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**MASTER CONTRACT**

BETWEEN

THE BOARD OF EDUCATION OF THE  
BEACHWOOD CITY SCHOOL DISTRICT

AND THE

BEACHWOOD FEDERATION OF TEACHERS,  
AFT, LOCAL 1468

Effective September 1, 2019 through August 31, 2022  
Approved by Board Resolution 08-19-279  
August 12, 2019

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## **CONTRACT**

THIS COLLECTIVE BARGAINING AGREEMENT (hereinafter referred to as the "Master Contract") made and entered into by and between the BOARD OF EDUCATION OF THE BEACHWOOD CITY SCHOOL DISTRICT (hereinafter referred to as "Board of Education") and the BEACHWOOD FEDERATION OF TEACHERS, AFT, LOCAL 1468 (hereinafter referred to as "Federation"), is as follows:

### **ARTICLE 1. EFFECTIVE DATE AND DURATION**

- A. This Contract and the undertakings set forth herein shall be effective on and after September 1, 2019.
- B. This Contract and the undertakings set forth herein shall expire at midnight on August 31, 2022.

### **ARTICLE 2. GENERAL TERMS**

This Contract and the representation election submission agreement signed by the parties in October, 1972, set forth all agreements that have been entered into between the Board of Education and the Federation, and neither party shall be required to negotiate with the other party for the term of this Contract.

### **ARTICLE 3. RECOGNITION AND DUES DEDUCTION**

- A. The Board of Education of the Beachwood City School District hereby recognizes the Beachwood Federation of Teachers, AFT, Local 1468 as the sole and exclusive negotiations representative of the certificated/licensed personnel employed by the Board of Education of the Beachwood City School District, which shall be defined as regular classroom and special education teachers, school counselors, school psychologists, librarians, nurses, speech and language pathologists, audiologists, and certificated/licensed preschool instructors and instructional tutors for the purposes of negotiating in good faith a professional salary schedule, a grievance procedure, and such other terms and conditions of employment of said employees as the parties may agree are proper subjects of negotiations. Excluded from this unit are substitute teachers, tutors other than instructional tutors, administrative personnel, employees in other bargaining units, teachers and other certificated staff assigned to nonpublic schools paid by state or federal funds, and all other confidential, supervisory and management level employees as defined in R.C. 4117.01 (C), (F), (J), (K) and (L) of the Ohio Revised Code. This recognition is subject to the terms and conditions set forth in the representation election submission agreement signed by the parties in October 1972 and later amended on December 10, 1987 and June 20, 2000. The recognition granted herein upon the Beachwood Federation of Teachers, AFT, Local 1468 as the sole and exclusive negotiations agent and representative as defined herein shall remain in force and effect for the term of this Agreement, subject to the provisions of Chapter 4117 of the Ohio Revised Code
- B. Check-Off
  - a. The District will deduct any initiation fees and dues levied by the Union from the pay of members of the bargaining unit upon receipt from the Union of individual signed authorization cards executed by the member for that purpose and bearing the member's

signature.

- b. The District's obligation to make deductions shall terminate automatically upon receipt of revocation of authorization with the thirty (30) day period prior to the termination of this Contract or upon the termination of employment or transfer to a job classification outside the bargaining unit.
- c. All authorized deductions will be made from the member's pay on a regular semi monthly basis. All deductions shall be transmitted to the Union no later than the 15th day following the end of the month in which the deduction is made together with a list of the members of the bargaining unit paying such dues or fees by payroll deductions, and upon receipt, the Union shall assume full responsibility for the disposition of all funds deducted.
- d. The Federation shall indemnify and hold the Board of Education and any of its agents harmless against any and all claims, demands, suits and other forms of liability that may arise out of, or by reason of action taken or not taken by the Board of Education for the purpose of complying with any provisions of this Article, or in reliance on any notice or authorization form furnished under any of the provisions of this Article.

#### **ARTICLE 4. GRIEVANCE PROCEDURE**

- A. A grievance is a claim by an employee represented by the Federation or a group of employees represented by the Federation of a violation of an express provision of this Contract.

#### **B. Step 1 (Informal Meeting)**

If an employee believes a violation of this Contract has occurred the employee, either alone or in the company of a Federation school representative, shall first discuss the matter with the employee's principal or other immediate supervisor in an effort to resolve the matter informally. Prior to this Step 1 meeting, the principal or other immediate supervisor shall be informed in writing that such a meeting is a Step 1 meeting.

#### **C. Step 2**

- a. If not settled at Step 1, the grievance shall be reduced to writing on the Grievance Form which is attached hereto as Appendix 6 and shall be submitted by the grievant with the principal or other immediate supervisor within ten ( 10) days of the date on which the claimed violation of this Contract took place or on which a grievant knew or could have reasonably been expected to know of the occurrence giving rise to the grievance. If the Grievance Form is not submitted within the foregoing time limit, the grievance shall be considered waived and further action barred. The Grievance Form filed with the principal or other immediate supervisor must be signed by the grievant, must be dated, and must state: (a) the alleged facts on which the grievance is based; (b) the date on which the alleged violation of this Contract occurred; (c) the provision of this Contract which allegedly has been violated; and (d) the remedy which the grievant thinks is appropriate.
- b. Not later than five (5) days after a grievance is filed at Step 2, the principal or other

immediate supervisor will notify the grievant and the Federation school representative of the date, time, and location of the meeting at Step 2, which date shall not be later than ten (10) days after the date of notification. At that meeting, which shall be before the principal, or other immediate supervisor, the grievant shall be present and a Federation representative shall be present if the grievant so requests. Not later than five (5) days after the conclusion of the meeting at Step 2, the principal, or other immediate supervisor, shall submit their disposition in writing to the grievant and a copy shall be given to the Federation school representative.

- c. If the nature of the grievance is not building specific (e.g., health care), the grievant may immediately proceed to Step 3 of the Grievance Procedure which shall be noted on the grievance form when initially filed. The Superintendent may, upon review of the grievance, refer this matter back to the building principal for initial response if it is deemed that the grievance is improperly filed.

#### **D. Step 3**

- a. If the grievance is not settled at Step 2, the grievant may, not later than ten (10) days after receipt of the written disposition at Step 2, submit to the Superintendent a written request for a meeting at Step 3 for the purpose of settling the grievance.
- b. Not later than five (5) days after receipt of such a request, the grievant and the president of the Federation shall be notified of the time and location of the meeting at Step 3, which date shall not be later than ten (10) days after the date of notification. The meeting at Step 3 shall be before the Superintendent or designee. The grievant shall be present and a Federation representative shall be present if the grievant so requests. Not later than five (5) days after the conclusion of the hearing at Step 3 the Superintendent/designee who conducted the hearing shall submit the disposition in writing to the grievant and a copy shall be given to the president of the Federation.

#### **E. Step 4**

- a. If the grievance is not settled at Step 3, the grievant may, not later than ten (10) days after the receipt of the written decision at Step 3, submit to the Superintendent a written request for a meeting at Step 4 for the purpose of settling the grievance.
- b. Not later than five (5) days after receipt of such a request, the grievant shall be notified of the time and location of the meeting at Step 4, which date shall be no later than ten (10) days after the date of notification. The meeting at Step 4 shall be before the Board of Education or a committee of the Board of Education consisting of at least three of its members. At that meeting, the grievant shall be present with Federation representation if the grievant so requests. Not later than ten (10) days after the conclusion of the hearing at Step 4, the Board of Education shall submit its disposition in writing to the grievant and a copy shall be given to the president of the Federation.

#### **F. Step 5**

- a. If requested in writing by the grievant, the Federation may, not later than fifteen (15) days

after receipt of the written decision of the Board of Education at Step 4, refer the grievance to a disinterested third person by giving written notice to the Superintendent of Schools of its desire to do so.

- b. Not later than ten (10) days after such notice is given; representatives of the Board of Education and of the Federation shall meet to select the third person. Selection shall be from a panel of nine (9) names prepared and submitted by either the Federal Mediation & Conciliation Service or the American Arbitration Association in accordance with their respective procedures, as the parties may agree. The panel of nine (9) names shall be jointly requested by a representative of the Board of Education and by a representative of the Federation in writing.
- G. Depending on the organization selected by the parties to provide a panel of potential disinterested third parties to serve as the hearing officer, the disinterested third person shall hold the necessary hearing in accordance with either the Arbitration Policies and Procedures of the Federal Mediation & Conciliation Service or the Voluntary Labor Arbitration Rules of the American Arbitration Association, and the decision and the award of the disinterested third person shall be final and binding on the Board of Education, on the Federation, and on the grievant. In reaching a decision, the disinterested third person shall be governed by the express terms of this Contract, and shall have authority to determine only whether an express provision of this Contract has been violated. The disinterested third person shall have no authority to render a decision that would modify or change this Contract in any respect or add to or take away from its terms. The disinterested third person also is specifically prohibited from reaching any decision which is contrary to law or which would conflict with or take away from the statutory powers of the Board of Education.
- H. If a decision on a grievance is not appealed by a grievant within the time limits specified in any step of the grievance procedure, the grievance will be deemed settled on the basis of the disposition in the prior step and further appeal will be barred. If a grievance is not answered at any step of the grievance procedure, the grievance shall advance automatically to the next higher step.
- I. For the purposes of this Article only, "day" shall mean any calendar day during the period from the first teacher workday of the school year through the last teacher workday of the school year, excluding all Saturdays, Sundays, days when school is not in session during winter and spring recesses, and holidays recognized on the Board-approved school calendar. If any of the deadlines for a Grievance occur during the period between the last teacher workday of the school year and the first teacher workday of the following school year, the parties shall meet to discuss an alternative schedule of proceedings and may by mutual agreement modify the timeline for processing a Grievance.
- J. The grievant may be represented at all stages of the grievance procedure by any person of their own choosing. When a grievant is not represented by the Federation, the Federation shall have the right on its request to have a Federation representative acceptable to the grievant present to state its views at all stages of the grievance procedure. Nothing contained herein shall prevent any grievant from presenting a grievance and having it adjusted without intervention by the Federation.

- K. Costs for the services of the disinterested third person and of either the Federal Mediation & Conciliation Service or the American Arbitration Association shall be borne equally by the Board of Education and the Federation.

#### **ARTICLE 5. PERSONNEL FILES**

- A. Material concerning a teacher's conduct, performance, service, character, or professionalism may be placed in the teacher's file only after the teacher has been given a reasonable opportunity to read the material. The teacher shall acknowledge that they have read such material by affixing their signature and date on the copy to be filed. Signature merely signifies that they have read the material and does not necessarily indicate agreement with its content. If the teacher refuses to sign, a dated note to that effect will be attached to the material files.
- B. A teacher shall be permitted to examine their file during normal business hours in the presence of the Superintendent/designee. The teacher may make copies of any material placed in the member's file after employment by the Board of Education.
- C. By mutual agreement of the teacher and the Superintendent, material that has been found inappropriate or inaccurate shall be removed from the teacher's file.
- D. A teacher shall be permitted to place material in their file, in answer to material already placed in the member's file. Answers shall be attached to the related material in the file.
- E. Materials placed in the teacher's file must be identified in such a manner that the author and the person placing the material in the file are known.
- F. A member may request, after a reasonable amount of time, to have a verbal warning or written reprimand removed from their personnel file. It is in the Superintendent's (or designee's) discretion whether to remove the verbal warning or written reprimand from the member's personnel file.

#### **ARTICLE 6. BUILDING COMMITTEES**

- A. The principal of each building will meet, outside of regular school hours, with the respective BFT Building Committee representative on a monthly basis, or more frequently by mutual consent, for a free exchange of views concerning school issues and activities.
- B. The President of the bargaining unit will submit the names of members of each Building Committee to the Superintendent. Those so listed on the presented lists shall be the official Building Committee and may include a member from outside each building.

#### **ARTICLE 7. ISSUANCE OF PAYCHECKS**

Bargaining unit members will be paid on the fifteenth day and last day of each month. All bargaining unit members will be required to receive their pay through direct deposit to the bank of their choice. If payday occurs on a Saturday or Sunday, direct deposits will be made on the Friday immediately preceding payday. Direct deposit notifications will be made available via secure technology.



