



Columbus Education Association



**Faculty
Representative
Notebook
2024–2025**

John Coneglio
President

Phil Hayes
Vice President

Table of Contents

| | |
|---|----|
| Contact Information..... | 2 |
| Letter from the President..... | 3 |
| Responsibilities | |
| Duties of a Faculty Representative..... | 5 |
| Association Building Council..... | 6 |
| Elections Guidelines..... | 7 |
| Terms of Office..... | 8 |
| Election of Faculty Representatives..... | 9 |
| Sample Ballot..... | 10 |
| CEA Faculty Representative Certification Form..... | 11 |
| Organizing Your Staff..... | 12 |
| Model for Organizing Your Staff..... | 13 |
| Staff Information..... | 14 |
| Duties of a Governor..... | 15 |
| Governance and Staff | |
| CEA Governance and Staff..... | 17 |
| CEA District Organization..... | 19 |
| CEA Buildings/Units..... | 20 |
| Peer Assistance and Review | |
| Peer Assistance and Review (PAR)..... | 22 |
| Peer Assistance and Review for Interns..... | 23 |
| Peer Assistance and Review for Interventions..... | 24 |
| PAR Intervention Referral Process..... | 25 |
| PAR Intervention Referral Steps..... | 26 |
| PAR Intervention Guidelines..... | 27 |
| PAR Intervention Indicators..... | 28 |
| Peer Assistance..... | 29 |
| Health and Safety | |
| New and Revised Contract Language..... | 31 |
| Health and Safety Complaint Process Overview..... | 32 |
| What To Do If You Are Assaulted | |
| If You Are Assaulted..... | 34 |
| How to File Charges..... | 35 |
| Professional Responsibilities | |
| If You are Accused..... | 37 |
| Reporting Abuse/Neglect..... | 38 |
| Weingarten Rights..... | 39 |
| Certification/Licensure Renewal..... | 40 |
| Resident Educator Program..... | 41 |
| National Board for Professional Teaching Standards..... | 42 |
| Additional Information | |
| CEA Dues Structure..... | 44 |
| Teachers for Better Schools..... | 48 |
| Teachers for Better Schools (Membership Form)..... | 49 |
| Communications..... | 50 |
| Lost Materials Instructions..... | 51 |
| Lost Materials Application..... | 52 |
| Charities and Community Outreach..... | 53 |
| Sick Leave Bank..... | 54 |
| Catastrophic Sick Leave Donations..... | 55 |
| Joint Committees..... | 56 |
| CEA Constitution & Bylaws | 59 |

Contact Information

Columbus Education Association

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John Coneglio

President
coneglij@ceaohio.org

Phil Hayes

Vice President
hayesp@ceaohio.org

Senior Faculty Representative: _____

Building/Unit: _____

District #: _____

District Governor: _____

District Governor's Contact Information:

_____ Building/Unit

_____ School Phone Home Phone Cell Phone

_____ Fax No. Non-CCS 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.

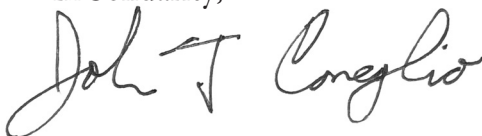
Remember:

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.

In Solidarity,



John Coneglio
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 East 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.
- **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. Download a membership form at <https://bit.ly/3X3kTN9>. Potential 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/administrator/supervisor. 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/administrator/supervisor 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/administrator/supervisor'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/administrator/supervisor 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 who receives a majority of votes for the position of Senior Faculty Representative of that unit. If the vote results in a tie, the Senior Faculty Representative shall be the Faculty Representative who has the most continuous service in the Faculty Representative position within the unit. Service in other units does not count. See the CEA Constitution and Bylaws (Bylaw 13-2) at the end of this handbook. 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 2025–2027 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.

Coneglio (SrFR)*

6th Grade Team

- Jackson
- Welsh
- Davis
- Dixon
- Wagner
- Dossett
- Mays

Hayes

7th Grade Team

- Mullins
- Chapman
- Aeschbury
- Cannon
- Fribley
- Ventling
- Busher
- Jamison

Love

8th Grade Team

- Logan
- Johnson
- Young
- Hern
- Ray
- Pierce
- Roberts

Mullins

Encore/Unified Arts Team

- Robinson
- Thomas
- Love
- Coneglio
- Sanchez
- Hayden
- Agnew

* All team leaders report to SrFR: J. Coneglio.

Staff Information

| Last Name | First Name | Cell Phone | Text Preference | Non-CCS email |
|-----------|------------|------------|--|---------------|
| _____ | _____ | () _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| _____ | _____ | () _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| _____ | _____ | () _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| _____ | _____ | () _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| _____ | _____ | () _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| _____ | _____ | () _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| _____ | _____ | () _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| _____ | _____ | () _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| _____ | _____ | () _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| _____ | _____ | () _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| _____ | _____ | () _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| _____ | _____ | () _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| _____ | _____ | () _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| _____ | _____ | () _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____ |
| _____ | _____ | () _____ | <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 East 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 & Staff

CEA Governance & Staff

Officers, Governors and Staff Information

| Name, Title, Term, Business Phone | Work Address | Phone/Email |
|---|---|---|
| Elected Officers | | |
| John Coneglio , President, 2024 CEA Office: 614-253-4731 | 929 E. Broad Street Columbus, OH 43205 | C: 614-537-9345 jconeglio@ceaohio.org |
| Phil Hayes , Vice President, 2024 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 |
| Brittany Pierce , Elections Chairperson Sullivant ES: 614-365-6524 | 929 E. Broad Street Columbus, OH 43205 | C: 440-225-2631 herbbril@gmail.com |
| Tai Hayden , Staff Consultant CEA Office: 614-253-4731 | 929 E. Broad Street Columbus, OH 43205 | C: 614-306-0353 haydent@ceaohio.org |
| Jacquia Hearn , Secretary Easthaven ES: 614-365-6149 | 929 E. Broad Street Columbus, OH 43205 | C: 614-598-6229 jackhearn04@gmail.com |
| Cindy Love , Staff Consultant CEA Office: 614-253-4731 | 929 E. Broad Street Columbus, OH 43205 | C: 614-657-6449 lovec@ceaohio.org |
| Teri Mullins , Staff Consultant CEA Office: 614-253-4731 | 929 E. Broad Street Columbus, OH 43205 | C: 614-271-4409 mullinst@ceaohio.org |
| Izetta Thomas , Education Justice Organizer CEA Office: 614-253-4731 | 929 E. Broad Street Columbus, OH 43205 | C: 614-596-7352 thomasi@ceaohio.org |
| Jeremy Baiman , OEA Labor Relations Consultant CEA Office: 614-253-4731 | 929 E. Broad Street Columbus, OH 43205 | C: 708-738-2722 baimanj@ceaohio.org |
| Jeff Corbin CEA Office: 614-253-4731 | 929 E. Broad Street Columbus, OH 43205 | C: 614-623-9508 corbinj@ceaohio.org |
| Bob Hern , Publications & Membership CEA Office: 614-253-4731 | 929 E. Broad Street Columbus, OH 43205 | C: 614-507-1220 hernb@ceaohio.org |
| District Governors | | |
| Victoria Evans (Dist. 1), 2026 Indianola Informal K-8: 614-365-5579 | 251 E. Weber Road Columbus, OH 43202 | C: 614-271-7038 victoria_e@att.net |
| Carla Davis (Dist. 2), 2025 Forest Park ES: 614-365-5337 | 5535 Sandalwood Blvd. Columbus, OH 43229 | C: 614-746-4605 carladavis_cea@yahoo.com |
| Joseph Decker (Dist. 3), 2027 Mifflin MS: 614-365-5474 | 3000 Agler Road Columbus, OH 43219 | C: 614-351-5010 seppdecker@gmail.com |
| Neil Moore (Dist. 4), 2026 Columbus Alt. HS: 614-365-6006 | 2632 McGuffey Road Columbus, OH 43211 | C: 614-264-2188 senyormoore@gmail.com |
| Regina Fuentes (Dist. 5), 2026 Eastmoor Acad. HS: 614-365-6158 | 2655 Scottwood Road Columbus, OH 43209 | C: 614-402-7558 fuentesr@ceaohio.org |
| Lori Barton (Dist. 6), 2027 Avondale ES: 614-365-6511 | 141 Hawkes Avenue Columbus, OH 43222 | C: 330-592-7733 efgzso5260@gmail.com |
| Jada Jackson, Ph.D. (Dist. 7), 2025 East HS: 614-365-6096 | 1500 E. Broad Street Columbus, OH 43222 | C: 614-314-2213 jadajacksonedd@gmail.com |
| Amy Mondillo (Dist. 8), 2025 Scottwood ES: 614-365-6507 | 3392 Scottwood Road Columbus, OH 43227 | C: 614-216-3875 alglowar@msn.com |
| Traci Arway (Dist. 9), 2025 Hudson Dist. Ctr.: 614-365-5794 | 737 Hudson Street Columbus, OH 43211 | C: 614-595-3374 tracilarway@gmail.com |
| Becky Coyne (Dist. 10), 2026 Forest Park ES: 614-365-5337/Valley Forge ES: 614-365-5648 | 5535 Sandalwood Blvd. Columbus, OH 43229 | C: 614-747-3571 bvcoyne@sbcglobal.net |

