columbus City Schools 2019-2022 Master Agreement by authorizing the issuance of a Letter of Direction to grievant without just cause.	The grievant will be made whole in every way, including but not limited to the following; The district shall immediately withdraw the Letter of Direction issued on or about December 8, 2020 from the grievant's personnel and discipline files. Any record of the Letter of Direction issued on or about December 8, 2020 which must be maintained by the district as public record pursuant to state law shall contain a notation stating that the Summary of Conference was withdrawn by the board. The Letter of Direction issued on or about December 8, 2020 or any record thereof shall not be cited as past discipline or referenced in any future employment record or reprimand, warning, or discipline issued to the grievant. There shall be no retaliation against the grievant by any agent of the Board of Education.	Step I Hearing held. Awaiting disposition.

## Voluntary Staff Reduction Opportunity Coming

Your Association knows that from time-to-time issues arise at your current assignment, especially during your three year commitment. Sometimes bargaining unit members experience strong philosophical differences with the program(s) within their current assignment. Other times, they experience health and/or safety issues within their current assignment.

Bargaining unit members that believe their skills would be best utilized in another assignment within the district have the opportunity to request a voluntary staff reduction from Human Resources. Two reasons can be cited to request a voluntary staff reduction: philosophical differences or health and safety. Individuals who are interested in requesting a voluntary staff reduction must submit their request in writing to HR.

Any full-time contract bargaining unit member can request a voluntary staff reduction. You are not required to inform your administrator, or to ask their permission, to seek a voluntary staff reduction. Additionally, administrators should not ask bargaining unit members if they are seeking a voluntary staff reduction, nor will written requests be shared with administrators. Keep in mind that requesting a voluntary staff reduction is just that—a request.

Ultimately it is the decision of HR whether or not to grant each bargaining unit member's voluntary staff request.

The deadline for teachers to submit their request for a voluntary staff reduction based on philosophical differences or health and safety is 5 p.m., Thursday, Jan. 14. Individuals requesting a voluntary staff reduction must provide specific reasons for making the request. Requests can only be submitted via email using your CCS email to [article211@columbus.k12.oh.us](mailto:article211@columbus.k12.oh.us). Include in the subject line "Voluntary Staff Reduction Request" followed by your first and last name and employee ID number. Faxed letters will not be accepted.

The deadline for teachers to submit their request for a voluntary staff reduction based on philosophical differences or health and safety is 5 p.m., Thursday, Jan. 14. Individuals requesting a voluntary staff reduction must provide specific reasons for making the request. Requests can only be submitted via a Google Form, however you may attach a Word document or PDF to your submission. Please note, you will have to be logged into their CCS Google account in order to utilize the online form. To access the form, go to <https://bit.ly/211VSR2021>.



## Looking for a Job Share?

Job sharing provides a way for teachers who wish to continue their employment with Columbus City Schools in less than a full-time capacity. Most job shares are a 50/50 split, but other arrangements can take place.

If you would like to job share with another bargaining-unit member, each partner must complete their own job-share packet.

The documents must be signed by both job-share partners as well as the principal or supervisor where the job share is to occur. Once the job-sharing request is approved, the job share cannot be dissolved unless all parties agree (teachers, principals or supervisors, and HR). To download the job-share packet for the 2021–2020 school year, go to the CCS Intranet. Each partner's completed job-share packet is due to CCS Human Resources no later than 5 p.m., Tuesday, Jan. 12.

If you are planning to job share and to carry insurance through CCS, the rate you will pay will be significantly higher than what you would pay as a full-time teacher. Contact CCS Human Resources Benefits Department to determine your cost. If you have further questions about job sharing, contact Cindy Love at CEA at (614) 253-4731.

## Textbook Committee Nominations Open

Our *Master Agreement* provides CEA members input into vital classroom decisions. Section 504.01 details the agreed-upon framework for textbook selection. When it is time to review textbooks in a particular subject area, teachers from those subjects participate.

The District will be selecting textbooks for middle and high school science for the following courses:

- Middle School Science: Grades 6–8
- High School: Life and AP Science
- High School: Physical and AP Science

*Note: Each grouping above represents a separate textbook committee. Bargaining unit members may only serve on one committee due to the RFQ process.*

Here's how the process works:

- CCS posts a notice asking for textbook-adoption committee participants.
- Only teachers from each pertinent subject area and grade level at schools involved elect the nominees.
- Each of the building nominee elections is conducted by its principal and Association Building Council (ABC).
- Nominations should be emailed to CEA President John Coneglio (coneglioj@ceaohio.org) and copied to Kathryn Myers (kmyers@columbus.k12.oh.us) no later than Friday, Jan. 8.
- Nominations should be on school letterhead signed by both the building principal and Senior Faculty Representative.
- Nominees go to a joint Association and Board committee for a final vote.