## **ARTICLE 8. LEAVES**

### **A. Sick Leave**

- a. **Accrual.** Each person who is employed by the Board of Education shall be entitled to fifteen (15) days sick leave with pay, for each year under contract, which shall be credited at the rate of one and one-fourth days per month.
  - b. **Accumulation.** Unused sick leave shall not exceed 275 days at any one time for use as sick leave; however, a member may accumulate an unlimited number of days of unused sick leave for the sole purpose of payment of unused sick leave for retirement under the terms of Article 11. The District will track such leave accordingly.
  - c. **Usage.** Members may use sick leave up to the amount of the accumulated sick leave as defined in the preceding paragraph but subject to the following:
    - i. Teachers, upon prior notice to the responsible administrative officer of the school district, may use sick leave for absence due to personal illness, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness or injury in the employee's immediate family (which shall be defined as mother, father, spouse, children, grandparents, sister, brother, mother-in-law, father-in-law and, with the approval of the Superintendent, other family members).
    - ii. If a bargaining unit member suffering from a serious injury, illness, or other conditions applies for retirement due to disability, the member may use no more than four weeks of accumulated sick leave after the date of notification of the recommendation for approval of the disability retirement from the retirement system. The bargaining unit member may nonetheless qualify for the payment of unused sick leave as provided in Article 11.
- B. Pregnancy/Adoption.** There are three (3) types of leave that may be available to bargaining unit members immediately after the birth or adoption of a child: sick leave, FMLA, and unpaid child-rearing leave. The use of sick and FMLA leaves shall run concurrently. Use of unpaid child rearing leave shall commence immediately upon the conclusion of the use of sick and/or FMLA leave. Each of these forms of leave has the following eligibility and usage requirements:
- a. **Sick Leave After Birth or Adoption of a Child.** After the birth or adoption of a child during the period from August 1st through the last day of classes of that school year, a bargaining unit member may use accumulated sick leave up to twelve (12) weeks or until the end of the school year, whichever is less. After the birth or adoption of a child during the period from the last day of classes in June to July 31st, a bargaining unit member may use accumulated sick leave for the first six (6) weeks of the following school year.
  - b. **FMLA Leave After Birth or Adoption of a Child.** In accordance with the Family and Medical Leave Act of 1993, as amended, an eligible member may take up to twelve (12)

work weeks of job-protected, unpaid leave for the following reasons: the birth and/or care of a newborn child of the member, within one (1) year of the child's birth or the placement with the member of a child for adoption or foster care, within one (1) year of the child's placement.

- c. Unpaid Child Rearing Leave After Birth or Adoption of a Child.
  - i. Continuing Contract Members. After the completion of any leave under preceding paragraphs 1. and 2., a bargaining unit member with continuing contract status is entitled to unpaid child rearing leave after the child's birth or the placement with the member of a child for adoption provided that:
    - 1. The member provides written notification to the Superintendent/designee at least forty five (45) calendar days before the child's expected date of delivery or the anticipated placement with the member of a child for adoption.
    - 2. The notification contains the duration of this leave with said leave terminating at the end of the first semester or school year, Special or unforeseen circumstances with a physician's certification may justify an exception to this requirement.
    - 3. On one (1) occasion during the member's employment with the District, the Unpaid Child Rearing Leave may be greater than one (1) year but not more than two (2) full school years.
    - 4. If a member gives birth or adopts another child while on an unpaid child rearing leave under this Section, the member may apply for additional leave in accordance with the terms of this Section
    - 5. If a member, while on leave, has elected not to return to work, the member shall notify the Superintendent/designee no later than ninety (90) calendar days prior to the member's scheduled date to return to work.
  - ii. Limited Contract Members. A teacher on a limited contract may be granted leave under this section not to exceed the member's current contract period, unless the birth of her child or the placement of the child for adoption with the member occurs on or after March 1st, in which case the member may be eligible for leave under this section for the succeeding school year if the member's contract is renewed.
- d. General. The teacher shall provide a statement from the member's doctor stating the expected date of delivery. The teacher shall notify the building principal as soon in advance as possible of the date on which the leave will begin. Sick leave with pay due to pregnancy-related illness will be granted as required by the Ohio Revised Code 3319.141.

### C. Paternity Leave/Adoptive Leave

A male member may use up to five (5) sick leave days from accumulated sick leave if his legal spouse gives birth to or he adopts a child.

D. Personal Business Absence

- a. The Board of Education authorizes the Superintendent to approve up to three (3) days of leave in a school year for personal business absence upon request of a teacher. Unused Personal Business Absence days shall be added to accumulated sick leave.
- b. An application for personal business leave should be submitted at least one (1) week in advance (except in the event of an emergency when a shorter notice may be acceptable).
- c. Except in the case of special circumstances, personal business leaves shall not be granted for a workday preceding or a workday following holidays or vacations or the first and last day of the school year.
- d. The number of teachers allowed leave of any sort at any one time will continue to be within the discretion of the administration as the Superintendent and administration view the needs of the schools.
- e. The form to be used will be consistent with the electronic form to be used district-wide.

E. Assault Leave

Pursuant to Section 3319.143 of the Ohio Revised Code, the Board of Education shall provide teachers with assault leave.

F. Sabbatical Leave

- a. The Superintendent of Schools and the Board of Education may grant a teacher who has been in the district five (5) years or more a leave of absence for not more than two (2) semesters for professional purposes. In order to be considered for such leave, the teacher must submit a plan for professional improvement to the Superintendent for approval.
- b. Leave may only be approved if there is a satisfactory substitute available. The maximum partial salary an eligible teacher may receive is the difference between the teacher's salary and the substitute teacher's pay.
- c. A teacher on sabbatical leave shall be permitted to return to work at the beginning of a school year by notifying the Board of Education by April 1st prior to the beginning of the next school year.
- d. Upon return to service of a teacher at the expiration of such leave, the member shall assume the contract status held prior to such leave.

G. Funeral Leave

Teachers shall be allowed up to five (5) days of absence with pay due to death in their immediate family. This shall be defined as mother, father, spouse, children, grandparents, sister, brother, mother-in-law, father-in-law (and with the approval of the Superintendent, other family members).

#### H. Miscellaneous

A member who previously scheduled a personal day or is on paid sick leave will not be charged with the use of such leave when school is closed due to public calamity.

#### I. Unpaid Leave

- a. Upon the prior written request of the member, the Board may grant a leave of absence for educational, professional or other purposes and shall grant such a request where illness for other disability is the reason for the request. The maximum duration for an unpaid leave under this section is two (2) school years.
- b. During any period of leave under this section, the member shall neither be paid nor receive any form of paid benefits.
- c. Upon the return of the member from a leave of absence under this section, the Board may terminate the employment of a person hired exclusively for the purpose of replacing the returning member while the returning member was on leave.
- d. This section specifically supersedes O.R.C. 3319.13.

### **ARTICLE 9. SICK LEAVE DONATION PROGRAM**

- A. This program applies to all members of the Beachwood Federation of Teachers' bargaining unit. The intent of the program is to allow members to provide assistance voluntarily to another member who has recently suffered a serious illness or injury.
- B. A serious illness or injury is an injury or illness:
  - a. causing a direct and immediate threat to a member's life;
  - b. requiring extensive medical care of the member; and
  - c. resulting in an extended period of actual physical or mental incapacity of the member.

In order to qualify as having a serious illness or injury, a bargaining unit member must satisfy each of the three preconditions listed above.

- C. The member must first submit to the Superintendent/Designee a written medical certification completed by a qualified physician, at the member's sole cost, indicating the member's serious injury or illness and the expected period of actual physical or mental incapacity. Upon review, the Superintendent or designee may request additional information from the member and/or the

physician who provided the medical certification. Additionally, the Superintendent or designee may obtain a second opinion, at the District's sole cost, from an independent, qualified physician regarding the member's serious injury or illness. The member will submit such information as may be necessary for the second opinion physician to render an opinion, and the member will submit to a medical examination by the second opinion physician, if requested. Based on all available information, the Superintendent/Designee will determine whether the member is eligible to participate in the program.

- D. To be eligible to participate in the program, the member must also have:
  - a. no accrued sick or other paid leave available from the District;
  - b. not been approved for a STRS disability retirement or state, federal, or other governmental disability benefits;
  - c. not applied for workers' compensation or other governmental benefits program for which the member may be eligible. A member who has applied for such benefits may use sick leave under this program to satisfy the waiting period for such benefits, where applicable. After the waiting period, a member may use sick leave under this program up to an amount equal to the benefit for which the member applied while the member's application is pending approval;
  - d. suffered a recent serious illness or injury as determined by the Superintendent/ Designee under this program; and
  - e. completed one calendar year of employment with the Beachwood City School District.
- E. A member may donate sick leave if the donating member:
  - a. understands that donated sick leave will be used in order of donation only in the amount needed by the requesting member, (i.e., first donated, first used). Donated sick days will not be deducted until used by requesting member
  - b. donates a minimum of one (1) day of sick leave;
  - c. retains a combined leave balance of at least ten (10) days of sick leave and personal leave; and
  - d. understands that only two (2) days of leave during the term of the Master Contract may be donated to any one member.
- F. A member determined to be eligible to participate in this program due to a serious illness or injury on one or more occasions may receive no more than thirty (30) donated sick days under this program during the term of this Master Contract and a maximum of one hundred twenty (120) donated sick days under this program during the entire term of the member's employment with the District.
- G. The Beachwood Federation of Teachers will be solely responsible for soliciting its members to

donate sick leave under this program. The donation of leave will occur strictly on a voluntary basis. The member should contact and notify the president of the BFT of the need for additional sick leave. The president will request donations first from the members of the building where the injured/ill member is assigned. If additional days are needed, the request will be made of all BFT members.

- H. A member who wishes to donate sick leave under this program will send an email message to the Treasurer of the Beachwood City School District, indicating:
  - a. the name of the member for whom the donated sick leave is intended; and
  - b. the number of sick leave days to be donated.

The date and time-stamp of any such communication will be utilized by the District in the use of donated sick leave under subsection E. of this program.

- I. The program will be administered on a pay-period by pay-period basis. Members using sick leave under this program will be considered on active pay status and will accrue leave and be entitled to any benefits to which they would otherwise be entitled from the District. Leave accrued by a member while using donated leave shall be used, if necessary, in the following pay period before additional donated leave may be utilized. Donated sick leave will be considered sick leave but is not eligible for conversion into a cash benefit.
- J. Members using sick leave under this program will also concurrently use any leave available under Board policy, and state and federal law, including the Family Medical Leave Act, as amended and will be subject to the requirements of said policies and laws.
- K. Prior to returning to work after participating in this program, a member must first submit a written medical certification completed by a qualified physician, at the member's sole cost, indicating that the member's period of incapacity has ended and that the member is able to resume fully the responsibilities of the member's position with the District. Upon review, the Superintendent/Designee may request additional information from the member and/or the physician who provided the return to work certification. Additionally, the Superintendent/Designee may obtain a second opinion, at the District's sole cost, from an independent, qualified physician regarding the member's alleged ability to return to work. The member will submit such information as may be necessary for the second opinion physician to render an opinion, and the member will submit to a medical examination by the second opinion physician, if requested. Based on all available information, the Superintendent or designee will determine whether the member is able to return to work.

#### **ARTICLE 10. NOTIFICATION OF VACANCIES**

- A. A vacancy exists when all three of the following conditions are met: (1) a bargaining unit member is promoted, retires, resigns, is terminated or transferred or a new position is created; AND (2) the Superintendent has determined to continue with an existing position/ assignment; AND (3) the Superintendent has not filled the position/assignment with a current bargaining unit member. In the event of a vacancy, the Superintendent/designee shall notify the President of the Federation,

by email, of such vacancies as they occur. In the event school is not in session, the Superintendent/designee shall notify the President of the Federation by email and phone call/text. The current staff members shall have the right to apply for such vacancies for which such staff member is certified/licensed.

- B. Employment advertisements for vacancies shall be posted to the District's electronic notification system (which is non-public) seven (7) days prior to any public posting unless the vacancy will be filled during the school year in which it occurs or occurs during summer recess. For any vacancy occurring during the school year in which it occurs or during summer recess, employment advertisements for vacancies shall be posted to the District's electronic notification system (which is non-public) three (3) days prior to any public posting.
- C. Bargaining unit members, if interested in a vacancy, shall give notice of their interest by sending an email to the Superintendent, Union President and appropriate immediate supervisor (*i.e.*, building principal, Director of Pupil Services or both). Bargaining unit members who are properly certificated/licensed or will be properly certificated/licensed prior to the position's start date shall be granted an opportunity to interview for the vacancy.