CEA Governance & Staff

Officers, Governors and Staff Information

| Name, Title, Term, Business Phone | Work Address | Phone/Email |
|---|---|--|
| Megan Hinz (HS At-Large), 2025 Columbus Alt. HS: 614-365-6006 | 2632 McGuffey Road Columbus, OH 43211 | C: 614-216-3852 meganhinz@gmail.com |
| Clarence Daniels (HS At-Large), 2026 Walnut Ridge HS: 614-365-5400 | 4841 E. Livingston Avenue Columbus, OH 43227 | C: 614-907-0444 cddaniels0102@gmail.com |
| Keith Emrick (MS At-Large), 2026 Berwick Alt. ES: 614-365-6510 | 2655 Scottwood Road Columbus, OH 43209 | C: 614-204-2169 kaemrick@yahoo.com |
| CEA-R Liaison | | |
| Jeff Corbin CEA Office: 614-253-4731 | 929 E. Broad Street Columbus, OH 43205 | C: 614-623-9508 corbinj@ceaohio.org |
| OEA-R Liaison | | |
| Carol Dixon CEA Office: 614-253-4731 | 929 E. Broad Street Columbus, OH 43205 | C: 614-315-4006 |
| NEA Board of Director #3 | | |
| Angel Dyer Sanchez (Capital) 2025 Valleyview ES: 614-365-6312 | 2989 Valleyview Drive Columbus, OH 43204 | C: 614-218-0434 angeldyer869@yahoo.com |
| OEA Board of Directors | | |
| Megan Hinz Columbus Alt. HS: 614-365-6006 | 2632 McGuffey Road Columbus, OH 43211 | C: 614-216-3852 meganhinz@gmail.com |
| Cassandra Daniels (At-Large) Johnson Park MS | 1130 S. Waverly Street Columbus, OH 43227 | C: 614-301-0059 cdaniels0102@gmail.com |
| Capital District | | |
| Kriston Crombie Stotik , President, 2025 Centennial HS: 614-365-5491 | 1441 Bethel Road Columbus, OH 43220 | C: 614-302-2878 klcrombie@hotmail.com |
| Regina Fuentes , Vice President, 2025 Eastmoor Acad. HS: 614-365-6158 | 2655 Scottwood Road Columbus, OH 43209 | C: 614-402-7558 fuentesr@ceaohio.org |
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CEA District Organization

District 1 Victoria Evans

- 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
- Northland HS
- Northtowne ES
- Parkmoor ES
- Valley Forge ES
- Woodward Park MS

District 3 Gov. Joseph Decker

- Cassady ES
- Como ES
- East Linden ES
- Huy ES/A.G. Bell Program
- Innis ES
- Maize ES
- Medina MS
- Mifflin HS
- Mifflin MS
- North Linden ES
- Oakland Park ES
- Student Support Center

District 4 Neil Moore

- Arts Impact MS
- CAHS
- Columbus Global Acad.
- Columbus International HS
- Columbus Spanish Immersion
- Duxberry Park ES
- École Kenwood
- Ft. Hayes Arts & Academic HS
- Ft. Hayes CC
- Hamilton STEM Academy K-6
- Hubbard Mastery School PreK-6
- Hudson Comm. Ed. Ctr.
- Linden Park ECE
- Linden STEM Academy PreK-6
- Linden-McKinley STEM 7-12
- South Mifflin STEM Academy K-6
- Windsor STEM Academy K-6
- World Language MS

District 5 Gov. Regina Fuentes

- 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 Acad. HS
- Juvenile Intervention Center
- Ohio Avenue ES
- St. Vincent
- Trevitt ES

District 6 Gov. Lori Barton

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

District 7 Jada Jackson

- Buckeye MS
- Cedarwood ES
- Columbus Downtown HS
- Columbus Gifted Academy
- Fairwood K-6
- Lincoln Park K-6
- Livingston K-6
- Marion-Franklin HS
- Moler K-6
- Parsons PreK-5
- Siebert K-6
- South HS 7-12
- Southwood K-6
- Stewart ES
- Watkins ES

District 8 Gov. Amy Mondillo

- Broadleigh ES
- Columbus Online Academy 7-12
- 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

- Adapted Physical Education
- Building Substitutes
- Latchkey
- LLI/Reading Literacy Specialist
- Nurses
- OT/PT
- PT Intervention Specialists
- Project Connect
- Psychologists
- School Counselors
- Social Workers
- Special Ed. Transition Coordinators
- Special Ed./VI Coordinators
- Speech & Language

District 10 Gov. Becky Coyne

- 17th Ave. Service Center
- Central Enrollment
- ECE@Central Enrollment
- Elementary Art
- Elementary Music
- Elementary Phys. Ed.
- Gifted & Talented
- Kingswood Data Center*
- Librarians K-8
- NPSS Tutors
- PBIS Coordinators
- Social Emotional Learning Practitioners (SELPs)
- Southland

* 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 | Elementary Art | 10 | Olde Orchard ES | 8 |
| Adapted Physical Education | 9 | Elementary Music | 10 | OT/PT | 9 |
| Alpine ES | 2 | Elementary Phys. Ed. | 10 | Parkmoor ES | 2 |
| Arts Impact MS | 4 | Fairmoor ES | 8 | Parsons ES | 7 |
| Avalon ES | 2 | Fairwood ES | 7 | PBIS Coordinators | 10 |
| Avondale ES | 6 | Forest Park ES | 2 | Project Connect | 9 |
| Beatty Park ES | 5 | Ft. Hayes Arts & Academic HS | 4 | PT Intervention Specialists | 9 |
| Beechcroft HS | 2 | Ft. Hayes CC | 4 | Psychologists | 9 |
| Berwick Alt. ES | 5 | Gables ES | 1 | Ridgeview MS | 1 |
| Binns ES | 6 | Georgian Heights ES | 6 | Salem ES | 1 |
| Briggs HS | 6 | Gifted & Talented | 10 | School Counselors | 9 |
| Broadleigh ES | 8 | Hamilton STEM Academy | 4 | Scottwood ES | 8 |
| Buckeye MS | 7 | Highland ES | 6 | Shady Lane ES | 8 |
| Building Substitutes | 9 | Hilltonia MS | 6 | Sherwood MS | 8 |
| Burroughs ES | 6 | Hubbard ES | 4 | Siebert ES | 7 |
| CAHS | 4 | Hudson Community Education Center | 4 | Social Emotional Learning Practitioners (SELPs) | 10 |
| Cassady ES | 3 | Huy ES/A.G. Bell Program | 3 | Social Workers | 9 |
| CEA Office | 5 | Independence HS | 8 | South HS | 7 |
| Cedarwood ES | 7 | Indian Springs ES | 1 | South Mifflin STEM Academy | 4 |
| Centennial HS | 1 | Indianola Informal K-8 | 1 | Southland | 10 |
| Central Enrollment | 10 | Innis ES | 3 | Southwood ES | 7 |
| Champion MS | 5 | Johnson Park MS | 8 | Student Support Center | 3 |
| Children's Hospital* | 5 | Juvenile Intervention Center (JIC) | 5 | Special Education/VI Coordinators | 9 |
| Clinton ES | 1 | Kingswood Center* | 10 | Special Education Transition Coordinators | 9 |
| Colerain ES | 1 | Latchkey | 9 | Speech & Language | 9 |
| Columbus Africentric EC ES | 5 | Leawood ES | 8 | St. Vincent | 5 |
| Columbus Africentric EC SS | 5 | Liberty ES | 8 | Starling PreK-8 | 6 |
| Columbus City Prep. School for Boys | 5 | Librarians K-8 | 10 | Stewart Alt. ES | 7 |
| Columbus City Prep. School for Girls | 5 | Lincoln Park ES | 7 | Sullivant ES | 6 |
| Columbus Downtown HS | 7 | Lindbergh ES | 6 | Trevitt ES | 5 |
| Columbus Gifted Academy | 7 | Linden Park ECE | 4 | Valley Forge ES | 2 |
| Columbus Global Academy | 4 | Linden STEM Academy | 4 | Valleyview ES | 6 |
| Columbus International HS | 4 | Linden-McKinley Academy | 4 | Walnut Ridge HS | 8 |
| Columbus Online Academy 7-12 | 8 | Livingston ES | 7 | Watkins ES | 7 |
| Columbus Scioto 6-12 | 5 | LLI/Reading Literacy Specialist | 9 | Wedgewood MS | 6 |
| Columbus Spanish Immersion Acad. | 4 | Maize ES | 3 | Weinland Park ES | 1 |
| Como ES | 3 | Marion-Franklin HS | 7 | West HS | 6 |
| Cranbrook ES | 1 | Medina MS | 3 | West Broad ES | 6 |
| Devonshire ES | 2 | Mifflin HS | 3 | West Mound ES | 6 |
| Dominion MS | 1 | Mifflin MS | 3 | Westgate ES | 6 |
| Duxberry Park ES | 4 | Moler ES | 7 | Westmoor MS | 6 |
| Eakin ES | 6 | Northgate Intermediate | 2 | Whetstone HS | 1 |
| East Columbus ES | 5 | North Linden ES | 3 | Windsor STEM Academy | 4 |
| East HS | 5 | Northland HS | 2 | Winterset ES | 1 |
| East Linden ES | 3 | Northtowne ES | 2 | Woodcrest ES | 8 |
| Eastgate ES | 5 | NPSS Tutors | 10 | Woodward Park MS | 2 |
| Easthaven ES | 8 | Nurses | 9 | World Language MS | 4 |
| Eastmoor Academy HS | 5 | Oakland Park ES | 3 | Yorktown MS | 8 |
| ECE @ Central Enrollment | 10 | Oakmont ES | 8 | | |
| École Kenwood | 4 | Ohio Avenue ES | 5 | | |

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

Peer Assistance and Review



Peer Assistance and Review

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 principal/administrator/supervisor 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 principal/administrator/supervisor regarding the progress of the intern.
- The PAR Panel may call on principal/administrator/supervisor, 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