## Is Your License Expiring?

If your Five-Year Professional License expires in 2021, you were sent an email from Human Resources in November with comprehensive instructions for renewing your license. If you have a Resident Educator License that expires in 2020, you will be receiving an email from Greg Mild in Professional Learning & Licensure. Your teaching license is your most important credential. Please read the email carefully. That detailed message contains specific instructions about the renewal process for this year, including how to complete the online application process through the Ohio Department of Education (ODE) website. Failure to comply with renewal regulations could result in non-renewal from the District.

If your license from ODE is expiring June 30, 2021, and you have a limited employment contract, you must complete the required coursework or CEUs necessary for renewal and apply before Feb. 1 to be licensed by ODE for the 2021–2022 school year. If you have a continuing contract, you have through June to complete your coursework and submit your application. Failure to renew your license may result in suspension of pay and initiation of termination/non-renewal proceedings.

In addition to the online application, you will need to complete a background check. All fingerprint results must be completed electronically through Webcheck. A permanent certificate still requires fingerprinting every five years. The Human Resources Department, located at 3700 S. High, oversees this process. The CCS Fingerprint Office is open Monday–Friday, 8 a.m.–4:30 p.m. Accepted forms of payment are credit/debit card or money order made payable to Columbus City Schools. Go to <https://bit.ly/ccsFPsignup> to schedule a date and time to complete your fingerprinting.

If you have any questions about the date of your last background check, or if you do not plan to renew your license, contact Leslie Butler, Human Resources, Teacher Licensure, at [license@columbus.k12.oh.us](mailto:license@columbus.k12.oh.us). Any questions concerning CEUs or the license renewal process should be directed to Greg Mild at [gmild@columbus.k12.oh.us](mailto:gmild@columbus.k12.oh.us).

## You Are Not Alone: EAP is Here

From time to time, we all feel stressed out. We have a tough job and personal problems on top of everyday challenges can make even the strongest among us



feel alone sometimes. Luckily, one of your negotiated benefits is the **Employee Assistance Program**, (EAP). It is a way for you to obtain help, at no cost to you, for confidential and private counseling services. The program is run by ComPsych, which provides supportive resources via phone and website.

You can get a referral for matters related to work, family, health, and other areas of your life when you call **800-774-6420**. Referrals include free, short-term counseling for stress, depression, grief, substance abuse, family and caregiving consultation, legal and financial issues, household matters, and personal and family safety. It is a good idea to consider counseling if you:

- Feel overly preoccupied with a problem
- Fail repeatedly to solve a problem by yourself
- Find yourself denying that a problem exists or hoping it will go away
- Feel that you don't have the resources to resolve an issue
- Feel unhappy most of the time
- Experience problems with family or friends

ComPsych's website, [www.guidanceresources.com](http://www.guidanceresources.com), features articles, assessments, webinars, financial calculators, searchable databases, skill builders, and more. When you go to the website, use "CCS" as the company ID to register.

## PAR/CEU Classes

The Peer Assistance and Review (PAR) office will be offering a series of professional growth opportunities for teachers of all skill and grade levels. Participants will receive CEUs. Course materials will be provided.



**Jan. 12** CEA Article 211 Interview Process & Informational Session (0.2 CEUs)

**Jan. 20** Make and Take Mini-Session: Edpuzzle (from 4–5 p.m.) (0.1 CEUs)

**Jan. 26** Overcoming Trauma (0.2 CEUs)

Register today on PD Planner for any or all of these sessions. All classes will begin at 4:30 p.m. Call the PAR Office at (614) 365-5110 for more information or ask your PAR CT if you have questions.

## Zoom into PBIS FRIDAY LIVE!

Every Friday the District PBIS Coordinators present **PBIS FRIDAY LIVE!** Fifteen minutes of SEL Connections and PBIS Quick Tips. These are a great opportunity to connect with other staff, practice self-care, and start your Friday in a positive and calm way. **All staff are welcome.** Join us on Fridays from 8–8:15 a.m.. Go to <https://ccsoh-us.zoom.us/j/3059377463> to participate.

If you have questions, contact Jacquie Pencek, District PBIS Coordinator, at [jpencek9864@columbus.k12.oh.us](mailto:jpencek9864@columbus.k12.oh.us). We look forward to seeing everybody on Jan. 8.