#### **ARTICLE 11. PAYMENT OF UNUSED SICK LEAVE FOR RETIREMENT**

- A. A member employed by the Board of Education may elect, if eligible, at the time of retirement from active service under the State Teachers Retirement System, and with ten (10) or more years of service with the Board of Education, to be paid in cash for thirty percent (30%) of the value of the member's accrued but unused sick leave credit. Such payment shall be based on the teacher's rate of pay at the time of retirement. Payment for sick leave on this basis shall be considered to eliminate all sick leave credit accrued by the teacher at that time. Such payment shall be made only once to any teacher. The maximum payment that may be made shall be .30 of 275 (82.5 days), plus 1/12 of accumulated sick days over 275. Payments shall be made only upon fulfillment of the following conditions:
  - a. The employee requests, in writing, to the Superintendent such payment prior to the member's first day of retirement.
  - b. The employee must be in active service for the year immediately prior to retirement.
  - c. The rate paid will be the per diem rate of the employee's base contract in effect at the time of retirement. To calculate this rate, the employee's salary as determined only by Schedule A (including all credit hours) or Schedules B or C is divided by the number of workdays indicated in Article 16, C.
  - d. The employee must present satisfactory evidence of eligibility for STRS/SERS retirement to the Treasurer. Upon STRS/SERS retirement, one-half (1/2) of the severance payment will be made within 45 days of the effective date of retirement, with the balance being paid the following January. Any deferral of severance pay to a 403(b) or 457 Plan must meet all applicable requirements of the Internal Revenue Code.
- B. At the time of retirement from active service under the State Teachers Retirement System, a teacher with ten (10) or more years of service within the District will receive a Dedicated Service

Award of \$2,500 as long as the teacher notifies the Superintendent/designee in writing of retirement by March 15<sup>th</sup> of the year of retirement.

## **ARTICLE 12. INSURANCE**

- A. A group term life insurance policy will be provided for each employee. The amount of the policy for a full-time (37.5 hours per week) employee shall be seventy-five thousand dollars (\$75,000). The amount of the policy shall be prorated for a part-time employee.
- B. Health Insurance:
- a. Eligibility. In order to be eligible for healthcare, prescription drug, dental and/or vision insurance coverages under this Contract, a bargaining unit member must regularly work no less than twenty-five (25) hours per week throughout the course of the member's regular work year.
    - i. The Board of Education can seek bids for all the various components of health care for similar coverage from any source and maintain the right to accept such bids.
    - ii. The Board of Education may change carrier(s) of any of the insurance programs contained herein provided that such coverage and services shall be comparable to the coverage provided by the present carrier(s) as of the effective date of this Contract.
    - iii. While the Board of Education retains the final decision concerning the carrier(s), the Board of Education will consult with the Beachwood Health Care Committee prior to any change in carrier(s).
    - iv. The Board of Education will also notify the Beachwood Federation of Teachers in writing at least thirty (30) days prior to any change in carrier(s). In the event of a change in carrier(s), pre-existing conditions will not be excluded from coverage.
  - b. Spousal Certification. If an eligible bargaining unit member's spouse is working or is retired and has healthcare, prescription drug, dental and/or vision insurance available to the member, that spouse is not eligible for such coverage under the District's insurance plan (healthcare, prescription drug, dental and/or vision). Upon the spouse's enrollment in their employer's/retirement system's insurance coverage plan, that coverage will become the primary payor of benefits, and the coverage by the Board will become the secondary payor of benefits provided the covered employee elected family coverage with the Board. Each bargaining unit member shall complete and submit the necessary documentation to the Board annually relating to the working/retired spouse's coverage. Failure of the bargaining unit member to do so shall result in the immediate loss of eligibility for the employee's spouse for healthcare, prescription drug, dental and/or vision.
    - i. This provision applies only to those bargaining unit members determined to be eligible for insurance coverage as defined in this Article.



- ii. A spouse of an eligible bargaining unit member excluded from the District's healthcare and prescription drug insurance coverage under this section may participate in the District's dental and/or vision coverage if such coverage is not available through the spouse's employer.
  - iii. A bargaining unit member, whose working/retired spouse is not eligible to participate in the District's insurance plans under this Article, has the right to have the member's eligible children on the District's insurance plans provided the member is eligible to participate in the District's insurance plans AND elects family coverage for each such insurance plan.
- c. When two employees are married to each other, only one will be eligible to enroll in health, dental, prescription drug plan, and vision coverage for both.
- d. Eligible bargaining unit members who elect to forego at least healthcare and prescription drug insurance coverage provided by the Board shall be eligible for a one-time annual payment of \$2,000. An eligible bargaining unit member's insurance coverage waiver shall apply to one full 12-month calendar year. The \$2,000 annual payment shall be paid in 50% installments twice during the relevant 12-month period (May and November) after the bargaining unit member completes their employment for which the insurance coverage would have been in effect. Eligible bargaining unit members who complete a partial employment year will receive a prorated payment commensurate with the partial employment year. This provision applies only to those bargaining unit members determined to be eligible for insurance coverage as defined in this Article.
- e. Plan Designs. Until December 31, 2019, eligible bargaining unit members shall be entitled to the healthcare, prescription drug, dental and vision benefit coverage identified in Article 12 of the 2018-2019 Master Contract between the BFT and Board.
- i. Healthcare Insurance (Effective January 1, 2020):

<b>Benefit Type</b>	<b>Benefit Level</b>
Deductible - Single/Family (network)	\$ 1,500/\$3,000
Deductible - Single/Family (non-network)	\$3,000/\$6,000
Co-Insurance (network)	90%
Co-Insurance (non-network)	70%
Co-Insurance Maximum - Single/Family (network)	\$2,500/\$4,500
Co-Insurance Maximum - Single/Family (non-network)	\$5,000/\$9,000
Annual Out of Pocket Maximum - Single/Family (network)	\$4,000/\$7,500
Annual Out of Pocket Maximum - Single/Family (non-network)	\$8,000/\$15,000
Telemedicine Copay	\$25
Office Visit Copay- Primary Care	\$25
Office Visit Copay - Specialist	\$45
Emergency Room	\$300
Non-Emergency Use of Emergency Room	Not Covered

Urgent Care Copay	\$40
Care Coordinator	No Cost
Reference-Based Pricing for Specific Lab Services	Applicable

ii. Prescription Drug Insurance (Effective January 1, 2020):

Benefit Type	Benefit Level
Generic Copay	\$15 retail, 30-day supply \$37.50 mail order, 90-day supply
Formulary Copay	\$40 retail, 30-day supply \$100 mail order, 90-day supply
Non-Formulary Copay	\$65 retail, 30-day supply \$162.50 mail order, 90-day supply
Specialty Drug Copay	\$150 retail, 30-day supply

iii. Dental Insurance:

Benefit Type	Benefit Level
Benefit Period Maximum (per member)	\$1,000
Benefit Period Deductible (Single/Family)	\$50 / \$100
Preventive Services	100%, UCR
Restorative Services	80%, UCR after deductible
Complex Services	80%, UCR after deductible
Orthodontia	Not Covered

iv. Vision:

Benefit Type	Benefit Level
Vision Exam	Every 12 months
Prescription Glasses (Lenses and Frames) (Replacement Frame/Lens Benefit Same as 2011-2012 Contract Year)	Every 24 months
Contact Lens Care	Every 24 months

C. Contribution

Full-time (37.5 hours) bargaining unit members who enroll in health care coverage will pay, via automatic payroll deductions, premium shares of fifteen percent (15%) of the insurance premiums for healthcare, dental, vision, and the prescription drug plan. For those bargaining unit members regularly scheduled to work less than thirty-seven and one-half (37.5) hours per week but at least twenty-five (25) hours per week:

- i. Fifteen percent (15%) for single or family coverage plus:
- ii. An additional contribution calculated as follows: the numerator in the formula shall be

the difference between thirty-seven and one-half (37.5) and the bargaining unit member's regular weekly hours; the denominator shall be thirty seven and one-half (37.5). For example, a bargaining unit member who is regularly scheduled to work 30 hours per work week will be responsible for 30%: 37.5 hours minus 30 hours 7.5 hours; 7.5 hours divided by 37.5 hours = 20%) *plus* 15% for a total contribution of 30% for monthly premiums for healthcare, prescription drug, dental and vision coverage.

- D. Section 125 Flexible Benefits Plan. Bargaining unit members have the option to participate in the 125 Flexible Benefits Plan. This Plan allows employees to participate in medical reimbursement up to \$2,500 (or to the IRS maximum per the Plan) with \$500 annual carryover; dependent care reimbursement up to \$5,000 to be spent within 14 ½ months per the Plan; and premium pass-through of employee contributions for insurances. Information regarding this Plan is available through the Treasurer's office. There is an open enrollment period once during the calendar year. Any money left unused beyond the \$500 carryover in the medical reimbursement account plus any unused funds in the dependent care reimbursement accounts at the end of the calendar year plus two months and a half will be neither refundable nor usable at any time in the future. Should a 125 Flexible Benefits Plan participant separate from employment at any time prior to the end of the calendar year, s/he will be responsible to re-pay the Board of Education for any medical reimbursements that exceed the balance of available funds in the member's 125 Flexible Benefits Plan account at the time that their employment ends. Effective January 1, 2020 the Flexible Benefits Plan's medical reimbursement amount shall move to the IRS maximum.
- E. Open Enrollment. The open enrollment period for healthcare, prescription drug, dental and vision insurance shall be from November 1st through December 1st of each calendar year.

### **ARTICLE 13. SALARY AND OTHER COMPENSATION**

- A. **2019-2020 Contract Year (2.0% increase in the base salaries with steps).** For the 2019-2020 contract year of this Agreement, bargaining unit members shall be compensated pursuant to the salary schedules at Appendix 4 applicable to the 2019-2020 contract year. For the 2019-2020 contract year, eligible bargaining unit members shall move one (1) step on the salary schedule from the step held by the bargaining unit member during the preceding contract year.
- B. **2020-2021 Contract Year (2.0% increase in the base salaries with steps).** For the 2020-2021 contract year of this Agreement, bargaining unit members shall be compensated pursuant to the salary schedules in Appendix 4 applicable to the 2020-2021 contract year. For the 2020-2021 contract year, eligible bargaining unit members shall move one (1) step on the salary schedule from the step held by the bargaining unit member during the preceding contract year.
- C. **2021-2022 Contract Year (2.0% increase in the base salaries with steps).** For the 2021-2022 contract year of this Agreement, bargaining unit members shall be compensated pursuant to the salary schedules in Appendix 4 applicable to the 2021-2022 contract year. For the 2021-2022 contract year, eligible bargaining unit members shall move one (1) step on the salary schedule from the step held by the bargaining unit member during the preceding contract year.
- D. **"Lane" Changes.** Throughout the duration of this Agreement, bargaining unit members shall be eligible to change "lanes" for additional semester hours on the applicable salary schedule in Appendix 4.