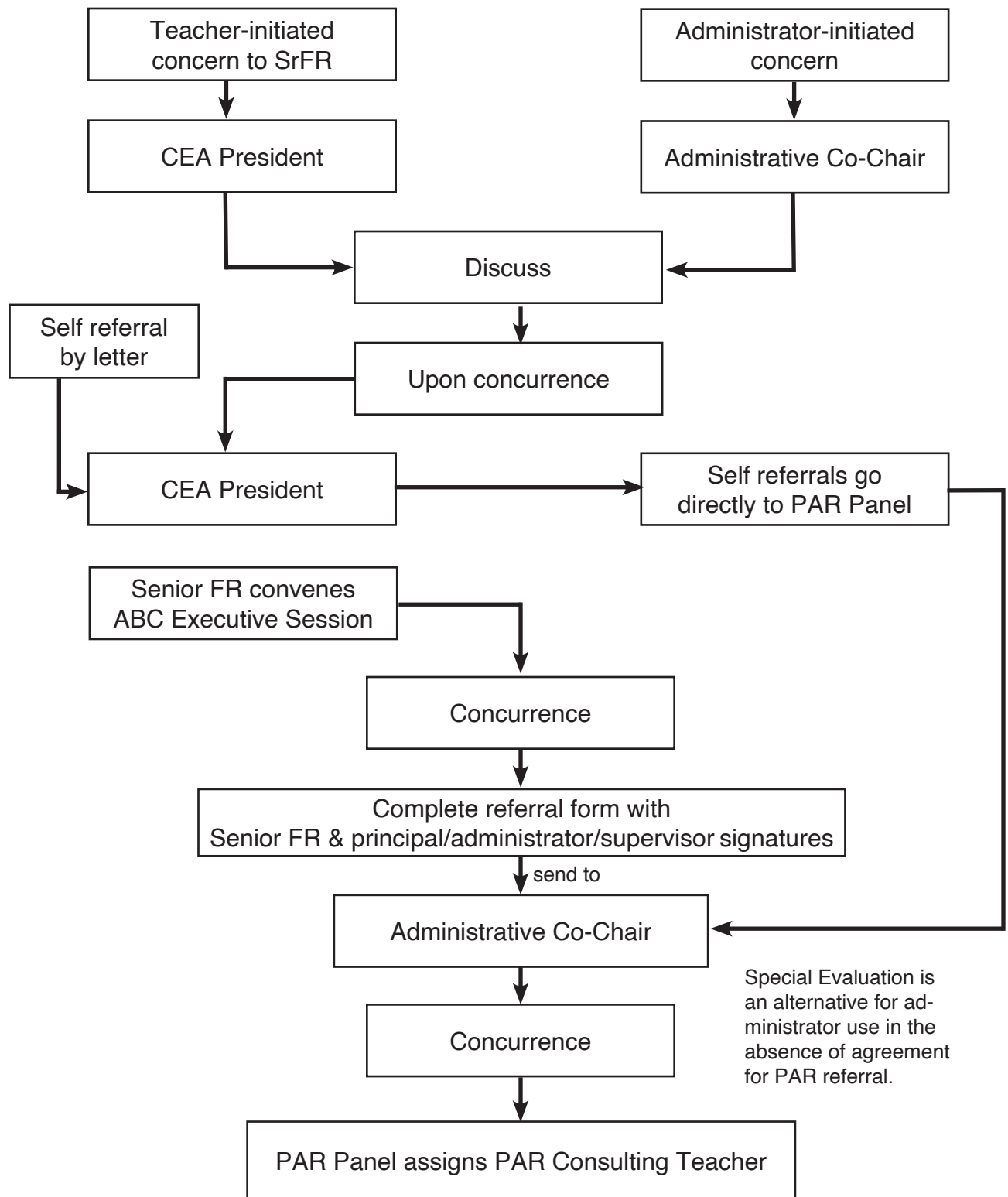
There are three ways an experienced teacher may enter the PAR program. A teacher may self-refer, be referred by the Senior Faculty Representative or be referred by the building administrator. The SrFR and the ABC play an integral role in the intervention portion of the PAR program.

Specific procedures for intervention services include the following:

- Before working with a teacher newly identified for intervention, the consulting teacher will meet with the principal/administrator/supervisor to discuss the case.
- The principal/administrator/supervisor 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 principal/administrator/supervisor, 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 principal/administrator/supervisors, 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 Administrative Co-Chair, 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/administrator/supervisor 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/administrator/supervisor will complete and sign the referral form and send it to the Administrative Co-Chair 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 principal/administrator/supervisor 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/administrator/supervisor is the initiating party, he or she should call the Administrative Co-Chair 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/administrator/supervisor 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 Administrative Co-Chair and the CEA President determine that the views of

the principal/administrator/supervisor 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/administrator/supervisor 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 Administrative Co-Chair. 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/administrator/supervisor 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.



Health and Safety

The *2022-2025 CEA Master Agreement* includes contract language regarding the occupational health and safety of CEA members. Faculty Representatives play a key role in enforcing this language and ensuring members are utilizing the negotiated procedures for addressing such concerns.

Health and Safety

The *2022-2025 CEA Master Agreement* includes contract language regarding the occupational health and safety of CEA members. Faculty Representatives play a key role in enforcing this language and ensuring members are utilizing the newly negotiated procedures for addressing such concerns.

New and Revised Contract Language




206.05 The parties agree that consistent with board appropriations, building budgets and the district facilities plan(s), all school buildings should be provided with adequate resources and equipment in a safe infrastructure, with reasonable attention to lighting and snow and ice removal in school parking lots. The board shall make reasonable efforts, taking into account timing, transportation, cost and other relevant considerations, to address lack of power, heat or water in a building in a manner that is safe and promotes the well being of students and teachers. Complaints about alleged non-compliance with EPA or OSHA regulations are subject to the following process, notwithstanding the provisions of R.C. 4167.10 (b)(1) regarding the existence of imminent danger:

- a. An employee or association representative shall file in writing a health and safety complaint with the immediate supervisor or principal within five (5) work days of the occurrence of the alleged violation.
- b. If the immediate supervisor or principal does not respond in writing to the alleged violation to the satisfaction of the employee/association within ten (10) work days, the employee or the association may appeal the complaint to the director of buildings and grounds by filing a written appeal with the director within five (5) work days of the immediate supervisor/principal's response or due date to respond. The director or designee shall respond in writing to the complainant within ten (10) work days of submission of the appeal. If the corrective action is identified in the response, then the response shall include a planned date of project completion.
- c. After receiving the response from the director of buildings and grounds, a bargaining unit member who is dissatisfied with the disposition of the health and safety complaint may file a complaint with the Ohio Bureau of Workers Compensation Public Employees Risk Reduction Program (PERRP) using form SH-6.

206.16 Health and Safety Committee

The board and the association shall establish a labor-management health and safety committee. The committee shall be composed of four (4) representatives appointed by the board and four (4) representatives appointed by the association. The duties of the committee will be to identify health and safety related problems, evaluate current and recommend, as appropriate, new health and safety work practices and procedures, improve communication about the work order process, and promote awareness and encourage compliance with health and safety practices and procedures. The committee shall meet quarterly. A designee of the committee shall report at least annually to the joint labor-management committee pursuant to section 108.02.

Health and Safety Complaint Process Overview

| Step | Who | Action | Deadline | Notes |
|---|--|--|--|--|
| One  | Bargaining unit member and/or CEA Faculty Representative | File health and safety complaint <u>in writing</u> with immediate supervisor or principal | Within five workdays of the occurrence and/or violation | Submit detailed complaint or concern via email to principal/supervisor and cc: CEAHealthSafety@ceaohio.org For all concerns include room number and location. For HVAC concerns include room temperature, if possible. Request a work order be submitted and include the work order number in the email to CEA. |
| | Principal or immediate supervisor | Responds in writing | Within ten workdays of complaint filing | If complainant(s) are satisfied with response, process ends. If not satisfied or no response is received, move to Step 2. |
| Two  | Bargaining unit member and/or CEA Faculty Representative | Appeal health and safety complaint <u>in writing</u> to Director of Buildings and Grounds | Within five workdays of the immediate supervisor/principal's response or due date to respond | Submit appeal via email to Interim Director of Buildings and Grounds, Jeff Roe at jroejr@columbus.k12.oh.us and cc: CEAHealthSafety@ceaohio.org |
| | Director of Buildings and Grounds | Responds in writing | Within ten workdays of complaint filing | If corrective action is identified in the response, then the response must include a <u>planned date of project completion</u> . If complainant(s) are satisfied with response, process ends. If not satisfied or no response is received, move to Step 3. |
| Three  | Bargaining unit member and/or CEA Faculty Representative | File complaint with Ohio Bureau of Workers Compensation Public Employees Risk Reduction Program (PERRP) using SH-6 | N/A | PERRP form SH-6 can be found at: www.bwc.ohio.gov/downloads/blankpdf/SH-6.pdf This fillable pdf can be submitted via email to perrpcomplaint@bwc.state.oh.us When filing, cc: CEAHealthSafety@ceaohio.org |

What Happens Once a Complaint is Filed with PERRP?

PERRP will notify the employer in writing of the complaint (not including the name of the complainant). The employer must investigate, correct, and respond to the allegations within 30 days. If the employer does not respond, or if PERRP determines the response is inadequate, an inspection of the workplace will result. Two outcomes can result from a complaint inspection.

1. PERRP determines there are not reasonable grounds to believe that a violation or danger exists. If this occurs, the complainant will be notified of the outcome.
2. PERRP identifies violations and issues citations to the employer that require corrective action. If the employer fails to correct identified hazards within the allotted time, they may face fines.

What To Do If You Are Assaulted

If You Are Assaulted

1. If you need immediate medical attention, get it. Take pictures of visible injuries.
2. Immediately contact your administrator, faculty representative, and CEA to let them know an injury or assault has taken place.
3. Make sure to complete a Workplace/Injury Report at <https://bit.ly/2Z0qTJr>, and in the case of an assault, include a Discipline Referral as well. Make copies for your files.
4. Refrain from making any verbal or written statements until you have been advised by CEA.
5. If you have utilized sick leave as result of injuries sustained from an assault, you may be eligible to receive Assault Leave. To apply for Assault Leave, contact Broadspire at www.myleavetech.com or call 888-578-8561.
6. Your principal should contact the appropriate personnel and secure written statements from all parties involved. You should request copies.
7. As soon as possible, write a detailed statement of the incident for your personal files.
8. Keep all records of the incident.
9. You should keep CEA and your administrator apprised of all developments.

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 as signed 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 #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.

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.

Where do I file charges against a juvenile?

