



TBTs: How They Function

Your Union has been receiving an increase in calls about Teacher Based Teams (TBTs) and their work, composition, and duties as it relates to the Ohio Improvement Process (OIP).

TBT Composition

Every single CEA bargaining unit member is expected to be a member of one TBT. Each TBT should meet once per week for approximately 45 minutes. These meetings should take place within the workday, but outside of elementary planning/preparation time or secondary conference periods, unless the members decide differently amongst themselves. Additionally, TBTs should be comprised of school-based personnel and can be organized a variety of ways; most are organized by grade level or content area.

TBT Functions

Most importantly, TBTs are one of several types of collaborative implementation teams prescribed by the OIP. A collaborative team, especially a TBT, are essential for shared leadership and effective communication. To function effectively, TBTs should have shared leadership and decision making. This means they should not be “run” by one person. Instead, every member of the team shares in the decision-making process. Occasionally, school or district-level staff may attend your meetings. They should be welcomed, for they are there in a support role however, their presence **does not** mean they are “in charge” of the TBT.

The Five-Step Process

The work of the TBT is to follow the Five Step Process as defined by the OIP. At its best, the process is an organizational strategy which provides for collaboration, communication, shared decision-making, and the inclusion of multiple perspectives to guide the work of the district toward organizational learning and continuous improvement. At its worst, the process is simply an exercise in compliance; meeting to meet and filling out mounds of virtual paperwork. There should not be a predetermined calendar of when each TBT moves from one step to another. This process is fluid, and each TBT will spend differing amounts of time on each step.

Step 1: Identify Critical Needs

Once the Building Leadership Team (BLT) completes a school needs analysis, it will identify the critical needs for the school. At this point your TBT begins gathering multiple data sources that will illustrate the critical needs. Most importantly, those data sources should go beyond simple test scores.

Step 2: Research and Select Evidence-Based Practices

After your school’s critical needs have been identified, the next step is to research and select evidence-based practices to implement. Your BLT could identify evidence based-practices for TBTs to use or TBTs could select something different than what is suggested by the BLT.

Step 3: Plan For Implementation

At this point in the process, TBTs gather to collaborate on a plan to implement the evidence-based practices. Every plan looks different because the needs of every TBT are different.

Step 4: Implementation

Once the plan is in place, the TBT monitors the plan continuously. This point in the process is about focusing on student work, the evidence-based practice(s), and monitoring how students are responding to efforts.

Monitoring does not mean an individual outside of your TBT comes in to your meetings with a checklist.

Step 5: Examine/Reflect/Adjust

The final stage of the process is to determine whether or not the evidence-based strategies had the expected outcomes. TBTs should reflect on replicating successful practices, identifying practices to improve and then adjusting course.

CEJC Event Notice/Action Alert!

Join our partners Pint Size Protesters and more this Sunday at East HS for **RESET: Political Discourse for a New Generation**. Hear from candidates for Franklin County Prosecutor & Ohio Supreme Court! Doors open at 2:30 p.m. on Sunday, Sept. 15, at which point Pint Size Protesters will have activities for families and children.



This is your chance to voice your opinions, listen to others, and learn how to make a difference in your community. Get ready to participate in interactive discussions, workshops, and activities that will empower you to be an informed and active citizen. Let’s shape the future together!

Meet us at the Statehouse and bring your favorite banned book! Join CEJC, author & CCS parent Elisa Stone Leahy, and other authors, educators and advocates of the Right to Read at a **READ-IN FOR BANNED BOOKS!** We’ll meet at the Ohio Statehouse at 6:30 p.m. on Thursday, Sept. 26, share stories and read together, then walk across the street to Trinity Episcopal Church for a rally with Honesty for Ohio Education and Authors Against Book Bans. Hear about the book bans currently in discussion in the Ohio House and what we can do about it. Shop banned books from Cover to Cover Children’s Books, write a postcard to a librarian and research banned books. Make a poster or protest sign with Pint Size Protesters, win a book bundle from Ohio Middle Grade Authors, update voter registration, find out candidates’ book-banning scorecards and more! Most of all, come **CELEBRATE BOOKS** this #BannedBooksWeek2024. Our stories will not be erased.