- E. Effective September 1, 2019 , supplemental salaries for advisors, sponsors, and coaches will be recommended by the Superintendent of Schools based on a ratio of 1.0 at \$5,047, which shall be increased to \$5,148 for the 2020-2021 contract year and then to \$5,251 for the 2021-2022 contract year. Bargaining unit members with supplemental contracts shall be eligible for supplemental contract step increases throughout the duration of this Agreement.
- F. The percentage relationships between and among supplemental positions shown on Appendix 5 attached hereto shall not be added to without prior review by the Beachwood Federation of Teachers. See Appendix 5 for the list and percentages that apply to this section. Compensation for all supplemental positions will be based upon the number of years of previous experience for that supplemental position.
- G. All new supplemental positions will be reviewed by the Beachwood Federation of Teachers and the Superintendent/designee before they are created and posted.
- H. The Board reserves the unfettered right to determine at all times who is "qualified" to coach or advise (certificated/licensed employee or not) and to not re-employ any coach or advisor after the coach/advisor's one-year supplemental contract has expired.
- I.
- J. It may become necessary for building principals to assign building staff to substitute for an absent teacher. A certificated/licensed teacher who is not otherwise assigned to teach at the time of the requested substitution will be paid the following amount per hour when requested to substitute for an absent teacher by the building principal, prorated to any portion of an hour but no less than a quarter of an hour, and the teacher shall be paid in increments of a quarter hour (rounded up to the next quarter hour unless the actual time spent was an increment of a quarter hour (meaning actual time of 90 minutes will be paid as 1 ½ hours, 44 minutes will be paid as ¾ of an hour, and 50 minutes will be paid as 1 hour)). Effective September 1, 2019, that amount will be \$33.31, which shall be increased to \$33.98 for the 2020-2021 contract year and then to \$34.66 for the 2021-2022 contract year. The principals will make a list of those teachers in their buildings who are willing to spot substitute. When a spot substitute is required, the principal will go through said list. In the event that no one on the list is able to substitute, the principal will then go to any teacher who is not listed and assign the spot substitute duty, rotating the list as the need arises. A certificated/licensed teacher who is assigned to teach at the time of the requested substitution will not be paid any additional amount if the building principal combines an absent teacher's class with the assigned teacher's class.
- K. The "workshop hourly rate" shall be paid as follows for: 1) Administration-approved extra duty work outside of the regular workday (e.g., tutoring, 504 meetings, IAT or IEP meetings); and 2) Administration-approved extra duty work outside of the regular work year (e.g., extended school year (ESY) work, attending District-requested summer training sessions, curriculum writing). The "workshop hourly rate" shall be \$35.99 during the 2019-2020 contract year, which shall be increased to \$36.71 for the 2020-2021 contract year and then to \$37.44 for the 2021-2022 contract year.
- L. Administration-approved work outside of the regular work year for participating in work related

to the Jon Peterson Special Needs Scholarship Program, ETRs, or IEP meetings shall be paid at the teacher's per diem. To calculate this per diem rate, the employee's salary as determined only by Schedule A (including all credit hours) or Schedules B or C (all of which are located in Appendix 4) is divided by the number of workdays indicated in Article 16, J. a.

- M. All teachers other than those on supplemental contracts in the activity involved will be paid either a chaperone hourly rate of \$19.21 for commitments lasting 3 ½ hours or more up to a maximum of eight (8) hours per calendar day beginning after the regularly scheduled workday has ended or a stipend of \$55.76 for commitments lasting less than 3 ½ hours. The chaperone hourly rate shall be \$19.59 for the 2020-2021 contract year and \$19.98 for the 2021-2022 contract year. The chaperone stipend shall be \$56.88 for the 2020-2021 contract year and \$58.01 for the 2021-2022 contract year.
- N. A bargaining unit member will advance one step on the applicable salary schedule, provided that:
  - a) the member worked 120 school days or more during the preceding contract year; and b) the member has not already reached the maximum step on the applicable salary. For purposes of this provision, a member's use of approved leaves of any type, including but not limited to sick leave, maternity, paternity, and/or medical leave, do not count as days of work when calculating whether a member worked 120 school days or more during the preceding contract year.

#### **ARTICLE 14. MANAGEMENT RIGHTS**

- A. The District retains the sole and exclusive right to manage its operations, buildings, plants, and to direct the working force consistent with the provisions of this Contract. The right to manage shall also include the authority to establish policy and procedures governing and affecting the operations of the District and without limiting the generality hereof includes the right:
  - a. To utilize personnel methods and means in the most appropriate and efficient manner possible;
  - b. To manage, direct, supervise, and evaluate the employees of the District;
  - c. To hire, promote, transfer, assign, schedule, or retain employees in positions within the District;
  - d. To provide reasonable rules and provide the Union with a copy of the same;
  - e. To suspend and discharge or take other disciplinary action against employees for just cause;
  - f. To determine the size, composition, and adequacy of the work force and to lay off employees in the event of lack of work or lack of funds;
  - g. To determine the mission of the employer as a unit of government;
  - h. Determine all matters of inherent managerial policy which include, but are not limited to, areas of discretion of policy such as the functions and programs of the district, standards of services, its overall budget, utilization of technology and organizational structure;

- i. To do all things appropriate and incidental to any of its rights, powers, prerogatives, responsibilities and authorities; and in all respects carry out the ordinary and customary functions of management.

These aforementioned management rights shall be exercised in accordance with the provisions of the Contract and any other applicable law.

#### **ARTICLE 15. FEDERATION RIGHTS**

- A. The Federation shall have access to school mailboxes and inter-school mail delivery.
- B. The Superintendent will authorize the Federation a total of five (5) days with pay per year to Federation members elected or chosen to serve on programs or in any capacity at Federation meetings, conference, or conventions. The only expenses paid by the Board of Education of these meetings will be the cost of substitutes.
- C. The Union President shall be notified at least forty-eight (48) hours in advance, excluding weekends and holidays, whenever possible, whenever the Superintendent or member of the Board of Education plans to recommend to the Board of Education any amendments, subtractions or modifications of Board of Education policies. A Union staff member shall be allowed to present the member's position on suggested changes at the Board of Education meeting on which the recommendation is to be a topic.
- D. The Union President shall receive electronic notification when the Board of Education agendas and minutes are posted. When there are walk-in resolutions pertaining to employment of BFT members, the walk-in resolutions will be emailed to the BFT President.
- E. In order to foster regular communications between the parties, the Superintendent/ designee and the President of the Federation will meet at least once per semester to discuss, explore, and study issues of concern to the Federation and District. Upon their mutual approval, they may make recommendations (including the establishment of committees) to clarify and/or revise the Master Contract, subject to the approval of the members of the Federation and the Board of Education. Additionally, representatives of the Board of Education and from the Federation will engage in a collaborative process to discuss, explore, and study the issues of the school calendar and student and staff safety and security within the Beachwood City School District.
- F. A bulletin board (36" x 42") will be wall-mounted in the teachers' lounge of each building for the purpose of posting notices or information.

#### **ARTICLE 16. WORKING CONDITIONS**

- A. The teachers' workday shall be 7½ hours per day (2,250 minutes per regular 5-day workweek), which shall include a 30-minute block of time per day for duty-free lunch.
- B. Instructional time (*i.e.* instructing students) shall not exceed 1,500 minutes per regular 5-day workweek. Assigned tutoring responsibilities, excluding Advisory assignments at the middle school and Academy assignments at the high school, will be considered instructional time for the

purposes of Section C. of this Article.

- C. Planning time shall not be less than 20% of the teacher's assigned instructional time per 5- day workweek.
  - a. For full time teachers, planning time shall be neither less than 200 minutes nor more than 300 minutes per regular 5-day workweek.
  - b. Planning time shall be directed by the bargaining unit member to plan classroom lessons/programs, collaborate with colleagues, review student work, meet with students, and communicate/meet with parents.
  - c. Subject to the provisions herein, planning time shall include a continuous block of time of no fewer than 40 minutes which shall be scheduled on at least 4 days during a regular 5-day workweek with the balance of such planning time scheduled during the remainder of the workweek.
  - d. If directed by the principal/designee, the teacher shall perform "spot sub" duty or other assigned work (including meetings called by the principal/designee) during the member's planning time and shall be compensated in accordance with Section I. of Article 13.
  - e. Planning time may be disturbed by tornado drills, lockdowns, fire drills, assemblies, and other incidental interruptions in the regular workday or workweek.
  - f. Planning time shall not routinely be used to engage in personal business or to leave school grounds.
- D. The remainder of the teacher's workday shall be student support time and non-instructional time as assigned by the principal/designee.
  - a. Such time shall include any passing time and may include any "duty" assignments; Advisory/Academy periods; traveling between buildings; participating in team meetings, JEP/IAT meetings, parent meetings, and other meetings called by the principal/designee; time to plan classroom lessons/programs; consult with colleagues; review student work; meet with students; and communicate/meet with parents.
  - b. Teachers traveling between buildings shall not lose planning time nor lunch time due to travel between buildings.
  - c. For teachers traveling between buildings, one-half hour per day shall be built into the schedule for lunch, as well as a weekly average of thirty minutes of travel time and set-up time per travel day with a minimum of twenty-five minutes on any given travel day (30 minutes per workday of travel time).
- E. Work assignments relating to the Jon Peterson Special Needs Scholarship Program (JPS) (*e.g.* IEP-writing and evaluations) shall take into consideration the bargaining unit member's overall workload/IEP caseload requirements. If a bargaining unit member feels their workload may be negatively impacted by an unanticipated increase in JPS-related work, the bargaining unit

member will be provided an opportunity to meet with the Director of Pupil Services to discuss the member's workload. The bargaining unit member may request that the Director of Pupil Services arrange for the attendance of the appropriate building administrator at this meeting. If the District determines that the unanticipated increase will have a material impact on the workload of the school psychologists, speech-language pathologists, occupational therapists, and/or intervention specialists, the District, in consultation with the affected members, will take the following steps: assign/reassign work within the District; and when deemed necessary by the District, outsource a reasonable portion of JPS-related work.

- F. Those bargaining unit members assigned as intervention specialists shall receive in-District release time in the amount of one (1) full day of release time per year for every eight (8) students assigned to the member's caseload up to a maximum of three (3) days, as follows: 1 release day for 1-8 assigned students; 2 release days for 9-16 assigned students; and 3 release days for 17+ assigned students.
- G. Due to the varied nature of the work responsibilities of those bargaining unit members assigned as school counselors, library media specialists, nurses, school psychologists, instructional tutors, audiologists, speech-language pathologists, occupational therapists, and physical therapists, the daily work schedule of such individuals shall be based on the following influencing factors as may be applicable to each assignment: caseload, college counseling/admissions, student testing, services required by IEPs and 504s, IEP/504 and evaluation team meetings, collaboration with nonpublic schools, and student needs. Planning time shall be included in such bargaining unit members' work schedules as needed.
- H. The workday for speech-language pathologists, school counselors, and psychologists is generally comprised of direct and indirect student services reflecting the current and future needs of the District and its students. The District recognizes each speech-language pathologist's, school counselor's, and psychologist's right to allocate the member's work time between direct and indirect student services in collaboration with District administration. Within fifteen (15) school days of the start of each school year and at such other times as needed, speech-language pathologists, school counselors, and psychologists will develop and share a flexible allocation of direct and indirect services during the member's workdays/workweeks.
- I. Sections A. through D. of this Article shall not operate to reduce the full-time status of any bargaining unit member provided the bargaining unit member was employed by the Board as a full-time teacher during the 2011-2012 contract year.
- J. Part-Time Teachers
  - a. The work schedule and responsibilities of any teacher working less than full-time (*i.e.*, less than 2,250 minutes per regular five-day workweek) shall be proportionately adjusted in the areas of instructional and planning time together with such other time assigned by the principal/designee. If requested by the teacher and approved by the principal/designee, the work schedule of part-time teachers shall include 30 minutes of duty-free lunch.
  - b. The compensation of any teacher working less than full-time (*i.e.*, less than 2,250 minutes per regular five-day workweek) shall be based on the following calculation: total number



of minutes per regular 5-day workweek assigned as work time (instructional, planning, student support, non-instructional time, and lunch if applicable) shall be divided by 2,250 multiplied by the applicable salary.

- c. This section shall not operate to reduce the 2011-2012 part-time status of a bargaining unit member provided the bargaining unit member was employed by the Board at less than 1.0 FTE during the 2011-2012 contract year.

#### K. Additional Compensation

If a teacher's participation is needed for a meeting commencing before or after the workday, the teacher will be compensated by time card using the hourly rate set forth in Section J. of Article 13 for the actual time of services rendered before or after the workday. Said actual time shall be worked and submitted in 15-minute increments.

#### L. Composition of the Teacher Work Year

- a. The member's work year shall consist of 186 workdays.
- b. The school year is comprised of 181 days of student instruction, one-and-a-half (1½) record keeping days during which no meetings will be scheduled, two (2) Professional Days and five (5) Programs. If the last record-keeping day of the school year falls on a Monday and is the last workday of the Work Year, members shall be excused from reporting to school to complete their scheduled record-keeping workday provided the member completed their record-keeping responsibilities during the preceding work week outside of the contracted workday and has provided to their supervisor for prior approval a proposed work schedule accounting for this work.
- c. Professional Days shall be scheduled in a minimum of half-day increments and will occur during the workday.
- d. Each Program may be up to 3 ¼ hours in duration, will occur outside of the regular workday and may include activities such as parent-teacher conferences, open-houses, curriculum nights/sessions, training, and collaboration activities. A member must receive notice from the District for Program events that they are required to attend at least fourteen (14) calendar days in advance. Program events shall not be scheduled on Fridays, Saturdays, Sundays, holidays, evenings immediately preceding holidays, or outside of the school year calendar.
- e. Under no circumstances shall the composition and duration of the school year violate applicable Ohio law including but not limited to R.C. 3313.48 as amended. The work year shall be the school calendar approved by the Board of Education in conformity with this Article. The Board may schedule make-up time when school is closed more than five full school days during a school year unless additional make-up days are required to meet the minimum school year requirements under applicable law. Any make-up hours that the Board schedules in a given school year due to school closure shall be for student instruction and part of the regular work year for which no additional compensation shall be paid.