File these charges in the Intake Department for the Juvenile Prosecutor at:

Juvenile Prosecutor, Intake Unit

399 S. Front St., 1st Floor
Columbus, OH 43215

For more information, please call 614-525-7388

Professional Responsibilities

If You are Accused

Take time during a staff meeting 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 by CEA. Members are provided an attorney 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 at (614) 229-7000 or the Columbus Police Department at 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.ccsbh.us/domain/208 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

2024–2025

| | |
|--|------------------|
| Total Full-Time Dues | \$1,029.30 |
| Total Half-Time Dues | 566.00 |
| Total Quarter-Time Dues | 334.75 |
| Total Tutor Dues | 566.00 |
| Full-Time Dues | |
| NEA Dues | \$213.00 |
| OEA Dues | 525.00 |
| UniServ Assessment (OEA) | 69.00 |
| Capital District Dues | 27.00 |
| CEA Dues | 185.30 |
| Scholarship Assessment (CEA) | 10.00 |
| Total | \$1029.30 |
| Half-Time/Tutor Dues | |
| NEA Dues | \$118.00 |
| OEA Dues | 262.50 |
| UniServ Assessment (OEA) | 69.00 |
| Capital District Dues | 13.50 |
| CEA Dues | 93.00 |
| Scholarship Assessment (CEA) | 10.00 |
| Total | \$566.00 |
| Quarter-Time/Part-Time Dues | |
| NEA Dues | \$70.75 |
| OEA Dues | 131.25 |
| UniServ Assessment (OEA) | 69.00 |
| Capital District Dues | 6.75 |
| CEA Dues | 47.00 |
| Scholarship Assessment (CEA) | 10.00 |
| Total | \$334.75 |
| Comprehensive Legal Services Plan | \$500.00 |
| Deductible | 110.00 |

CEA Dues Structure

CEA Payroll Deduction Codes

| <u>Code</u> | <u>Description</u> |
|-------------|---|
| 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 • 2024–2025

| | CEA | OEA | NEA | District |
|-------------|---------|---------|---------|----------|
| CEA-A | \$10.28 | \$31.26 | \$11.21 | \$1.42 |
| CEA-B | 36.59 | 31.26 | 11.21 | 1.42 |
| CEA-C | 5.42 | 17.45 | 6.21 | .71 |
| CEA-E | 31.74 | 17.45 | 6.21 | .71 |
| CEA-G | 5.42 | 17.45 | 6.21 | .71 |
| CEA-I | 5.42 | 17.45 | 6.21 | .71 |
| CEA-L | 3.00 | 10.54 | 3.72 | .36 |

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

| | |
|-------------|---------|
| CEA-A | \$54.17 |
| CEA-B | 80.49 |
| CEA-C | 29.79 |
| CEA-E | 56.11 |
| CEA-G | 29.79 |
| CEA-I | 29.79 |
| CEA-L | 17.62 |

CEA Dues Structure

Plan B • 2024–2025

| | CEA | OEA | NEA | District |
|-------------|--------|---------|--------|----------|
| CEA-A | \$8.14 | \$24.75 | \$8.88 | \$1.13 |
| CEA-B | 28.97 | 24.75 | 8.88 | 1.13 |
| CEA-C | 4.29 | 13.81 | 4.92 | .56 |
| CEA-E | 25.13 | 13.81 | 4.92 | .56 |
| CEA-G | 4.29 | 13.81 | 4.92 | .56 |

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

| | |
|--------------------------|---------|
| CEA-A | \$42.89 |
| CEA-B | 63.72 |
| CEA-C (stretch pay)..... | 23.58 |
| CEA-E | 44.42 |
| CEA-G (stretch pay)..... | 23.58 |

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 at <https://bit.ly/3T7jOCS>. 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 hayesp@ceaohio.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 _____

I certify I am a U.S. Citizen (U.S. Born or Naturalized).

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 *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 www.ceaohio.org. 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 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, call CEA at (614) 253-4731.

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 www.ceaohio.org.

Faculty Representative Notebook

The *Faculty Representative Notebook* is your information resource. The notebook is at www.ceaohio.org under "Forms." It contains all the information you need to be an effective FR.

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 \$200, 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 police

Attach 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 \$200 per school year.

Signature: _____ Date: _____

Mail completed application to the CEA office (Rt. #2) 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, 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.

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.

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 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 at <https://bit.ly/3MkK4WG>.

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, complete the **CCS Catastrophic Sick Leave Donation Form** at <https://bit.ly/3X5KUM9>.

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

Joint Committees (cont.)

- 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/Resources**” tab on the CEA website. If you have further questions, contact CEA President John Coneglio.

CEA Constitution & Bylaws

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**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

49 moral turpitude; and may reinstate an individual who has previously been suspended or
50 expelled from the Association.

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ARTICLE IV OFFICERS

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

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58
59

ARTICLE V LEGISLATIVE ASSEMBLY

60 **Section 1. Composition**

61 The Legislative Assembly shall include the elected officers of the Association, the mem-
62 bers of the Board of Governors, and the Faculty Representatives from each constituent.

63

64 **Section 2. Authority**

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

69

70 **Section 3. Powers**

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

80

81 **Section 4. Delegation of Power**

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

89

90 **Section 5. Financial Responsibility**

91 The Legislative Assembly shall receive and act upon the budget of the Association and
92 shall receive a copy of the audit of the Association books, which shall be prepared an-
93 nually by a certified public accountant.

94

95 **Section 6. Quorum**

96 A quorum for the Legislative Assembly shall consist of fifty (50) duly constituted mem-
97 bers of the Legislative Assembly.

ARTICLE VI
BOARD OF GOVERNORS

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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.

109 **Section 2. Term of Office**

110 The members of the Board of Governors representing Districts shall be elected by the
111 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
112 each elected member of the Board of Governors shall be three (3) years, beginning on
113 August 1, following the Governor’s election. There shall be no limitation in the number of
114 terms of service on the Board of Governors for which a member may be eligible.

116 **Section 3. Powers**

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

125 **Section 4. Financial Responsibilities**

- 126 a. The Board of Governors shall be responsible for the financial affairs of the Associ-
127 ation and shall invest power to the President and the Treasurer to negotiate loans
128 for the Association, not to exceed two hundred thousand dollars (\$200,000) with
129 any financial institution; shall approve all expenditures; shall have the authority to
130 reallocate budgetary items within the approved budget of the Association; shall
131 provide for adequate bonding of all persons handling Association funds; shall at-
132 tend to the preparation of the budget and shall forward it to the Legislative Assem-
133 bly for approval.
- 134 b. No business or financial transaction involving a member of the Board of Governors
135 or agent of the Association, or their spouse, children, or parents, or otherwise as
136 described in this Section, shall conflict with the fiduciary responsibility of such per-
137 son to the Association. Such relationships with the members of the Board of Gov-
138 ernors include relationships with any person that would reasonably be expected to
139 affect the person’s judgment with respect to the transaction or conduct in question
140 in a manner adverse to the Association.

142 **Section 5. Meetings**

143 The Board of Governors shall meet at least monthly; and special meetings may be called
144 by the President, the Secretary or Treasurer, or any four (4) members of the Board.
145

146 **ARTICLE VII**
147 **FACULTY COUNCIL**

148 **Section 1. Faculty Council**

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

151
152 **ARTICLE VIII**
153 **NOMINATIONS, ELECTIONS, REMOVALS AND VACANCIES**
154

155 **Section 1 Faculty Representatives**

- 156 a. Each constituent unit shall elect a Faculty Representative and Alternate for each
157 twenty- (20) unit members or fraction thereof for a two-year term, which represen-
158 tation shall be increased but not decreased with membership enrollment changes
159 during such a two-year term. The election of all Faculty Representatives shall be
160 held in the spring of odd-numbered years. Each school shall have at least one
161 Faculty Representative and Alternate. In units with more than one Faculty Repre-
162 sentative, the Senior Faculty Representative shall serve on the Association Build-
163 ing Council as provided in the Agreement with the Columbus Board of Education.
- 164 b. All Faculty Representatives shall be elected by secret ballot. The election shall be
165 conducted by the Faculty Council in each unit, except that no person seeking the
166 position of Faculty Representative shall participate in the conduction of the elec-
167 tion. The newly-elected Faculty Representatives and Alternates shall be certified to
168 the Secretary/Elections Chair of the Association on forms provided by the Secre-
169 tary/Elections Chair no later than thirty (30) days after the beginning of the school
170 year, and shall take office immediately.
- 171 c. In the event of a vacancy in the position of Faculty Representative, the Senior
172 Alternate, if any, shall become the Faculty Representative. If no Alternate exists,
173 or there is no Senior Alternate, an election shall be conducted by the remaining
174 Faculty Representatives, if any, or where no Faculty Representatives exist, by an
175 Association member appointed by the District Governor. The Faculty Council shall
176 assist in such elections and shall certify the results to the Secretary of the Associ-
177 ation in the same manner as in regular elections. Where no Faculty Council exists,
178 the District Governor shall appoint two additional Association members to assist
179 the above-mentioned appointee in conducting the election for Faculty Representa-
180 tive and for the Faculty Council members.
- 181 d. A Faculty Representative may be removed from office under any of the following
182 conditions:
- 183 1. By a three-fourths vote of the membership in the Faculty Representative's unit;
 - 184 2. By the District Governor, if the Faculty Representative has missed more than two
185 meetings of the Legislative Assembly and/or of the District without being repre-
186 sented by a duly elected alternate;
 - 187 3. By temporary action of the President of the Association during times of emergency.
188 This temporary action will only continue for the duration of the emergency crisis.

189 **Section 2 Board of Governors**

- 190 a. Nominations for positions on the Board of Governors shall be accomplished by the
191 filing with the Secretary/Elections Chair of a Declaration of Candidacy, signed by
192 the individual candidate on a form approved by the Board of Governors, indicating
193 the candidate's willingness to assume the obligations and responsibilities of the
194 position. Declarations of Candidacy shall be filed with the Secretary/Elections Chair

- 195 of the Association on or before the date established by the Elections Committee
196 in any year in which an election for this office is to take place. If no Declarations
197 of Candidacy for Governor from a particular district or districts are filed within the
198 prescribed time, the Board of Governors shall, during the month of May, select the
199 member of the Board for the district or districts to serve for the term in question.
- 200 b. If more than one Declaration of Candidacy is filed with the Secretary/Elections
201 Chair, the Secretary/Elections Chair shall conduct and complete, before May 1, a
202 ballot among the members of the district. To be elected, a candidate must receive
203 a majority of the votes cast, the Secretary/Elections Chair shall conduct a run-off
204 election between the two candidates receiving the highest number of votes; and,
205 in such run-off election, the candidate receiving the highest number of votes shall
206 be elected. Rules for conducting such elections shall be prescribed by the Board
207 of Governors, and the ballots cast shall be canvassed by the Secretary/Elections
208 Chair and a committee appointed by the President. All such elections shall be cer-
209 tified by the Secretary/Elections Chair to the Board of Governors at its next regular
210 meeting, and those elected shall assume office on the first day of August following
211 the election.
- 212 c. All members of the Board of Governors must have been members of this Associ-
213 ation for at least two years immediately preceding their election or appointment;
214 and the District Representatives must, at the time of election, be employed in the
215 District they seek to represent.
- 216 d. Until a representation election for classified board employees takes place, this
217 group will elect from its ranks one governor for every two-hundred-fifty (250) mem-
218 bers, or fraction thereof.