You still have plenty of time to grab your new favorite hoodie or shirt for the fall! (Go to: <https://linktr.ee/cbusedjustice>) All profits go to Columbus Education Justice Coalition to support campaigns, our Board Watch, and engagement efforts to make sure our CCS families, community members, students, and educators become respected and valued decision-makers for our community and our schools!

We Want to Hear From You: There’s still time to complete the “Our Community, Our Schools” campaign survey. Your thoughts allow us to reflect and grow while holding us accountable to how we show up in the community and what we stand for! Start the survey at bit.ly/3XF7hK.

CEA Fall Fling: Be There!

Join us for the **CEA Fall Fling** this year. Mark your calendar for Friday, Sept. 27, from 4–8 p.m. at the Hilton Columbus at Easton, 3900 Chagrin Dr. Your Association just welcomed more than 175 new members this school year. Help them celebrate their new endeavor and welcome them to the CEA family! Our annual party features music, great food, and prizes. Get to know your colleagues. Meet candidates for public office and local elected officials. Admission is free. Beer and wine are just \$2.

Contact Teri Mullins at tmullins@ceaohio.org or call her at (614) 253-4731 if you would like to volunteer.



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 bit.ly/4gkQSRQ.

Building/Unit Admin.	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/CCS Master Agreement when grievant was...	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 an employee records, other than those...	Board of Governors voted to approve moving the issue to arbitration.
CCS Administration	Columbus City Schools Board of Education and/or its agents violated, misinterpreted, and/or misapplied provision 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, the Written Reprimand issued on May 8, 2024, shall be withdrawn. The Board shall immediately remove all references of the...	Requested to be filed at Step 2.
CCS Administration	The Board and/or its agents violated, misinterpreted, and/or misapplied provisions of the 2022-2025 CEA-CCS Master Agreement when CEA bargaining unit members eligible to...	Grievants shall be made whole in every way, including but not limited to the following: All eligible CEA bargaining unit members shall immediately be paid in full for all applicable School Year 2023-2024 IEP paperwork and/...	Resolved at Step 2.
CCS Administration	On or about June 27, 2024, Executive Director of Labor Management and Employee Relations John Dean, acting in his capacity as agent of the Board, violated, misinterpreted, and/or misapplied...	Grievants shall be made whole in every way, including but not limited to: The BOARD shall immediately implement all programs/initiatives approved by the Reform Panel during the 2023-2024 school year. The Board shall cease...	Advanced to arbitration.
CCS Administration	The Board and/or its agents violated, misinterpreted, and/or misapplied provisions of the Building Substitute Working Agreement when CEA Building Substitutes were reassigned arbitrarily...	Affected bargaining unit members shall be made whole in every way, including but not limited to the following: All letters of reassignment issued on or about June 25, 2024 shall be immediately rescinded. The Board shall...	Resolved at Step 2.
CCS Administration	The Board and/or its agents violated, misinterpreted, and/or misapplied provisions of the 2022-2025 CEA-CCS Master Agreement when CEA bargaining unit members in the Adapted...	Grievants shall be made whole in every way, including but not limited to the following: All eligible CEA bargaining unit members shall immediately be paid in full for all applicable School Year 2023-2024 supplemental hours...	Filed at Step 2.
CCS Administration	The Board and/or its agents violated, misinterpreted, and/or misapplied provisions of the MOU - Working Agreement for Building Substitutes when CEA Building Substitute one year...	Grievants shall be made whole in every way, including but not limited to: The board shall immediately rescind notices of nonrenewal and issue one year limited employment contracts to grievants for the 2024-2025 school year...	Advanced to arbitration.
Ohio Ave. ES Anthony Williams	The CCS/CEA Master Agreement was misapplied, misinterpreted or violated by the principal at Ohio ES, Anthony Williams, when he reassigned an entire class of ES students to a single bargaining...	The grievants shall be made whole in every way, including but not limited to the following: Principal Williams shall immediately follow the proper procedure for classroom reassignment of students from elementary bargaining...	Filed at Step 2.
CCS Administration	During the 2023/2024 School Year, grievant performed BOARD authorized supplemental services for which she has not been compensated, in violation, misinterpretation, and/or misapplication...	Grievant shall be made whole in every way, including but not limited to the following: Grievant shall immediately be paid in full for all 2023-2024 BOARD-authorized supplemental services performed at the Master...	Filed at Step 1.