- M. Members will not be required to teach an independent study course.
- N. If a member believes that technological changes implemented by the Board of Education have unduly impacted the length of the member's workday, the member shall discuss it with the building principal and then, if necessary, with the building committee under the relevant provisions of this Contract.
- O. A proposed school calendar will be developed collaboratively by representatives of the Board of Education and the Federation. The proposed school calendar will be submitted to the Board of Education for its consideration. The Board of Education may modify the proposed calendar in its discretion prior to its final approval of the school calendar.
- P. Open House and Evening Meetings
- a. All schools having open house programs shall release teachers on the day of the open house, after students have been dismissed for the day provided that teachers participate in the evening open house.
  - b. With administrative approval, music teachers shall be compensated at chaperone pay for directing evening performance(s), provided that the music teacher is not serving under a supplemental contract relating to the evening performance(s).
- Q. Building Meetings
- a. High school and middle school teachers shall attend nine (9) building staff meetings scheduled by the principal. The agenda/notification for these staff meetings will be posted at least twenty-four (24) hours prior to the meeting whenever possible. Meetings should not exceed one (1) hour in length; however, if the principal has an item(s) that may cause the meeting to exceed the one (1) hour period, all staff members shall be expected to remain for a reasonable period of time. There may be two (2) curriculum department meetings each month within the school day. Additional meetings will be voluntary.
  - b. Each year, elementary teachers may have either nine (9) staff meetings of one (1) hour in length or 18 half-hour meetings (during the school day) as scheduled by the principal. Meetings should not exceed one (1) hour in length; however, if the principal has an item(s) that may cause the meeting to exceed the one (1) hour period, all staff members shall be expected to remain for a reasonable period of time. The agenda/notification for these staff meetings will be posted at least twenty-four (24) hours prior to the meeting whenever possible. There may be two (2) curriculum-department meetings each month within the school day. Additional meetings will be voluntary.
- R. If requested by a teacher, the principal and/or director of pupil services shall provide an opportunity to meet and discuss the IEP/504 students assigned to that teacher's classes provided that the teacher first discussed the students' needs, services and accommodations with the case manager and/or school counselor.
- S. Professional Conduct/Appearance

All members of the Beachwood City School District educational community should maintain ethical and professional conduct. Bargaining unit members will wear business casual clothing at all times while they are carrying out their job responsibilities for the Board of Education. Exceptions to the business casual standard may be made for appropriate assignments (physical education, woodshop, etc.) upon the prior approval of the building principal and for special event school days by the building principal. Any bargaining unit member who wishes to request an exemption from any of these requirements for medical or religious reasons should make application to do so with the member's building principal. All cellular phones or any other mobile telecommunication devices must be silent during instructional times, except in the case of an extreme emergency.

#### T. Professional Growth and Continuous Improvement

- a. The Board of Education and the Federation share a commitment to a continuous improvement process, one best achieved through collaborative efforts and one designed to ensure that students of the Beachwood City School District are receiving a constantly improving quality of instructional services.
- b. Recognizing the vital role bargaining unit members play in the lives of children through personal influence from continued daily contact in addition to conventional teaching responsibilities, the Board of Education hopes to create an atmosphere where professional standards are high and professional growth continuous. Consequently, a program to encourage professional development has been instituted. Education is a constantly changing and growing science. Often through returning to formal education by university study and other informal education experiences, a bargaining unit member can better keep pace. Participation in any or all of these areas is encouraged.
- c. A Curriculum Council will be established in order to be collaboratively involved in the planning, implementation, and evaluation of professional development activities in the Beachwood City School District, The Curriculum Council shall be comprised of the following individuals: Grades 6-12 Subject Coordinators; Grades K-12 Subject Coordinators; K-5 Grade Level Team Leaders; and such representatives as the Superintendent/designee may appoint. The Curriculum Council shall meet four (4) to six times per contract year generally after the school day; one (1) of the four (4) to six (6) meetings will occur during August prior to the start of the school year. Essential to these planning meetings will be collaborative discussions that explore the curricular and instructional needs and goals of the Beachwood City School District.
- d. Additional study through the Beachwood Licensure Team and the Individual Professional Development Plan program has been adopted. Application for pre-approval of such study must be made through the building principal and Superintendent/designee. If such study is to be considered for certification/licensure, approval must be obtained, as well, through the Beachwood Licensure Team and the Individual Professional Development Plan program.
- e. In the spirit of professional growth, each bargaining unit member is urged to take an active part in professional meetings in the member's field or level of teaching, to

cooperate in workshops, and to read and study in their own field and area. The Superintendent/ designee is authorized to grant permission for attendance at professional meetings, visits to other schools, and attendance at other in-service activities.

U. Travel Reimbursement. Eligible teachers shall receive reimbursement at the Internal Revenue Service rate then in effect.

V. Teacher Discipline

- a. Before any disciplinary action is taken against a bargaining unit member, the member shall have the right to attend a pre-disciplinary conference. Prior to the pre-disciplinary conference, the District shall provide written notice of the basis of the possible discipline. At the pre-disciplinary conference, the member shall be given the opportunity to be represented, respond to the basis of possible discipline, and present relevant information.
- b. Discipline may take the form of a verbal warning (which shall be documented in writing as a verbal warning), written reprimand, suspension without pay or termination of employment.
- c. Disciplinary action shall be for just cause.
- d. If the District determines that disciplinary action is warranted, the disciplinary action will be reduced to writing, given to the bargaining unit member, and placed in the member's personnel file. All bargaining unit members are responsible for familiarizing themselves with the applicable rules and regulations governing employment in the Beachwood City School District which include but are not limited to the rules and regulations contained in the Master Contract, the Licensure Code of Professional Conduct for Ohio Educators and relevant provisions of the Ohio Revised Code and Ohio Administrative Code.
- e. For any circumstance in which the Superintendent or other district administrator intends to report teacher misconduct to the Ohio Department of Education or other state agency, the Superintendent shall provide the member an opportunity to meet and discuss the matter prior to reporting.

**ARTICLE 17. CERTIFICATION/LICENSURE AND CONTRACTS**

A. Certification

- a. No member shall be required to substitute on a regular basis in a field outside the member's area of certification for a period of time not to exceed two (2) weeks except in an emergency situation.
- b. The Board of Education shall make available to all teachers a copy of their certificate. It is the responsibility of the teacher to renew the certification.

B. Limited Contracts

- a. The Board of Education shall make best efforts to offer limited contract teachers who are to be re-employed a contract prior to June 1st.

- b. A contract shall be considered renewed unless notification is given on or before June 1st.
- c. At or before the conclusion of the second post-observation conference during any contract year, the evaluator shall inform the teacher in writing if the member is under consideration for a recommendation of non-renewal. This requirement does not apply to those teachers whose actions or inactions occurred or were discovered after the second post-observation conference that may be the basis of a non-renewal recommendation; in this event, the District will promptly provide written communication of same to the affected bargaining unit member and the BFT President. A meeting will be scheduled at the request of the bargaining unit member, BFT President or Superintendent/designee.
- d. In order to be considered for continuing contract status during the second semester of any school year, a teacher must notify the Superintendent/designee by September 30<sup>th</sup> of the member's intent to be considered for continuing contract status and must have completed the educational requirements under Ohio Revised Code 3319.11 and 3319.08 by January 15<sup>th</sup> of that year or be within six (6) semester hours.
- e. Extended Limited Contract Option for Tenure-Eligible Teachers. If a teacher, who is eligible to be considered for continuing contract status, has experienced problems based upon observations and evaluations/appraisals, the member may be placed--by June 1<sup>st</sup>--on an extended limited contract not to exceed two (2) years upon the recommendation of the Superintendent and the simple majority approval of the Board of Education provided that: i) the Superintendent/designee prepares a written notice to the teacher containing the reasons directed at professional improvement and suggested means of improvement; and ii) the Superintendent/designee meets with the teacher and a BFT representative to deliver this notice to the member prior to June 1st. The Superintendent/designee will give written notice of the Board's action to the teacher no later than June 1st. Upon subsequent re-employment of the teacher, only a continuing contract may be entered into. This provision also applies to teachers who have attained tenure elsewhere. This provision specifically supersedes the relevant portions of O.R.C. 3319.11(C).

**ARTICLE 18. EVALUATION OF MEMBERS NOT SUBJECT TO OTES**

This Article provides the evaluation system for bargaining unit members who are not subject to the Ohio Teacher/Ohio School Counselor Evaluation System as implemented by the Board (Non-OTES/OSCES members).

- A. Non-OTES/OSCES members shall receive an orientation to the evaluation process prior to being evaluated. The evaluator shall, prior to conducting an initial observation, introduce oneself to the Non-OTES/OSCES member being evaluated.
- B. There shall be district-approved evaluation forms for the Non-OTES/OSCES members. By September 30<sup>th</sup> of each school year, the District will provide the evaluation procedures and forms to the Non-OTES/OSCES members. Changes to the evaluation instrument will be determined by the Superintendent.

- C. Evaluations shall be conducted by those designated as building administrators or under district administrative contract.
- D. Limited Contract Non-OTES/OSCES Members. In any school year in which the Board of Education may wish to declare its intention not to re-employ a Non-OTES/OSCES member with a limited contract or extended limited contract, the District shall evaluate the Non-OTES/OSCES member in accordance with the District's established evaluation practices. Evaluations shall be conducted at least twice in the school year in which the Board of Education may wish to declare its intention not to re-employ the Non-OTES/OSCES member . One (1) evaluation shall be conducted and completed no later than the thirty-first day of December, and the Non-OTES/OSCES member being evaluated shall receive a written report of the results of this evaluation not later than the fifteenth day of January. One (1) evaluation shall be conducted and completed between the tenth day of February and the first day of May, and the Non-OTES/OSCES member being evaluated shall receive a written report of the results of this evaluation not later than the tenth day of May. Unless necessitated by inadvertent oversight or the Non-OTES/OSCES member's and/or administrator's absence from school, the evaluation cycle will be completed no later than the first day of May and the Non-OTES/OSCES member being evaluated shall be given the results of the evaluation not later than the tenth day of May.
- E. Continuing Contract Non-OTES/OSCES Members. The District shall evaluate Non-OTES/OSCES members with continuing contract status in accordance with the District's established evaluation practices. The procedures shall require that each continuing contract Non-OTES/OSCES member be evaluated at least once during a three year period. Unless necessitated by inadvertent oversight or the Non-OTES/OSCES member's and/or administrator's absence from school, the evaluation cycle will be completed no later than the first day of May, and the Non-OTES/OSCES member being evaluated shall be given the results of the evaluation not later than the tenth day of May.
- F. The Board of Education's evaluation procedures shall include, but not be limited to:
- a. Criteria of expected job performance in the areas of responsibility assigned to the Non-OTES/OSCES member being evaluated;
  - b. Limited Contract Non-OTES/OSCES Members. At least one (1) observation for not less than thirty (30) minutes shall precede each written evaluation;
  - c. Continuing Contract Non-OTES/OSCES Members. At least one (1) observation for not less than thirty (30) minutes shall precede the written evaluation;
  - d. A written report of the results of the evaluation that includes specific recommendations regarding any improvements needed in the performance of the Non-OTES/OSCES member being evaluated and regarding the means by which the Non-OTES/OSCES member may obtain assistance in making such improvements.
- G. Observations shall not occur within fifteen (15) school days of each other, unless requested by the Non-OTES/OSCES member or necessitated by inadvertent oversight or the Non-OTES/OSCES member's and/or administrator's absence from school.