219 **Section 3 President, Vice-President**

- 220 a. The regular terms of office for the President and Vice-President shall begin on
221 June 1 in the year of their election. Any qualified active member shall be eligible
222 to run for the offices of President or Vice-President. Candidates for President and
223 Vice-President must have been active members of the Association for two years
224 immediately preceding the election.
- 225 b. Nominations for the offices of President and Vice-President shall be accomplished
226 by the filing with the Secretary/Elections Chair of a Declaration of Candidacy,
227 signed by the individual candidate on a form approved by the Board of Governors,
228 indicating the candidate's willingness to assume the obligations and responsibili-
229 ties of the office. Declarations of Candidacy shall be filed with the Secretary/Elec-
230 tions Chair of the Association on or before the date established by the Elections
231 Committee in any year in which an election for these offices is to take place. If no
232 Declaration of Candidacy for a particular office is filed within the prescribed time,
233 the Board of Governors shall, within 30 days, nominate two candidates for the
234 office or offices involved.
- 235 c. If more than one Declaration of Candidacy for a particular office is filed with the
236 Secretary/Elections Chair or if the candidates have been nominated by the Board
237 of Governors, the Secretary/Elections Chair shall conduct and complete before
238 May 1, a ballot among the members of the Association. To be elected, a candidate
239 must receive a majority of the votes cast. If no candidate receives a majority of the
240 votes cast, the Secretary/Elections Chair shall conduct a run-off election between
241 the two candidates receiving the highest number of votes, and in such run-off
242 election, the candidate receiving the highest number of votes shall be elected.
243 Rules for conducting such elections shall be prescribed by the Board of Gover-

244 nors; and the ballots cast shall be canvassed by the Secretary/Elections Chair and
245 a committee appointed by the President. All such elections shall be certified by the
246 Secretary to the Board of Governors at its next regular meeting.

247
248 **Section 4. Removal**

249 By a three-fourths vote of its full membership, the Board of Governors may remove an
250 officer or a member of the Board of Governors, thereby creating a vacancy. The officer
251 or member affected may appeal to the Legislative Assembly under the Bylaws to be
252 adopted by the Assembly.

253
254 **Section 5. Recall**

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

257
258 **Section 6. Vacancies**

259 Any vacancy occurring in the office of the Vice-President, in the position of a District
260 Governor, where there is at least twelve months remaining in the term, shall be filled by
261 a special election conducted in accordance with Bylaws of the Board of Governors relat-
262 ing to Declarations of Candidacy and Elections. If less than twelve months remain in the
263 term of Vice-President or Treasurer, the Board of Governors may fill the vacancy. If less
264 than twelve months remain in the term of a District Governor, the Faculty Represen-
265 tatives from the District or Units involved shall elect a person to fill the vacancy. When
266 representation on the Board of Governors of minorities or elementary, middle or high
267 school classroom teaching areas falls below the levels prescribed in the Bylaws of the
268 Legislative Assembly, the vacancy will be filled by a special election conducted in accor-
269 dance with the Bylaws of the Legislative Assembly. The Board of Governors shall ap-
270 point the person or persons so elected to serve any time remaining between the date of
271 the election and August 1. The date of the election may make the person or persons so
272 elected and appointed ineligible to be automatic delegates to the NEA, OEA and Capital
273 District Representative Assemblies until after August 1. In the event that a member of
274 the Board of Governors leaves his/her district prior to the expiration of his/her term, the
275 Secretary to the Board of Governors/or Elections Chair shall hold an election to fill the
276 remainder of the term.

277
278 **ARTICLE IX**
279 **COMMITTEES**

280
281 **Section 1. Standing and Special Committees**

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

286
287 **Section 2. Appointment of Members**

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

290 **Section 3. Minority Representative**

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

293

294

295

296

297 **Section 1. Initiative Petition**

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

309 **Section 2. Referenda**

310 The Legislative Assembly or the Board of Governors may refer and submit to the mem-
311 bers of this Association, by ballot, defined questions affecting the policy, ethics or rec-
312 ommendations of this Association, which in the opinion of the Legislative Assembly or
313 Board of Governors are of immediate, practical consequence to the teaching profession
314 or the public. Rules for conducting such balloting shall be prescribed by resolution of the
315 Board of Governors. A majority of the votes cast shall determine the result of such bal-
316 loting, which result shall be binding upon the Association and shall promptly be reported
317 to the members of the Association and shall promptly be reported to the members of the
318 Association through an official publication.

319

320 **Section 3. Membership Meeting**

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

326

327

328

329 **Section 1. Affiliations**

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

334

335

336

337 **Section 1. Interpretations**

338 In the event of a question being raised by a member of the Legislative Assembly or by
339 the Presiding Officer at the Legislative Assembly meeting as to the proper interpretation

**ARTICLE XI
AFFILIATIONS**

**ARTICLE XII
INTERPRETATIONS**

340 of a provision or provisions of the Constitution, such question may be resolved by a ma-
341 jority of the quorum present at the meeting of the Legislative Assembly, and the result-
342 ing interpretation shall be binding upon the Association until such ambiguity is removed
343 from the Constitution as provided in Article XIII.

344

345 **Section 2. Parliamentary Authority**

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

349

350

351

**ARTICLE XIII
AMENDMENTS**

352 **Section 1. Amendments**

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

- 354 a. At the first meeting of the Legislative Assembly in each calendar year, any mem-
355 ber of the Legislative Assembly may introduce an amendment or amendments,
356 provided that she or he furnished copies of the proposed amendments for imme-
357 diate distribution to the members of the Assembly. The proposed amendment or
358 amendments will automatically be placed on the agenda.
- 359 b. With the consent of two-thirds (2/3) of the members of the Legislative Assembly,
360 any member of the Legislative Assembly may submit an amendment or amend-
361 ments at any, except the June, meeting of the Assembly, provided that she or he
362 furnish copies of the proposed amendments for immediate distribution to the mem-
363 bers of the Assembly.
- 364 c. If ten percent (10%) of the active members of the Association sign a petition con-
365 taining the text of a proposed amendment or proposed amendments and file it
366 with the Secretary, the Secretary shall introduce the proposed amendments at the
367 next meeting of the Legislative Assembly and shall furnish sufficient copies of the
368 proposal for immediate distribution to the members of the Assembly.

369 **Section 2. Procedures**

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

376

**COLUMBUS EDUCATION ASSOCIATION
BYLAWS OF THE LEGISLATIVE ASSEMBLY**

377

378

379 **1. LEGISLATIVE ASSEMBLY**

380

381 **1-1 Schedule of Meeting**

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

384 **1-2 Special Meetings**

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

389

390 **1-3 Cancellation of Meetings**

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

397

398 **1-4 Delegates**

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

404

405 **1-5 Agenda**

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

415

416 **1-6 Proportional Representation Vote**

417 Any member of the assembly may request that a proportional representation vote be
418 taken on any main motion before the Assembly as long as such request is made prior
419 to the closing of debate on the main motion. When a proportional representation vote is
420 taken, each Faculty Representative shall cast as many votes as there are members in
421 his/her unit. Under a proportional representation vote, members of the Legislative As-
422 sembly who are not Faculty Representatives shall only be entitled to one vote. In build-
423 ings where there is more than one Building Representative, the senior Building Repre-
424 sentative shall cast the proportional representation vote.

425 **1-7 Parliamentarian**

426 The President shall have the right to name a parliamentarian, acceptable to the Assem-
427 bly, to assist the President in the conduct of the meetings provided that such parliamen-
428 tarian is not a member of the Legislative Assembly.

429

430 **1-8a Limitation on Debate**

431 No person shall, without the consent of two-thirds (2/3) of the members present, be en-
432 titled to speak more than twice or for more than a total of ten (10) minutes on any issue
433 before the Assembly, excepting that the member who initiates the discussion of the is-

434 sue shall be entitled to open and close the discussion, and excepting that nothing herein
435 contained shall be construed to apply to reports presented by committees. A motion to
436 close debate will not be voted until there has been an opportunity for at least one speak-
437 er for the motion and one speaker against the motion.

438

439 **1-8b Limitation on Debate**

440 A motion to close debate will not be voted until there has been an opportunity for at
441 least one speaker for the motion and one speaker against the motion.

442

443 **1-9 Voting Procedures**

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

447

448 **1-10 Order of Business**

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

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

458

459 **2 DISCIPLINING OF MEMBERS**

460

461 **2-1 Procedures for Disciplining**

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

474

475 **3 REMOVAL OF OFFICER OR MEMBER OF BOARD OF GOVERNORS**

476

477 **3-1 Procedures for Removal**

478 When an officer or member of the Board of Governors is removed from office, the indi-
479 vidual may appeal to the Legislative Assembly. By a majority vote, the Legislative As-
480 sembly may reinstate such officer or member of the Board of Governors.

481 **4 MEMBERSHIP**

482

483 **4-1 Classes**

484 There shall be eight (8) classifications of membership: Active, Active Members on Leave
485 of Absence for Association Purposes, Retired, Corporate, Half-day, Tutor, Classified
486 Staff and part-time employees scheduled for more than twelve (12) hours each week
487 employed by the Columbus Board of Education.

- 488 a. Active membership shall be open to all members of the professional staff em-
489 ployed by the Columbus Board of Education, exclusive of professional personnel
490 not on the teachers' salary schedule and having the responsibility to direct the
491 activities of other professional personnel and the authority to hire, transfer, assign,
492 promote, discharge or discipline other professional personnel or to responsibly
493 recommend such action, provided such eligible members of the professional staff
494 agree to abide by the Code of Ethics of the Education Profession as referred to in
495 these Bylaws, pay the dues stipulated in these Bylaws, and maintain membership
496 in the United Education Profession. Active membership shall be continuous until
497 the member leaves the school system, resigns from the Association or is suspend-
498 ed or expelled from membership.
- 499 b. Active Members on Leave of Absence for Association Purposes; membership shall
500 be open to any person who is on leave at the request of the Association.
- 501 c. Retired membership shall be open to any officially retired member of the bargain-
502 ing unit who has held active membership in the Association for at least one (1)
503 year. Retired Life membership shall be available to active and retired members
504 and shall entitle the member for life to those rights and privileges of a retired mem-
505 ber as may be determined by the Constitution and Bylaws.
- 506 d. Corporate membership shall be open to any corporation which supports the goals
507 and principles of the Association, subject to approval by the Board of Governors.
- 508 e. Members of the professional staff otherwise eligible for active membership as set
509 forth in (a) above, but who are employed for one-half day shall be eligible for ac-
510 tive membership by paying the dues stipulated in these Bylaws.
- 511 f. Tutor membership shall be open to any person who is hired by the Board of Edu-
512 cation as a tutor.
- 513 g. Any person hired by the Board of Education in a classified capacity shall be eligi-
514 ble for membership by paying the dues stipulated in these Bylaws. Upon attain-
515 ment of bargaining rights, the classified employees shall have their own constitu-
516 tion, officers and bargaining unit.
- 517 h. Annual dues for part-time employees scheduled for more than twelve (12) hours
518 each week and requiring licensure shall be one quarter (1/4) dues, rounded to the
519 nearest dollar.