Religious Leave

Our contract ensures that educators have the right to participate in their religious traditions. Section 702.11 of the *CEA Master Agreement* allows bargaining unit members to be absent, with pay, for a maximum of three days to observe established religious holidays throughout the school year. This leave is not deducted from any other time off. Remember that a request for religious leave must be made in writing to the Human Resources Department at least five school days prior to the holiday.

Only CEA Members' Children Get Free College Scholarships

The CEA Member Scholarship Fund is now open for applications. **This benefit is for our members with children who are college seniors.** The fund provides \$2,500 in tuition assistance for each senior attending a four-year college or university. Eligible students are college seniors between Sept. 2024–June 2025 with at least a 2.0 GPA. Payment will be made directly to the college or university. Parents or guardians must have taught in the Columbus City Schools for four years prior to the application date and must be continuous CEA or CEA-R members.

Download the application at bit.ly/3WZxtNI. The deadline is **Monday, Oct. 11, 4 p.m.** If you have questions, call Jen Gable at (614) 253-4731.

Retiring? Avoid OTES

Bargaining unit members who are planning on retiring during the 2024–2025 school year can be exempted from the Ohio Teacher Evaluation System. To take advantage of this, **submit your notice of retirement to Human Resources by Friday, Nov. 1.** You must continue to complete the evaluation process until your retirement has been approved by the Board of Education. To download retirement information or access the Google form to submit notification of retirement, go to <https://www.ccsok.us/Page/2340>. If you have questions, contact Teri Mullins, CEA Staff Consultant at (614) 253-4731.

Now Forming: 2024–2025 Bargaining Team

Our current *Master Agreement* is set to expire in August 2025. The first step for the next round of negotiations is to form a Bargaining Team. We are looking to create a diverse team of CEA members representing the various experience levels within our bargaining unit.

As a representative of the bargaining team, you will have the opportunity to work as part of a large team of dedicated members. As part of the team, your responsibilities will include:

- Identifying the current needs of teachers
- Communicating and disseminating information to our members
- Serving as a liaison to keep members updated throughout the year

• Attending bargaining related meetings and trainings
Interested applicants should send a cover letter highlighting your interests and qualifications along with a resume to:

Teri Mullins, CEA Bargaining Chairperson, CEA Office, Route 2

All cover letters/resumes need to be submitted by Monday, Sept. 30, 2024. The selective interviewing process will run from Oct. 1–18, via zoom, to select Bargaining Team Members.

PAR Presents...

The Peer Assistance & Review (PAR) Program facilitates professional development sessions which are open to all CCS educators. Call the PAR Office at (614) 365-5110 for more information.



Sept. 16	Orientation for New Garden Leaders (PDS #65201) 2548 Carmack Rd 43210
Sept. 16	Orientation for New Garden Leaders (PDS #65203) 2548 Carmack Rd 43210
Sept. 24 Nov. 12 Jan. 14	Criut in the Classroom (PDS #70739) This is a series and participants must attend all sessions to receive CEUs 889 E. 17th Ave Columbus 43211 • 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 member has been approved for **Catastrophic Leave** and is **in need of donated days:** **Shirley Caldwell, Sherwood MS.** 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.

Join the Sick Leave Bank: Every year, some of us experience devastating illnesses and injuries requiring long recovery periods, or we simply haven't accumulated enough sick leave to cover extreme situations. You can help by donating two sick days to the Sick Leave Bank. The **donation form** is available on the **CCS Intranet** under "**Human Resources**" or the **CEA website** under "**Forms.**" The **deadline** for donations is **Monday, Sept. 30.** Any bargaining unit member who exhausts their sick leave may apply to borrow up to 10 days from the bank. They will be required to pay back the borrowed days as additional days are earned. If you joined the Sick Leave Bank in the past, you do not need to rejoin, nor do you need to make an additional donation. In order to **withdraw** days from the Sick Leave Bank, bargaining unit members must complete a Sick Leave Bank Withdrawal Form, located on the CEA website.

We have dedicated ourselves to teachers in and out of the classroom. Our experienced personal injury, divorce, dissolution, criminal, probate, and real estate attorneys are available to you at moderate rates which are lower than we normally charge our private clients.

CEA Pre-Paid Legal Services Plan
OEA/NEA Attorney Referral Program



(614) 461-4455
www.cloppertlaw.com

Contact us today and allow our experience to work for you.