## **ARTICLE 19. EVALUATION COMMITTEE**

- A. The Board, in consultation with the District's Ohio Teacher Evaluation System Evaluation Committee (OTES EC) and the Ohio School Counselor Evaluation System Evaluation Committee (OSCES EC) as established by this Article, may modify its evaluation system for bargaining unit members subject to the Ohio Teacher Evaluation System (OTES teachers).
  
- B. The OTES and OSCES Evaluation Committees
  - a. Composition of the OTES EC and the OSCES EC
    - i. OTES EC - Ten (10) bargaining unit members selected by the President of the Federation plus the President of the Federation; and five (5) administrators, one of whom shall be the Superintendent.
    - ii. OSCES EC - Three (3) bargaining unit members selected by the President of the Federation plus the President of the Federation/Designee; and three (3) administrators, one of whom shall be the Superintendent/Designee.
    - iii. The Superintendent shall serve as the chairperson of the EC.
  
  - b. Responsibilities of the EC
    - i. To meet, review, discuss, and attempt in good faith to reach consensus regarding any modifications proposed by the Board to its evaluation systems and the related documents for OTES/OSCES members or when the Superintendent and Union President agree to discuss perceived needs and issues regarding the evaluation system for OTES/OSCES members, and/or when required by applicable Ohio law; and
    - ii. To consult with other bargaining unit members and administrators when necessary or desirable.
    - iii. To create, maintain, and adjust the evaluation timelines and procedure documents.
  
  - c. Compensation of OTES EC and OSCES EC Members
    - i. Members of the ECs shall be granted release from their regular duties to attend meetings of the ECs and to perform such other work as may be required by the ECs.
    - ii. Each member of the ECs shall be paid the hourly rate in Section J. of Article 13 for any hours rendered outside the regular workday.
    - iii. In the event that other bargaining unit members shall be called upon by the ECs to perform work for the ECs outside of the regular workday or professional development activities, said members shall be compensated in accordance with

Section J. of Article 13.

d. Miscellaneous

- i. The decisions of the ECs shall be achieved through consensus.
- ii. In the event that consensus cannot be reached after good-faith efforts, the Superintendent shall exercise final decision-making authority for any such matter under consideration by the OTEC EC and/or the OSCES EC.

**ARTICLE 20. HIGHLY QUALIFIED**

- A. Notification. On or about November 15<sup>th</sup>, the Superintendent/designee will notify any bargaining unit member that the member's certification/licensure is deficient and/or the member has failed to attain or lost "highly qualified" status under the No Child Left Behind Act of 2001. Within 30 days of notification from the Superintendent/designee, the member will respond and submit relevant information to the Superintendent/designee regarding the alleged certification/licensure deficiency and/or the member's "highly qualified" status. Failure of the Superintendent/designee to notify the member under this Article does not relieve the member of possessing an appropriate certification/licensure or maintaining "highly qualified" status under the No Child Left Behind Act of 2001.
- B. Compliance Period. During the period from the date of notification of the Superintendent/designee (on or about November 15<sup>th</sup>) to August 15<sup>th</sup> the member will take steps to correct the deficient certification/licensure or attain "highly qualified" status under the No Child Left Behind Act of 2001. On or about June 15<sup>th</sup>, the member will schedule a meeting with the Superintendent or his designee to show compliance. Completion of compliance or sufficient assurance thereof will be provided by August 15<sup>th</sup>.
- C. Administrative Leave. Failure of the member to correct the certification/licensure deficiency or attain "highly qualified" status under the No Child Left Behind Act of 2001 may result in the member being placed on an unpaid administrative leave of up to one (1) year duration. The purpose of the administrative leave is for the member to correct the member's certification/licensure deficiency and/or attain "highly qualified" status under the No Child Left Behind Act of 2001. During this leave, the member will earn seniority credit but not advance on the salary schedule.
- D. Ramifications. Failing to correct the member's certification/licensure deficiency and/or attain "highly qualified" status under the No Child Left Behind Act of 2001 within the period of administrative leave (not later than August 15<sup>th</sup> of the following year), may be grounds for termination under section 3319.16 of the Ohio Revised Code.
- E. The Superintendent may require that bargaining unit members assigned as intervention specialists or gifted interventionists obtain an additional "highly qualified teacher" status provided that: (i) the District pays the cost of required coursework that will not be submitted for educational credit on the applicable salary schedule; and (ii) the bargaining unit member will receive a one-time stipend of \$1,601 for each "highly qualified teacher" status obtained. The coursework is subject to the prior approval of the Superintendent/ designee. The bargaining unit member will obtain the



additional "highly qualified teacher" status by the start of the next school year provided the bargaining unit member is notified by September 15th of the current year. The stipend under this Subsection shall be \$1,633 for the 2020-2021 contract year and \$1,666 for the 2021-2022 contract year.

#### **ARTICLE 21. STRS/SERS PICK-UP**

The Board of Education's automatic "pick-up" of the bargaining unit member's portion of the retirement system salary contribution through the salary reduction/reinstatement method will continue for the duration of this Agreement. The Board of Education will not deduct federal or state taxes on the amount of the member's contribution to the retirement system, and appropriate notations will be made on the member's W-2 form. The amount designated as "picked up" by the Board of Education shall be included in computing the employee's daily rate for the purpose of sick leave conversion upon retirement, provided however, that no employee's total gross income shall be increased by such "pick up" nor shall the Board of Education's total contribution to the STRS/SERS be increased thereby. This procedure shall remain in effect so long as the revenue rulings permit such "pick-up" and it is otherwise legal.

#### **ARTICLE 22. REDUCTION IN FORCE**

- A. When the Board of Education decides that it will be necessary to reduce the number of teachers it employs, it may make a reasonable reduction for any of the following reasons:
  - a. Return to duty of regular teachers after approved leaves of absence;
  - b. Suspension of schools;
  - c. Decreased enrollment of the pupils in the District;
  - d. Territorial changes affecting the District; and
  - e. Financial reasons.
  
- B. In making any such reduction, the Board of Education shall proceed to suspend contracts in accordance with the recommendation of the Superintendent of Schools who shall, within each teaching field affected, give preference first to teachers on continuing contracts. The Superintendent shall not give preference to any teacher based on seniority, except when making a decision between teachers who have comparable evaluations and shall use the following procedures to implement this provision:
  - a. Prior to making a reduction in force, the Superintendent/designee shall identify those teachers whose teaching field, as defined by this Article, is affected by the need to reduce the number of teachers employed by the Board (hereinafter, "RIF Pool");
  - b. Next, the Superintendent/designee shall exclude any teacher from the RIF Pool who previously attained continuing contract status within the Beachwood City School District provided however that this requirement shall not apply where the RIF Pool contains only teachers with continuing contract status;
  - c. Next, the Superintendent/designee shall review written evaluations together with any related materials (hereinafter, "Evaluation") of each teacher in the RIF Pool. This review shall consider the Evaluations completed for the most recent three (3) Evaluation Years,

if available, for each teacher in the RIF Pool. An Evaluation Year shall mean all Evaluations completed within one (1) school year. Based solely upon the review of each teacher's Evaluations during the most recent three (3) Evaluations Years (if available), the Superintendent/designee shall rank the teachers in the RIF Pool using Objective and Measurable Standards. If a teacher in the RIF pool does not have any completed Evaluations, the teacher shall be ranked as having the lowest overall Evaluation. While developing the Objective and Measurable Standards, the Superintendent/designee shall provide to Union representatives an opportunity to meet and discuss any draft(s) of the Objective and Measurable Standards. Any meeting occurring under this subsection shall be collaborative in nature. The Superintendent/designee shall give due consideration to input provided by Union representatives regarding the draft(s) of the Objective and Measurable Standards. The Superintendent retains the final authority to determine the Objective and Measurable Standards.

- d. Next, the Superintendent/designee shall select for reduction in force the teacher(s) in the RIF Pool with the lowest overall Evaluations. If the Superintendent/ designee determines, after following the process in the preceding paragraph, that two or more teachers in the RIF Pool have the same ranking, the Superintendent/ designee shall use seniority as the tiebreaker.
  - e. Prior to implementing a reduction in force, the Superintendent/designee shall provide an opportunity to the Union President to meet, discuss and confirm the Superintendent/designee's application of the procedures under Section B of this Article and any corresponding calculations. Also prior to implementing the reduction in force, the Superintendent/designee shall provide an opportunity to the Union President and the teacher(s) subject to the reduction in force to meet and discuss the reduction in force.
- C. On a case-by-case basis, in lieu of suspending a contract in whole, the Board of Education may suspend a contract in part, so that an individual is required to work a percentage of the time the employee otherwise is required to work under the contract and receives a commensurate percentage of the full compensation the employee otherwise would receive under the contract.
- D. Teaching field shall generally mean the teacher's area of licensure/certification under 3319.22 of the Ohio Revised Code and the corresponding sections of the Ohio Administrative Code, including but not limited to O.A.C. Section 3301-24-05. Where no license/certification is offered for a particular teaching assignment, "teaching field" shall mean the particular teaching assignment.
- E. Any reassignment of teachers necessitated by a reduction in force under this Article shall be the sole responsibility of the Superintendent. The Superintendent will use assignment/reassignment to minimize the need for and the number of reductions in force. However, the Superintendent shall have no obligation to reassign a limited contract teacher affected by a reduction in force if:
- a. The teacher is not licensed/certificated to teach in the position of reassignment;  
And/Or
  - b. The teacher has not taught in the subject matter of the position of reassignment within the last five (5) years; or the teacher has not earned nine (9) semester hours in the subject

matter of the position of reassignment within the last five (5) years.

- F. Teachers whose continuing contracts are suspended, in full or part, by the Board of Education, pursuant to this Article, shall have the first right of restoration to continuing service status by the Board if and when teaching positions become vacant or are created for which any of such teachers are or become qualified. Seniority shall not be the basis for rehiring/restoring a teacher, except when making a decision between teachers who have comparable evaluations. This means that the Superintendent/designee shall follow the procedures in Section B.c. of this Article to determine the teacher(s) with the highest overall Evaluations and shall restore such teacher(s) to employment provided such teacher(s) is/are properly licensed to teach in the restored teaching position(s).
- G. For one (1) calendar year from the effective date of the reduction in force, teachers whose limited contracts are suspended, in full or part, by the Board of Education, pursuant to this Article, shall have the second right of restoration by the Board if and when teaching positions become vacant or are created for which any of such limited contract teachers are or become qualified. Seniority shall not be the basis for rehiring/restoring a teacher, except when making a decision between teachers who have comparable evaluations. This means that the Superintendent/designee shall follow the procedures in Section B.c. of this Article to determine the teacher(s) with the highest overall Evaluations and shall restore such teacher(s) to employment provided such teacher(s) is/are properly licensed to teach in the restored teaching position(s).
- H. Prior to implementing a restoration, the Superintendent/designee shall provide an opportunity to the Union President to meet, discuss, and confirm the Superintendent/ designee's application of the procedures under Sections F and G of this Article and any corresponding calculations. Also prior to implementing the restoration, the Superintendent/designee shall provide an opportunity to the Union President and the teacher(s) subject to the restoration to meet and discuss the restoration.
- I. Any continuing service status or limited contract teacher on the restoration list will have fifteen (15) calendar days from receipt of the letter of restoration from the Board of Education to accept restoration or the teacher will have waived any right to restoration. No teacher whose continuing or limited contract has been suspended pursuant to this Article shall lose that right of restoration to their previous status by reason of having declined recall to a position that is less than full-time or, if the teacher was not employed full-time just prior to suspension of the teacher's contract, to a position requiring a lesser percentage of full-time employment than the position the teacher last held while employed in the District.
- J. "Seniority" shall be based on the following principles:
  - a. Seniority shall be determined by continuous and uninterrupted length of service as a bargaining unit member by classification in the Beachwood City School District. Seniority shall be measured from the member's first day of paid work for the Beachwood City School District as a bargaining unit member.
  - b. Approved leaves of absence while employed as a teacher in the District shall not constitute a break in service for the purpose of calculating seniority provided that the teacher returned to work in the District immediately upon the expiration of the approved

leave of absence.