520

521 **4-2 Annual Dues**

- 522 a. Annual dues for Active members shall be 4 mills (004) of the B.A. base classroom
523 teacher's salary for the current year, rounded upward to the nearest ten cents
524 (\$.10). Payment of dues by any person hired by the Board of Education after
525 November 1 will be made in equal payments according to the Board date of hire.
526 Such dues shall be consistent with pay plan A.
- 527 b. Annual dues for Active Members on Leave of Absence for Association Purposes
528 shall be the same as active members.
- 529 c. Annual dues for Retired members shall be ten dollars (\$10) per year. The Retired

- 530 Life membership fee shall be one hundred dollars (\$100).
531 d. Annual dues for Corporate members shall be one hundred dollars (\$100).
532 e. Annual dues for Half-day members shall be one-half (1/2) the dues established in
533 (a) above, rounded to the nearest dollar. Only those who are contracted to teach
534 half-time and are not paid full-time salaries shall be eligible for this membership.
535 f. Annual dues for Tutor members, who teach five or fewer hours on a daily basis,
536 shall be the same as the annual dues for Half-day members. Notwithstanding
537 Bylaw 4-3a below and for the membership year only, tutors will have forty-five (45)
538 days after the conclusion of negotiations to pay their membership dues.
539 g. Annual dues for Classified members shall be one-half (1/2) the dues of Active
540 membership, rounded to the nearest dollar.

541

542 **4-3 Method of Payment**

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

550

551 **4-4 Refund of Association Dues**

- 552 a. After February 1, a member of the bargaining unit who retires or resigns from the
553 school system shall be assessed the entire dues one-hundred (100) percent. If a
554 member of the bargaining unit retires or resigns prior to February 1, that member
555 will be assessed at least half dues. Members must request a refund in writing with-
556 in fifteen (15) days after their final date of employment according to minutes of the
557 Board of Education.
558 b. If a member of the bargaining unit goes on a leave of absence after the beginning
559 of the school year, the member will be assessed full dues.
560 c. If a member of the bargaining unit dies before the end of the year, the remaining
561 dues will be refunded to his/her legal heir(s).

562

563 **5 FACULTY COUNCILS**

564

565 **5-1 Composition**

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

570

571 **5-2 Term of Office**

572 The terms of all members of a Faculty Council shall be for two (2) years. The members
573 of the Council shall select their own Chairperson. Elected members of the Faculty Coun-
574 cil shall serve for a period of two (2) years beginning October 1, and ending September
575 30 of the second year, with the exception of the first year, where, as nearly as possible,
576 one half shall be elected for a one-year term and the other half for a two-year term.

577

5-3 Selection Procedures

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

584

585 **5-4 Duties**

586 Members of the Faculty Council shall assist the Faculty Representative(s) in the distri-
587 bution, collection, and tabulation of ballots and shall conduct elections for faculty rep-
588 resentative(s). The Faculty Council shall serve as liaison between aggrieved parties
589 and the principal or other supervisory personnel and shall assist in filing grievances as
590 necessary. The Faculty Council shall not assume the responsibilities of the Board of
591 Governors or the various standing committees in the disposition of grievances which
592 have reached the formal procedures stage.

593

594 **6 CONVENTION DELEGATES**

595

596 **6-1 Convention Delegates**

597 Voting members of the Board of Governors shall be automatic delegates to all conven-
598 tions, unless prohibited by NEA and/or OEA.

599

600 **7 MINUTES**

601

602 **7-1 Distribution of Minutes**

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

605

606 **8 FISCAL AND MEMBERSHIP YEARS**

607

608 **8-1 Fiscal and Membership Years**

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

610

611 **9 ELECTORAL DISTRICTS**

612

613 **9-1 Number of Electoral Districts**

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

616

617 Two electoral districts will be formed from citywide units composed of members who
618 serve at multiple sites and who elect Faculty Representatives for these various units.

619 The following units are included in this category:

620

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

626 **9-2 Electing City-Wide Status**

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

633

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

636

637 **9-3 Enabling Provisions**

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

647

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

651

652 **9-4 Creation of New Districts**

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

655

656 **10 AT-LARGE AREAS**

657

658 **10-1 At-Large Areas**

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

667

668 **11 CODE OF ETHICS**

669

670 **11-1 Code of Ethics**

671 The professional conduct of members of this Association shall be governed by the Code
672 of Ethics of the Education Profession adopted by the National Education Association.
673 (See Appendix)

674 **12 OFFICERS**

675 **12-1 Terms of Office**

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

677

678 **12-2 Prohibition**

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

680

681 **12-3 Duties of the President**

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

690

691 **12-4 Duties of the Vice President**

692 The Vice President shall perform all the duties of the President during the latter's ab-
693 sence or disability and shall succeed to the office of President in the event of the Presi-
694 dent's death, resignation or removal from office. The Vice President shall be a member
695 of the Legislative Assembly and the Board of Governors, with full right to vote. The Vice
696 President shall perform such other duties as may be assigned to the office from time to
697 time by the Board of Governors or the President.

698

699 **12-5 Duties of the Secretary and the Treasurer**

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

710

711 **13 FACULTY REPRESENTATIVES**

712

713 **13-1 Duties of Faculty Representatives**

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

721 a. Attend all meetings of the Legislative Assembly;

722 b. Attend all District meeting(s);

- 723 c. Report results of all meeting(s) to faculty;
- 724 d. Conduct elections for the organization;
- 725 e. Arrange for representation at meeting(s) if unable to attend;
- 726 f. Enroll new members;
- 727 g. Call CEA building meeting(s), as necessary.

728

729 **13-2 Definition of Senior Faculty Representative**

730 When a unit has more than one Faculty Representative, the Senior Faculty Represen-
731 tative shall be the one with the most continuous service in the position within that unit.
732 When continuous service is tied, the Senior Faculty Representative shall be the Faculty
733 Representative who receives a majority of votes for the position of Senior Faculty Rep-
734 resentative.

735

736 **13-3 Rules for Removal**

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

742

743 **14 COLLECTIVE BARGAINING**

744

745 **14-1 Strike Notice**

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

750

751 **14-2 Ratification Procedure**

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

754

755 **14-3 State Employment Relations Board Representation**

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

758

759 **14-4 Ratifications of Collective Bargaining Agreements**

760 All ratifications of collective bargaining agreements will be conducted within the guide-
761 lines for ratification of collective bargaining agreements and fact finder reports as set
762 forth in the OEA Elections Manual.

763

764 **15 BOARD OF GOVERNORS**

765

766 **15.1 Duties of Governors**

767 The Members of the Board of Governors representing Districts shall maintain close con-
768 tact with the Faculty Representatives in their Districts; shall periodically hold open meet-
769 ings with their Faculty Representatives and other members in their Districts and units
770 for the purpose of passing along to them current information and seeking their views on

771 matters of importance to the education profession and the Association.

772

773 **15-2 Appointment of the Secretary**

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

779

780 **15-3 Minority Representatives**

781 Governors shall be elected at-large to assure that the number of ethnic minority repre-
782 sentatives on the Board of Governors reflects the percentage of ethnic minority mem-
783 bers of the teacher bargaining unit within the Columbus City Schools. However, enough
784 Governors shall be elected at-large to assure at least a twenty-five percent (25%) ethnic
785 minority representation on the Board of Governors. In the event that the ethnic minori-
786 ty representation on the Board of Governors is less than the required percentage of
787 the total Board of Governors membership, the Board shall conduct an at-large election
788 specifically designed to elect the necessary number of members to maintain the required
789 percentage of ethnic minorities.

790

791 **15-4 Definition of Minority**

792 Ethnic minority shall be defined as those persons designated as ethnic minority by sta-
793 tistics published by the United States Bureau of the Census. This definition shall specif-
794 ically include Black or African American, Hispanic or Latino, Asian, Native Hawaiian and
795 other Pacific Islanders, Native American and Native Alaskan.

796

797 **15-5 Procedure for Determining Number of Minority Representatives**

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

801

802 **15-6 Classroom Representatives**

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

812

813 **15-7 Duties of At-Large Governors**

814 In cooperation with the District Governors and the City-Wide Governor, the Governors
815 At-Large shall maintain close contact with the Faculty Representatives in the districts,
816 shall periodically hold open meetings with Faculty Representatives and other members
817 for the purpose of passing along to them current information and seeking their views on

818 matters of important importance to the education profession and the Association and
819 shall perform other duties as are prescribed in the Bylaws of the Board of Governors.

820 **15.8 Classified Representatives**

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

826

827 **16 ELECTION RULES**

828

829 **16-1 Declaration of Candidacy**

- 830 a. The President shall appoint an Elections Committee whose duty it shall be to
831 conduct elections in accordance with the OEA Elections Manual and to resolve all
832 challenges or protests to an election. No nominee for office shall serve concurrent-
833 ly on the Elections Committee.
- 834 b. In all regular elections, as defined by the Constitution, there shall be designated
835 a one-month period for the filing of Declarations of Candidacy; and for one month
836 prior to the commencement of the “one-month filing period,” the Association’s
837 newsletter will publicize such filing period and the offices and/or positions to be
838 filled thereby.
- 839 c. In cases of special elections, as defined by the Constitution, the period for filing
840 Declarations of Candidacy and the scheduling of their publicity shall be estab-
841 lished by consensus of the Chairperson of the Election Committee, and the Secre-
842 tary and President of the Association.
- 843 d. Members of the Board of Governors shall be made aware of the offices and/or po-
844 sitions to be filled by any election in sufficient time to assist prospective candidates
845 in filing for, and campaigning for, such offices and/or positions.
- 846 e. Any declared candidate may have his/her name removed from the ballot by sub-
847 mitting in writing a signed request to withdraw from candidacy, providing such
848 request is filed with the Secretary/Elections Chair of the Association fourteen (14)
849 calendar days prior to the day on which such ballots are scheduled to arrive at the
850 voting locations.