## Special Notes

- ☐ **Catastrophic Leave Donation Request:** Michelle A. Innis-Dorsey has been approved for **Catastrophic Leave** and is in need of donated days. **To donate**, enter your name at the top of the CCS “**Report of Employee Absence**” form. In the “**Comments**” section, write the words, “**Catastrophic Sick Leave Donation.**” Be sure that you and your principal or supervisor sign the form. Indicate on the form to whom you are donating the sick time.
- ☐ **CEA Spring Elections – (Correction)** Our Association’s annual elections are fast approaching. The following positions will be filled: **Governors for Districts 3 and 6, High School Governor-At-Large, 2020 NEA Local Delegates, 2021 NEA State-At-Large Delegates, and 2021–22 OEA Delegates. Declaration Forms will be available on Monday, Jan. 11, and are due at the CEA office no later than 4:30 p.m. on Friday, Feb. 12. Voting will begin on Tuesday, Mar. 9, and will end on Tuesday, Mar. 23. Ballots will be collected and tallied by the Elections Committee on Wednesday, Mar. 24. Contact Brittany Herb, CEA Elections Chair, at (440) 225-2631 with questions.**
- ☐ **Save the Date: CEA February LA**—One of the many duties of Faculty Representatives is to attend the CEA Legislative Assembly (LA). Held on the first Thursday of nearly every month of the school year, the LA is the policy-making body of your Association. Your elected faculty representatives receive vital updates from CEA officers and staff and vote on important issues affecting your Association and its members. Any CEA member is welcome to attend the LA. **The next meeting will be held Thursday, Feb. 4, at 4:30 p.m.**
- ☐ **CEA Needs Your Personal Contact Info**  
We need your personal (non-CCS) email address and your cell phone number so we can communicate important information to you. CEA needs to communicate critical information to you by the most expeditious means possible, and that is not always the *CEA Voice*. We can communicate with you in a moment’s notice through text messages and emails. If you are not receiving messages from CEA, please send an email with your contact information to Kathy Wilkes at [wilkesk@ceaohio.org](mailto:wilkesk@ceaohio.org).
- ☐ **Paid Holidays: Know Your Leave Balance**  
Section 1501.03 of our contract provides for certain paid holidays throughout the school year, such as winter break. Pay for holidays is not a given. Members who are not in a “paid” status the day immediately preceding the holiday and the day immediately following the holiday will not receive holiday pay. If you are absent and you are not on paid sick leave or personal leave, you will forfeit the pay for those holidays. Call the CEA office if you have questions.
- ☐ **Professional Leave:** There is \$200,000 available to bargaining unit members each year to pursue professional development opportunities outside the school district. These include taking a course or attending a conference or workshop. Due to the COVID-19 Pandemic, all district-related travel has been prohibited, however, professional leave is available for online conferences. Forms to apply for professional leave are available in the “Forms” section of the CEA website or the CCS Intranet, along with the full leave guidelines and the deadline schedule for applications based on the activity date. The fund is usually depleted before winter break, so if you have been thinking about some special training activity, apply now.

### Invite a new educator to become a CEA member

If you know someone is new to your building, send them to [www.ceaohio.org](http://www.ceaohio.org) to find out more about Union benefits and see how to [become a member](#).

### CEA Office Contact Information

John Coneglio, President . . . . . [coneglio@ceaohio.org](mailto:coneglio@ceaohio.org)  
 Phil Hayes, Vice President . . . . . [hayesp@ceaohio.org](mailto:hayesp@ceaohio.org)  
 Tai Hayden, Staff Consultant . . . [haydent@ceaohio.org](mailto:haydent@ceaohio.org)

Cindy Love, Staff Consultant . . . . [lovec@ceaohio.org](mailto:lovec@ceaohio.org)  
 Teri Mullins, Staff Consultant . . [mullinst@ceaohio.org](mailto:mullinst@ceaohio.org)  
 Tom Busher, Budget Director . . [bushert@ceaohio.org](mailto:bushert@ceaohio.org)  
 Bob Hern, Membership . . . . . [hernb@ceaohio.org](mailto:hernb@ceaohio.org)

Dorothy Wilson, TLI . . . . . [wilsond@ceaohio.org](mailto:wilsond@ceaohio.org)  
 Jeremy Baiman, OEA LRC . . . . . [baimanj@ohea.org](mailto:baimanj@ohea.org)  
 Michelle Crouse, OEA Admin. Asst. . [crousem@ceaohio.org](mailto:crousem@ceaohio.org)  
 Kathy Wilkes, Executive Asst. . . . [wilkesk@ceaohio.org](mailto:wilkesk@ceaohio.org)

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