- c. In order to qualify for a year of service for seniority purposes, the teacher must work or been on an approved leave of absence at least one hundred and twenty (120) days during the contract year.
  - d. A member who has worked part-time in the Beachwood City School District prior to the 2006-07 school year shall be awarded seniority service credit as if the member worked full-time for each year of employment in the District prior to the 2006-07 school year.
  - e. For teachers who work part-time in the Beachwood City School District during or after the 2006-07 school year, the teacher will be given seniority service credit as follows:
    - i. If the teacher was not hired in the District on a part-time status but became part-time through no request or other action of the teacher, the teacher would be awarded seniority service credit for each year of such part-time service in the District as if the teacher worked full-time.
    - ii. For all other teachers working part-time in the District during any contract year, the teacher will be given seniority service credit on a proportionate basis. For example, a teacher working half-time for six (6) consecutive years will have accumulated three (3) years of seniority for the purposes of this Article.
  - f. In the event of a tie in seniority, the tiebreakers shall be applied in the following order:
    - i. Total number of years as a teacher in Ohio public schools;
    - ii. Highest degree held;
    - iii. Hours earned after last degree awarded;
    - iv. Date the Board of Education approved the hiring of the teacher; and
    - v. Draw lots.
  - g. Beginning with the 2006-07 school year, no seniority is earned for employment outside of the bargaining unit represented by the Beachwood Federation of Teachers, AFT, Local 1468, including but not limited to any substitute teaching, classified employment, or administrative service within the Beachwood City School District (excluding interim administrative experience within the Beachwood City School District up to one (1) year). Beginning with the 2009-2010 school year, if a bargaining unit member departs the bargaining unit, remains in the employment of the Beachwood City School District and subsequently returns to service within the bargaining unit, the individual will retain their previously earned seniority except that the member will lose one year of previously earned seniority for each year of service outside of the bargaining unit.
- K. Each school year by October 15<sup>th</sup> the District shall post in each school building and provide to the President of the Beachwood Federation of Teachers a seniority list of all teachers in the Beachwood City School District, and each teacher shall be listed in order of seniority in their area(s) of current licensure/certification. The seniority list shall also include the teacher's current contract status, teaching assignment, and such other information agreed to by the parties. The seniority list will be deemed correct unless a bargaining unit member rejects it by contacting the District's Human Resources Office within ten (10) workdays after it has been posted in each school building of the District.

- L. Teacher as used in this Article shall mean a member of the bargaining unit represented by the Beachwood Federation of Teachers, AFT, Local 1468.

### **ARTICLE 23. COLLABORATIVE STAFF ASSIGNMENT PROCESS**

- A. If a member is interested in a different assignment for the following school year, the member may submit an assignment request form.
- B. The Building Principal will meet with the appropriate Subject Coordinator or subject area/grade level designee, and-as needed-another administrator and/or the building's Union Representative to review the proposed staffing needs, assignments and requests, as well as distribution of students with special needs and services (including, but not necessarily limited to, students with disabilities, English Learners, and gifted students) for the upcoming school year. These individuals will provide input, discuss rationale, and offer feedback. Recommendations for modifications, if any, will be made by the Principal to the Superintendent/designee for consideration. For the high school, the meeting shall occur no later than May 1st. For all other schools, the meeting shall occur no later than May 15th. In the event that a staffing need arises thereafter including when school is not in session, an opportunity for input will be provided to the aforementioned individuals.
- C. Teachers will be given their assignments for the following school year by the building principal by the last day of the school year with the understanding that assignments may change. Any assignment changes after the last day of the school year will be provided to the affected member(s) as soon as practicable.
- D. Prior to any involuntary assignment, the Superintendent will notify the BFT President who will seek volunteers for said assignment. Volunteers will give notice of their interest in writing to the Superintendent/designee within five (5) business days.
- E. The Federation recognizes the Superintendent's exclusive right and responsibility to determine all final staff assignments provided the Superintendent/designee fully complies with the terms of this Article. If a bargaining unit member receives a notice of an assignment or reassignment to which the member object, the member will, upon request, be granted a meeting with the Superintendent/designee to present the member's objection(s) to the assignment/reassignment and discuss why the bargaining unit member believes that they should not be considered for said assignment/reassignment. The bargaining unit member may be represented by the Union at this meeting which will be scheduled without unreasonable delay. During this meeting, the Superintendent/designee will provide a written explanation for the assignment/reassignment (which will include the reason(s) for, the purpose of, the motivating factor(s) behind, or other circumstances relating to the assignment/reassignment) to the bargaining unit member.
- F. Any extended time offered during the summer shall be offered equally by field of certification/licensure within the same building; to the extent such services may be needed.

### **ARTICLE 24. NEGOTIATING PROCEDURES**

A. Statement of Principles.

- a. The Board of Education and the Federation state that the purpose of the procedures established in this document is to provide a means for harmonious and cooperative relationships between the Board of Education and the certificated/licensed employees through collective negotiations and to protect the public and the welfare of Beachwood school children by assuring orderly and uninterrupted operation of the public school system.
- b. It is recognized and agreed that the Board of Education is an official body duly elected by the community to discharge its authority as defined by the laws of this state, and statements within this document shall not be construed to prevent the Board of Education from complying with its duty.
- c. "Good faith" negotiation, as provided for in this document, includes, but not by way of limitation, reasonable positions on bargainable issues; an indicated willingness to reach an agreement thereon; setting forth, evaluating, or agreeing to proposals with sound, reasonable fiscal, professional and administrative consideration; a search for counter proposals to proposals not accepted; but does not compel either party to agree to a proposal or require the making of a concession. However, breach of existing agreements; engaging in or condoning unlawful or improper conduct, sanctions, threats, or other means of coercion; making unexplained changes in position; and raising new and additional issues calculated to avoid the reaching of an agreement; or violating any of the principles or procedures in this document shall constitute a breach of "good faith."
- d. Representatives of the Board of Education and the Federation shall participate in negotiations freely without fear of penalty, sanction, reprisal, or recrimination.

B. Subjects of Negotiations.

Representatives of the Board of Education and the Federation will negotiate in "good faith" a professional salary schedule, a grievance procedure, and such other terms and conditions of employment within the authority of the Board of Education to resolve as the parties may agree are proper subjects of negotiation.

C. Requests for Negotiation.

If either of the parties desires to negotiate changes in salaries or other terms and conditions of employment which are within the authority of the Board of Education to resolve, it shall notify the other party in writing not later than April 1<sup>st</sup> of the year in which the contract will expire. Notification in writing from the Federation shall be addressed to the Superintendent. Notification in writing from the Board of Education shall be addressed to the President of the Federation.

D. Bargaining.

- a. Alternative Models. The Board of Education and the Federation may enter into an alternative negotiation model by mutual agreement. Such an agreement must be in writing and establish the general rules for the alternative negotiation model.
- b. Traditional Model. Unless the parties agree otherwise, the parties will use the traditional negotiation model.
- c. Initial Meeting. Within 15 days of the written request for negotiation, the parties will meet to discuss and decide whether they will use an alternative negotiation model or the traditional negotiation model.

E. Negotiation Meetings.

- a. Negotiation meetings shall be scheduled at the request of the parties and, until negotiations are concluded, either party may require at each meeting a decision on the date, time, and place of a subsequent meeting.
- b. Meetings shall be scheduled at reasonable intervals, places, and time and to avoid, as nearly as is practicable, conflict and interference with school and employment schedules.
- c. Negotiation meetings shall be closed to the press and the public.
- d. Either party may recess for caucuses of reasonable length at any time.
- e. Minutes of meetings shall be kept by each party only if it deems necessary, and only in such form and detail as it may determine advisable.

F. Representation.

Unless otherwise agreed to by the parties, representation at negotiating meetings shall be limited to six (6) representatives of the Board of Education and six (6) Federation members.

G. Assistance and Study Committees.

- a. Either party may call upon professional and lay persons to consider and make suggestions concerning matters under discussion.
- b. The parties may appoint joint committees, ad hoc or standing, to study and develop recommendations on matters under consideration. Committee findings shall be reported to both parties.

H. Information.

The parties agree to furnish, upon written request and in a reasonable time, available information concerning the financial status of the district and such other available information as will assist the parties in the development and evaluation of proposals. Access to available information in such form as it may exist constitutes compliance with provision; and neither party is obligated to develop data or information not in existence or to rework, redraft, summarize, compute, or

otherwise develop data or information in other than its existing form.

I. News Releases.

A courtesy copy of written releases concerning negotiations given to news media or to the public by either party shall be provided to the other party.

J. Agreement.

- a. Tentative agreements on negotiated items shall be reduced to writing and initialed by the representatives of each party, but such initialing shall not be construed as final agreement.
- b. Final agreement shall be reached when the Federation and the Board of Education ratify or approve the final negotiated package. The negotiators of both parties shall urge ratification and approval. If ratified and approved by both parties, the agreement shall then be signed by the parties and shall be entered as an official resolution of the Board of Education.
- c. The purpose of the tentative agreements is to develop a package that will be submitted to the Federation and the Board of Education for ratification and approval. Initialing of the tentative agreements shall be done in "good faith."
- d. The tentative agreements may be brought back to the table during negotiation sessions when it is believed that it will result in progress toward developing a final package. Each of the tentative agreements brought back to the table shall be discussed.

K. Disagreement.

- a. The parties shall commence negotiations for a successor agreement on or before February 1st of the year in which the current Contract expires. If agreement is not reached within ninety (90) days following commencement of negotiations, either party may at any time thereafter request the services of a mediator through the Federal Mediation & Conciliation Service, and the cost, if any, of such mediating services shall be shared equally by the Board of Education and the Federation. However, if after sixty (60) days from the commencement of negotiations should either side request that negotiations be extended before mediation and if both parties mutually agree to do so, negotiations before mediation will be extended up to thirty (30) additional days.
- b. A party requesting the services of a federal mediator shall submit a request in writing to the Cleveland regional office of the Federal Mediation and Conciliation Service for a federal mediator. This mediator shall serve in said capacity until either a successor agreement is reached or impasse is declared.
- c. The use of a federal mediator, as set forth above, constitutes the parties' mutually agreed upon and exclusive dispute resolution procedure. This procedure supersedes and takes precedence over any inconsistent or alternative procedures set forth in Section 4117.14 of the Ohio Revised Code. The mediation period shall be as the parties may agree in writing at the initial meeting or on some other date. In the absence of such an agreement, the



mediation period shall expire no later than the termination date of this Contract, although nothing shall foreclose the parties from continuing to utilize the services of the federal mediator after the mediation period expires or the contract terminates.

L. Term.

Unless terminated or changed by mutual consent of the parties, the procedures set forth in this document and the terms thereof governing its application and interpretation will remain in force so long as recognition of the Federation as exclusive negotiations representative of Board of Education-employed certificated/licensed personnel continues.

**ARTICLE 25. NON-TRADITIONAL LEARNING VENUES**

- A. Non-traditional learning venues are viable instructional options to improve the quality of student learning and provide additional educational opportunities to the students of the Beachwood City School District.
- B. Subject to the requirements of Article 16, the Board may offer interactive distance learning, on-line courses, hybrid courses, dual enrollment courses, flexible credit programs, post secondary enrollment options, accelerated learning opportunities, and such other non traditional coursework to the students of the Beachwood City School District and assign instructional, student supervision, and/or grading responsibilities associated with such offerings to bargaining unit members.
- C. No teacher shall lose their job as a result of the implementation of this Article.
- D. Non-traditional learning venue teachers will be responsible for setting up and using the equipment according to training guidelines.
- E. Videotapes of interactive distance learning courses may be used for make-up work for all students enrolled in that interactive distance learning course. Videotapes of interactive distance learning courses are the property of the Board of Education.
- F. Non-traditional learning venue teachers may be required to use a personal automobile to travel between sites or to other meetings regarding interactive distance learning and will be reimbursed for allowable mileage at the IRS mileage rate.
- G. Teaching students in non-traditional learning venues will be considered instructional time for the purposes of the member's workday under Article 16.

**ARTICLE 26. BEACHWOOD LICENSURE TEAM/LPDC**

A. Mission

The mission of the Beachwood Licensure Team (BLT) is to set policy and review professional development goals for certification and license renewal for Beachwood City School District educators. Professional development will focus on experiences that coordinate district, school, and individual initiatives that are grounded in best knowledge and practice. These experiences

shall be directly related to enhancing student performance. This committee serves as an affiliate of the Beachwood Curriculum Council.