851 **16-2 Scheduling of Elections**

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

864

865 **16-3. Eligibility to Vote**

- 866 a. Any person who has met the requirements of membership, as an Active member

867 of the Association, as defined by the Constitution, on or before the concluding date
868 of the balloting period, shall be eligible to vote in any Association election.

869 **16-4. Ballots and Voting Procedures**

- 870 a. Balloting shall be conducted in a number of decentralized locations, which number
871 and locations are normally coincidental with the number and locations of school
872 buildings and/or other sites at which members have been assigned to work. Allow-
873 ances of exceptions to the norm will be made by consensus of the Chairperson of
874 the Elections Committee, and the Secretary and the President of the Association.
- 875 b. In the event that a regular ballot cannot be used by a member who is absent
876 from his/her workplace on the day(s) of voting (and the Faculty Representative or
877 designee cannot record that member's vote either in person or by telephone; or,
878 if the member does not wish to use the offices of the Faculty Representative as a
879 means of casting his/her ballot), the Association shall provide for use of an "absen-
880 tee ballot." The "regular ballot" shall be understood as referring to the ballot cast
881 by any member, or authorized to be cast by the FR for any member, and which is
882 recorded in the vote totals on the tally sheet returned to the Elections Committee
883 along with all the ballots cast and so recorded.
- 884 c. The Secretary of the Association, the Elections Committee, the Faculty Represen-
885 tatives and any other agents of the Association who are involved in the conduct
886 of elections in any official capacity shall make every effort to honor the request of
887 a member to cast an "absentee ballot," while taking every precaution to prevent
888 "absentee ballots" from duplicating any ballot which has been cast in, and reported
889 from, a workplace by a Faculty Representative. Members casting an "absentee
890 ballot" shall be required to certify, on a form to be provided by the Secretary/or
891 Elections Chair of the Association, that such "absentee ballots" are not duplica-
892 tions of other ballots.
- 893 d. Ballots shall be composed by the Secretary/or Elections Chair of the Association
894 and /or designee in accordance with the wishes of the Elections Committee, which
895 shall be responsible for the random ordering, by draw, of the names of the candi-
896 dates as they shall appear on the ballots.
- 897 e. The Faculty Representative(s), or designee(s), shall have full and sole authority to
898 conduct Association elections within their buildings in accordance with the Consti-
899 tution and Bylaws of the Association, the policies of the Board of Governors and
900 the various rules, regulations and procedures which, from time to time, may be
901 promulgated by the Elections Committee and the Secretary/Elections Chair of the
902 Association. This authority and responsibility includes, but is not limited to, con-
903 tacting absent members in assisting them to exercise their right to cast ballots and
904 obtaining ballots in those cases in which the Association has not sent a number of
905 ballots sufficient to provide every member with the opportunity to vote.
- 906 f. The Association shall provide days of Association Leave to members of the Elec-
907 tions Committee to permit their picking up election returns from buildings on the
908 occasion of the annual, regular, system-wide elections.

909

910 **16-5 Tabulation of Ballots and Certification of Results**

- 911 a. All ballots cast shall be returned to the Secretary/or Elections Chair of the Asso-
912 ciation in the provided designated envelope, which shall be sealed by the Faculty
913 Representative or designee, with his/her signature placed across the seal.
- 914 b. One of the signed tally sheets will be returned, together with all ballots cast and
915 recorded thereon, to the Secretary/or Elections Chair of the Association in the pro-

- 916 vided designated envelope, which shall be sealed by the Faculty Representative,
917 or designee, with his/her signature placed across the seal.
- 918 c. The second tally sheet shall be posted by the Faculty Representative, or designee,
919 on the Association Bulletin Board in that building.
- 920 d. The designated sealed envelopes containing ballots and tally sheets shall be
921 opened by the Elections Committee only, and only when three or more members
922 of the Elections Committee are present and witness to such opening.
- 923 e. Envelopes received unsealed shall be investigated and validated by the Secretary/
924 Elections Chair of the Association, or failing that, shall be considered invalid and
925 disregarded by the Elections Committee.
- 926 f. According to its own procedures, the Elections Committee will certify the validity,
927 or invalidity, of all the ballots before any of the ballots and/or tally sheets are tab-
928 ulated. All questions in controversy shall be decided by a majority vote of those
929 Elections Committee members present.
- 930 g. In accordance with the Constitution, the Elections Committee shall tally the ballots
931 and/or tally sheets and deliver the results to the Secretary of the Association who
932 shall certify those results to the Board of Governors, which is the final authority in
933 the conduct of elections.
- 934 h. All ballots (marked, unmarked and voided) and all other records pertaining to the
935 election of officers and Board of Governors of this Association and OEA and NEA
936 delegates and alternates shall be preserved for one year from the date the election
937 was held. Such ballots and other records shall be made available to OEA officers
938 upon request for inspection and examination.

939
940 **16-6 Recounts, Appeals and Final Determination**

- 941 a. In the elections of Association officers, the Elections Committee shall automatically
942 recount the ballots in any election in which the second-place candidate is within
943 ten (10) votes of a tie with the first-place candidate. There shall be no automatic
944 recount of votes in elections for delegate status or in elections for officers in which
945 greater than a ten-vote margin of victory exists.
- 946 b. A recount of the ballots may be requested by any candidate or “official observer”
947 for a candidate. If such a recount results in a change in determination of the win-
948 ner of the contested election, no fee shall be charged for conducting the recount.
949 If, however, such a recount does not result in a change in the determination of the
950 winner of the election, the candidate who requested the recount, or in whose be-
951 half the recount was requested, shall be liable for a recount fee of five dollars (\$5)
952 per committee member involved in the recount.
- 953 c. Failure by a candidate to pay such a recount fee shall make the candidate ineli-
954 gible to run for any Association office or delegate position for as long as such fee
955 remains unpaid.
- 956 d. Any request for a recount, or any challenge to a finding or decision of the Elec-
957 tions Committee must be presented to the Chairperson of the Elections Committee
958 and the Secretary of the Association within seven (7) days after the date of the
959 Committee’s tabulation of the voting results. The Elections Committee and/or the
960 Secretary of the Association shall respond in writing to such challenge, or sched-
961 ulate such recount within seven (7) days following receipt of such a challenge or
962 request.
- 963 e. Any decision of the Elections Committee or their failure to respond to an appeal
964 may be appealed to the Board of Governors, provided that the procedures in (d)

965 above have been followed by the complainant. Such appeal to the Board of Gover-
966 nors must be made at its next regularly scheduled meeting following receipt of the
967 response by the Elections Committee as required by (d) above.

968 f. In accordance with the Constitution, any decision made by the Board of Governors
969 in an election dispute is final and binding at the local level.

970 **16-7 Publication of Results**

971 a. The results of all elections for Association office shall be published upon their
972 certification to the Board of Governors by the Secretary/or Elections Chair of the
973 Association. In the election of delegates, the rank order of candidates and proba-
974 bly delegate status, if known, shall be published within two weeks of determination
975 of the results.

976 b. Candidates for election to delegate status shall be provided, upon request, a copy
977 of the voting results showing rank, order and probably delegate status, if known.

978 c. The names of those schools whose ballots are not received, not received timely or
979 not received accurately by the Elections Committee shall be published as soon as
980 practicable following the counting of ballots in each election.

981 d. The Chairperson of the Elections Committee shall notify the Faculty Representa-
982 tives of those buildings whose ballots were invalid that their ballots were not count-
983 ed; and shall provide, within seven (7) days after the election, the reason(s) for
984 which the ballots were disregarded.

985

986 **16-8 Miscellaneous**

987 a. Candidates may have access to membership labels by arrangement with the Elec-
988 tions Committee.

989 b. In the election of Association officers, candidates may have only one “official ob-
990 server” at a time who may be present for, and witness to, all business conducted
991 by the Elections Committee in the canvassing of ballots. The activities of such an
992 “official observer” are strictly limited to observation and representation of the candi-
993 date in filing an official challenge to any action(s) of the Elections Committee, or
994 in making a request for a recount of the ballots.

995 c. Ballots and tally sheets used in the election of Association officers shall be purged
996 by the Secretary/or Elections Chair of the Association and/or the Elections Com-
997 mittee after the expiration of the period established for the filing of any challenge
998 or appeal to both the Elections Committee and the Board of Governors, but only
999 after such period shall have expired.

1000 d. Ballots for delegate status shall be purged by the Secretary of the Association
1001 and/or the Elections Committee following ten (10) days after the conclusion of the
1002 conference, assembly, convention or other meeting for which candidates whose
1003 names appear on such ballots were elected to delegate status, except that, in no
1004 event, shall such ballots be purged earlier than one year following the conduction
1005 of such elections.

1006

1007 **17 DISSOLUTION OF ASSOCIATIONS**

1008

1009 **17-1** A petition for dissolution of the Association may be presented in writing to a meet-
1010 ing of the general membership by any member in good standing and must contain the
1011 signature of three-fourths (3/4) of the total membership of the Association.

1012

1013 **17-2** Upon receipt of the petition for dissolution by the total membership, the Associa-

1014 tion shall act upon the petition at the next general membership meeting.
1015 **17-3** The Association shall be considered dissolved if three-fourths (3/4) of the total
1016 membership vote by secret ballot in favor of dissolution.

1017

1018 **17-4** The effective date of dissolution shall be thirty (30) days from the date of the
1019 vote, thus allowing for the disposal of assets and liabilities.

1020

1021 **17-5** In the event of dissolution of the Association, all assets of this organization re-
1022 maining after payment of all obligations shall be distributed to United Way, provided
1023 that it is an entity recognized as exempt from Federal taxation. In the event that United
1024 Way is not then recognized as tax exempt, such assets shall then pass to I Know I Can,
1025 provided that it is recognized as exempt from Federal taxation. In the event that I Know
1026 I Can is not then recognized as exempt from Federal taxation, such assets shall pass to
1027 the United Negro College Fund provided that United Negro College Fund is recognized
1028 as exempt from Federal taxation.

1029

1030 **18 AMENDMENTS**

1031

1032 **18-1 Amendments**

1033 These Bylaws may be amended by a majority vote of those present at a meeting of the
1034 Legislative Assembly, provided that such amendment was presented and read at a pre-
1035 vious meeting.

1036

1037 **APPENDIX TO THE BYLAWS** 1038 **CODE OF ETHICS OF THE EDUCATION PROFESSION** 1039 **Adopted by 1975 NEA Representative Assembly**

1038

1039

1040

1041

1040 **PREAMBLE**

1042

1042 The educator, believing in the worth and dignity of each human being, recognizes the
1043 supreme importance of the pursuit of truth, devotion to excellence, and the nurture of
1044 democratic principles. Essential to these goals is the protection of freedom to learn and
1045 to teach and the guarantee of equal educational opportunity for all. The educator ac-
1046 cepts the responsibility to adhere to the highest ethical standards. The educator recog-
1047 nizes the magnitude of responsibility inherent in the teaching process. The desire for the
1048 respect and confidence of one's colleagues, of students, of parents and of the members
1049 of the community provides the incentive to attain and maintain the highest possible
1050 degree of ethical conduct. The Code of Ethics of the Education Profession indicates the
1051 aspiration of all educators and provides standards by which to judge conduct. The reme-
1052 dies specified by the NEA and/or its affiliates for the violation of any provision of this
1053 Code shall be exclusive and no such provision shall be enforceable in any form other
1054 than one specifically designated by the NEA or its affiliates.

1055

1056

1057

1058

1056 **PRINCIPAL I** 1057 **Commitment to the Student**

1059

1059 The educator strives to help each student realize his or her potential as a worthy and
1060 effective member of society. The educator, therefore, works to stimulate the spirit of in-
1061 quiry, the acquisition of knowledge and understanding and the thoughtful formulation of

- 1062 worthy goals. In fulfillment of the obligation to the student, the educator:
1063 1. Shall not unreasonably restrain the student from independent
1064 action in the pursuit of learning.
1065 2. Shall not unreasonably deny the student access to varying points
1066 of view.
1067 3. Shall not deliberately suppress or distort subject matter relevant to the student's
1068 progress.
1069 4. Shall make reasonable effort to protect the student from conditions harmful to learn-
1070 ing or to health and safety.
1071 5. Shall not intentionally expose the student to embarrassment or disparagement.
1072 6. Shall not, on the basis of race, color, creed, sex, national origin, marital status, po-
1073 litical or religious beliefs, family, social or cultural background, or sexual orientation,
1074 unfairly:
1075 a. Exclude any student from participation in any program;
1076 b. Deny benefits to any student;
1077 c. Grant any advantage to any student.
1078 7. Shall not use professional relationships with students for private advantage.
1079 8. Shall not disclose information about students obtained in the course of professional
1080 service, unless disclosure serves a compelling professional purpose or is required
1081 by law.

1082
1083 **PRINCIPLE II**
1084 **Commitment to the Profession**
1085

1086 The education profession is vested by the public with a trust and responsibility requiring
1087 the highest ideals of professional service.

1088
1089 In the belief that the quality of the services of the education profession directly influenc-
1090 es the nation and its citizens, the educator shall exert every effort to raise professional
1091 standards, to promote a climate that encourages the exercise of professional judgment,
1092 to achieve conditions which attract persons worthy of the trust to careers in education
1093 and to assist in preventing the practice of the profession by unqualified persons.

1094 In fulfillment of the obligation to the profession, the educator;

- 1095 1. Shall not in an application for a professional position deliberately make a false
1096 statement or fail to disclose a material fact related to competency and qualifica-
1097 tions.
1098 2. Shall not misrepresent his/her professional qualifications.
1099 3. Shall not deliberately suppress or distort subject matter relevant to the student's
1100 progress.
1101 4. Shall make reasonable effort to protect the student from conditions harmful to
1102 learning or to health and safety.
1103 5. Shall not intentionally expose the student to embarrassment or disparagement.
1104 6. Shall not on the basis of race, color, creed, sex, national origin, marital status, po-
1105 litical or religious beliefs, family, social or cultural background or sexual orientation,
1106 unfairly:
1107 a. Exclude any student from participation in any program;
1108 b. Deny benefits to any student;
1109 c. Grant any advantage to any student.
1110 7. Shall not use professional relationships with students for private advantage.

1111 8. Shall not accept any gratuity, gift or favor that might impair or appear to influence
1112 professional decisions or actions.

1113

1114 This Code of Ethics of the National Education Association has been officially adopted
1115 and incorporated into the Bylaws of the Columbus Education Association.

1116

1117

COLUMBUS EDUCATION ASSOCIATION

1118

1119

BYLAWS OF THE BOARD OF GOVERNORS

1120

1121

1122 **Section 1 Meetings**

1123 Regular meetings of the Board of Governors shall be held on the second and fourth
1124 Thursday of each month at 4:30 p.m., except that during the months of June, July and
1125 August, only one meeting shall be held each month. The time or date of any meeting of
1126 the Board of Governors may be changed by majority vote of the Board of Governors.
1127 The duration of the regularly scheduled Board of Governors' meetings shall not exceed
1128 three hours and special meetings shall not exceed one hour in length, unless extended
1129 by vote of two-thirds (2/3) of those present.

1130

1131 Special meetings may be called by the President, the Secretary, Treasurer or any four
1132 members of the Board, provided, however, notice of any special meeting and its pur-
1133 pose shall be given to all available members of the Board in advance of the meeting.

1134

1135 Any scheduled meeting of the Board of Governors that is held on the same day as a
1136 Legislative Assembly shall not exceed one and one-half (1½) hours in length.

1137

1138 **Section 2 Agenda**

1139 The President and Secretary shall prepare an agenda for each regular meeting, and the
1140 Secretary shall furnish a copy of it to each member of the Board at least five (5) days
1141 in advance of the regular scheduled meeting; provided, however, any member of the
1142 Board may bring up any matter under "New Business."

1143

1144 **Section 3 Order of Business**

1145 The order of business at all regular meetings of the Board shall be the following:

1146

1. Call to Order

1147

2. Roll Call

1148

3. Approval of Minutes

1149

4. Public Participation

1150

5. Treasurer's Report

1151

6. Reading of Communications

1152

7. Report of the President

1153

8. Report of the Vice President

1154

9. Reports of the Professional Staff

1155

10. Report of the Governors

1156

11. Old Business

1157

12. New Business

1158

13. Committee Reports

1159 14. Adjournment

1160 **Section 4. Vacancies**

1161 A vacancy shall arise in the position of any member of the Board if such member ceases to be a member of the Association.

1163

1164 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.

1167

1168 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.

1171

1172 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.

1178

1179 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.

1186

1187 **Section 5 Duties of District Governors**

1188 In addition to stated constitutional duties, the Governors:

1189 1. Shall hold, or an at-Large Governor attend, a minimum of seven (7) district meetings each school year.

1191

1192 2. Shall announce all district meetings and make them open to all members in the district.

1194

1195 3. Shall, in addition to maintaining close contact with the Building Representatives, develop a means for communicating issues to the members in said district.

1197

1198 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.

1199

1200 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.

1202

1204 **Section 6 Duties of the President**

1205 In addition to the constitutional duties, the President:

1206 1. Shall coordinate the Professional Staff of the Association as the chief officer of the UniServ Coordinating Council.

1207

- 1208 2. Shall be responsible for coordinating the activities of the Association.
1209 3. Shall, together with another member of the Association, attend, or be represented
1210 at, all regular meetings of the Columbus Board of Education.
1211 4. Shall attend, or be represented by a member of the Association, the annual con-
1212 vention of the Ohio Education Association and the National Education Association.
1213 Necessary traveling and other expenses incurred in connection with such meetings
1214 shall be paid by the Association.
1215 5. Shall represent the Association before the public either personally or through dele-
1216 gates.
1217 6. Shall assist in carrying out services to the Association members.
1218 7. Shall visit local schools as often as possible to maintain contact with the membership.
1219

1220 **Section 7 Duties of the Vice President**

1221 In addition to the constitutional duties, the Vice President:

- 1222 1. Shall, in the absence of the President, assume all of the responsibilities designated
1223 to the President in Section 6 of these Bylaws.
1224 2. Shall assist the President by coordinating activities of the committees of the Asso-
1225 ciation.
1226 3. Shall assist in carrying out services to the Association members.
1227 4. Shall visit local schools to maintain contact with the Membership.
1228

1229 **Section 8 Duties of the Treasurer**

1230 In addition to the constitutional duties, the Treasurer:

- 1231 1. Shall receive and deposit to the account of the local association all monies belong-
1232 ing to the Association.
1233 2. Shall maintain accurate records of all financial transactions and report in detail said
1234 transactions to the Board of Governors.
1235 3. Shall be a member of the Budget Committee and present all necessary records to
1236 the proper persons for the annual audit.
1237 4. Shall co-sign with the President all authorized checks and be responsible for in-
1238 vesting Association funds in certificates of deposit and/or savings accounts.
1239 5. Shall maintain a proper file of Association records, Constitution, Bylaws and stand-
1240 ing rules; and keep accurate minutes of all constituted meetings of the Association
1241 for a permanent record of business activities.
1242 6. Shall maintain an accurate list of the membership in local, state and national affiliates.
1243 7. Shall be bonded for an amount to be decided annually by the Board of Governors,
1244 the premium being paid by the Association.
1245

1246 **Section 9 Duties of the Executive Director**

1247 In addition to the constitutional duties, the Executive Director:

- 1248 1. Shall be appointed for a term of one year.
1249 2. Shall carry out assignments delegated by the President and/or Board of Governors of
1250 the Association.
1251

1252 **Section 10 Standing Committees**

1253 The following shall be the Standing Committees of the Association:

- 1254 • Archival Records
1255 • Awards
1256 • Budget

- 1257 • Constitution
- 1258 • Economic Services
- 1259 • Elections
- 1260 • Instruction/Professional Development
- 1261 • Legal Services
- 1262 • Legislative
- 1263 • Minority Involvement Program
- 1264 • Negotiations
- 1265 • Promotion of the Profession
- 1266 • Public Relations
- 1267 • CEA Membership Scholarship Foundation
- 1268 • Columbus Early Career Educators (CECE)

1269

1270 **Section 11 Amendments**

1271 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.

1274

1275 **Section 12 Declaration of Candidacy and Elections**

1276 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.

1282

1283 **Section 13 Staff Participation**

1284 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.

1288

1289 **Section 14 President's Payroll**

1290 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.

1292

1293 **Section 15 UniServ Coordinating Council**

1294 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.

1296

1297 **Section 16 Release Time**

1298 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.

1299