#### B. BLT Organization

- a. The Beachwood Licensure Team (BLT) will have six (6) members: one (1) district administrator and five (5) educators (one from each building).
- b. At least one member of the BLT must be a member of the Executive Board of the Beachwood Federation of Teachers. At least one (1) member of the BLT must be a member of the Curriculum Council.
- c. A chairperson will be selected annually from among the five (5) building members. The chairperson will call the meetings and set the agenda. The chairperson will receive a stipend for additional duties equal to the ratio contained within the supplemental salary schedule, including experience levels. Educator members will be compensated at the current workshop rate for non-school or summer hours.
- d. Educator vacancies will be filled by volunteers. Building members will be replaced by an educator from that building. An election will be run by the Building Committee if there is more than one (1) volunteer. Administrative vacancies will be filled by appointment of the Superintendent.

#### C. BLT Responsibilities

- a. The responsibilities of the committee members of the BLT shall be to:
  - i. Set standards for professional growth
    1. Set guidelines for professional development units (PDUs)
    2. Set operating procedures to attain PDUs
    3. Serve as an advocate for professional development
  - ii. Implement the process for Individual Professional Development Plans
    1. Accept and approve IPDPs
    2. Maintain files/records
    3. Monitor five (5) year plans
    4. Engage in the appeals process
  - iii. Grant prior and final approval for professional development activities for relicensing and salary credit
    1. Process paperwork for coursework, workshops, and activities
    2. Maintain files/records using the district-approved online program
  - iv. Provide a link between individual educator needs for staff development and district initiatives
    1. Be knowledgeable about the staff development and school improvement plans of the Beachwood City School District
    2. Communicate the licensure process to new employees

3. Communicate changes in procedures and policies
  4. Use discretion in discussion of BLT matters
- v. Make recommendations regarding re-licensure
- b. To attain these responsibilities, the BLT will meet after school or in the evening a minimum of once a month. Meetings will be announced via e-mail announcements. Minutes from each meeting will be maintained and stored, with access subject to current policies, agreements, and the Sunshine Law. A quorum consisting of four (4) of the six (6) members is required for voting to take place provided that the district administrator is present. Decisions will be based on a majority vote of the attending members.
  - c. A member who fails to attend three consecutive BLT meetings may be removed from the committee by the unanimous vote of the other committee members. If an educator is removed, a new member will be selected by the BLT from a pool of volunteers in a way that maintains representation from all buildings. If an administrator is removed, the position will be filled by appointment of the Superintendent.

#### D. Individual Professional Development Plan

- a. All Beachwood City School District employees who do not hold a permanent certificate are required to create an Individual Professional Development Plan (IPDP) using the district-approved online program. This plan should be based on the needs and identified initiatives of the individual educator, the students, the school, and the school district. The IPDP must be submitted for review by the BLT by December 1<sup>st</sup> immediately following the issuance of the current certificate/license. New employees must submit an IPDP by December 1st immediately following their first day of work. The IPDP must include the following documents an employee profile form and the specific IPDP. IPDP information is available using the district-approved online program.
- b. The BLT will review all IPDPs for approval. The BLT can request that an employee rewrite and resubmit an IPDP to meet with their building representative and/or the committee if an IPDP is not approved.

#### E. Professional Development Framework

Licenses initiated or renewed under the Ohio Department of Education standards require an educator to create an IPDP to be completed during the five years of the license. An IPDP requires a minimum of 180 contact hours that includes two graduate semester hours for 60 of these hours and the remaining 120 hours in any combination of graduate semester credit hours, continuing education units (CEUs), and/or professional development units (PDUs). The relationship between these is shown below:

1 contact hour = 1 PDU

1 CEU = 10 PDUs = 10 contact hours

1 graduate semester credit hour = 3 CEUs = 30 PDUs = 30 contact hours

Courses, workshops, and activities that earn credits or PDUs for completion of an IPDP and/or

increases on the salary scale must be pre-approved by the BLT. Form 3, which is available using the district-approved online program, should be completed and submitted to the BLT prior to the commencement of any program. One PDU is received for each hour of participation in activities that do not earn college credits of CEUs.

F. Appeals

- a. In the event that an educator disagrees when an IPDP is rejected by the BLT, the member may pursue the following appeals process:

Step 1: The educator requests a face to face meeting with the BLT. After this meeting, the BLT may accept, reject, or request a modification to the plan.

Step 2: If the educator still disagrees with the decision of the BLT, the member may request an appeal hearing. The appeals committee will consist of one BLT representative, one educator representative, and the Superintendent/designee. The appeals committee has the authority to accept, reject, or request a modification to the plan.

Step 3: If, and only if, a resolution to the plan cannot be reached after completing Step 2 of the appeals process, the educator has the right to appeal to the State Department of Education and/or seek legal representation.

G. Reciprocity

The Beachwood City Schools Licensure Team will honor hours completed under IPDPs approved by other districts for an educator hired by the Board of Education. Modifications to an existing plan may be required so that the IPDP fits the initiatives of the Beachwood City Schools. The educator's IPDP may be requested and reviewed as part of the application process.

**ARTICLE 27. RESIDENT EDUCATOR**

Pursuant to applicable law, the District has established an Ohio Resident Educator (RE) Program and will continue to maintain the Program as long as it is legally required. Mentors for the RE Program shall be compensated pursuant to a supplemental duty contract as set forth in Appendix 5. In the absence of the RE Program or another state program requiring mentoring of newly licensed teachers, the District will continue to provide mentoring to newly licensed teachers, and the Board retains the authority to design such a program with input from the Union.

**ARTICLE 28. STRS CONTRIBUTIONS RELATING TO TPO**

- A. The following provision is intended to provide STRS service credit for services rendered as an elected Federation officer by bargaining unit members to the Federation under STRS Rule 3307-6-01. For the purpose of this provision, the Federation shall be considered a teacher professional organization under Section 4117.01 of the Ohio Revised Code.
- B. The implementation of this provision is subject to the approval of STRS. If STRS determines that this provision is not compliant with applicable STRS rules and regulations, this provision shall be null and void.

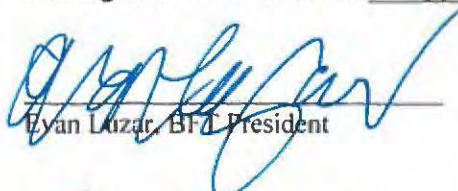
- C. Only bargaining unit members who serve as elected officers of the Federation shall be eligible for additional STRS service credit for services rendered to the Federation under STRS Rule 3307-6-01.
- D. The parties agree that the Board of Education shall not incur any additional costs under this provision or as a consequence of the additional service credit for services rendered by eligible bargaining unit members to the Federation under STRS Rule 3307-6-01.
- E. In July of each year, the Federation will forward to the Board of Education's Treasurer a certification of the amount of payment to be made by the Federation to its elected officers, together with the corresponding employees' and employer's shares of STRS contributions on such amounts paid by the Federation. The Treasurer will notify the Federation of the maximum amount of salary paid by the Federation to each officer that is eligible for STRS payment on compensation for services rendered to the Federation in accordance with STRS Rule 3307-6-01.
- F. The Treasurer will forward the contributions to STRS, provided however such amounts do not exceed the maximum allowable under applicable STRS rules and regulations. Any amounts in excess of the maximum allowable under STRS rules and regulations shall be returned to the Federation.

#### **ARTICLE 29. CONTRACT OPERATION**

- A. If any article or section of this Contract should be held invalid by operation of law or by any court of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by a court pending a final determination of validity, the remainder of this Contract will not be affected thereby. In the event any article or section has been held invalid as set forth above, the parties will enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section. If the parties cannot reach agreement, either party may initiate the "Disagreement" provisions of Article 24.
- B. This Contract constitutes the entire agreement between the parties, and it supersedes and cancels all prior and contemporaneous understandings not specifically set forth herein. This Contract may not impede the Board of Education's ability to comply with applicable federal and state laws and regulations including but not limited to the Americans with Disabilities Act, Fair Labor Standards Act, Family Medical Leave Act of 1993, Individuals with Disabilities Education Act of 1997, Individuals with Disabilities Improvement Act of 2004, No Child Left Behind Act of 2001, Rehabilitation Act, and any preceding versions and/or future amendments thereto.

**ARTICLE 30. SIGNATURE LETTER**

Whereupon, the authorized representatives of the BFT and the Board of Education have set forth their signatures hereunder this 11<sup>th</sup> day of October.

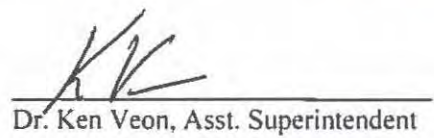
  
Eyan Lizar, BFT President

  
Dr. Robert Hardis, Superintendent

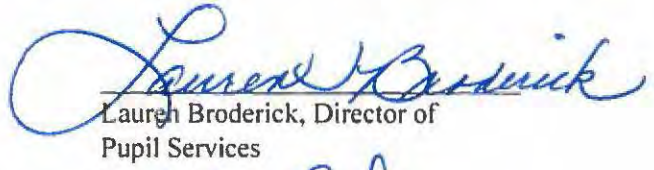
  
Ann Bracale, BFT Negotiating Team

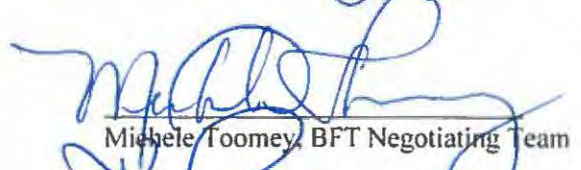
  
Michele Mills, Treasurer/CFO

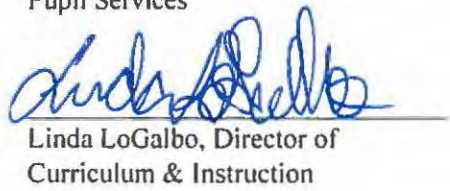
  
Mary Deitrick, BFT Negotiating Team

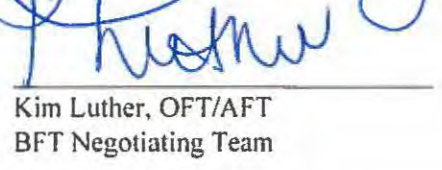
  
Dr. Ken Veon, Asst. Superintendent

  
Pam Ogilvy, BFT Negotiating Team

  
Lauren Broderick, Director of Pupil Services

  
Michele Toomey, BFT Negotiating Team

  
Linda LoGalbo, Director of Curriculum & Instruction

  
Kim Luther, OFT/AFT BFT Negotiating Team

**APPENDIX 1**

DUES DEDUCTIONS

Beachwood Federation of Teachers  
AFT/OFT Local #1468

I hereby authorize the Beachwood City School District Board of Education to make twenty-four (24) consecutive and equal payroll deductions (or 12 deductions for part-time employees working less than .5 FTE) in my payroll checks/payments to pay my annual dues for Beachwood Federation of Teachers, AFT/OFT Local #1468. I understand that the deductions will continue unless I notify the Beachwood City School District Board of Education that the deductions are to be canceled.

Deduction amount per pay: \_\_\_\_\_\*

Payment is to be forwarded to: Beachwood Federation of Teachers, AFT/OFT Local #1468

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Signature

Date

**APPENDIX 2**

CANCELLATION OF DUES DEDUCTIONS

Beachwood Federation of Teachers  
AFT/OFT Local #1468

I hereby notify the Beachwood City School District Board of Education to cancel all dues deduction from my salary checks for the Beachwood Federation of Teachers, AFT/OFT Local #1468 starting with my next paycheck.

---

Signature

---

Date



**APPENDIX 3**

WAIVER OF INSURANCE BENEFITS

Effective \_\_\_\_\_, I hereby waive the following coverages under the Beachwood City School District Board of Education's health insurance program:

- Medical /Prescription
- Dental
- Vision

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

cc: Personnel File  
Payroll Department

**APPENDIX 4**

Salary Schedules

There are four (4) certificated/licensed staff salary schedules: Schedule A for certificated/licensed staff who began teaching in Beachwood before November 22, 1993; Schedule B for those who began teaching in Beachwood on or after November 22, 1993 but before September 1, 2009; and Schedule C for certificate/licensed staff who began teaching in Beachwood on or after September 1, 2009 but before September 1, 2019; and Schedule D for those who began teaching in Beachwood on or after September 1, 2019. All certificated/licensed staff placed on Schedules B, C, and D shall receive no additional earned credit hour compensation until they have earned and accumulated the hours necessary to move laterally on the salary schedule to the next salary lane.

**2019-2020 Certificated/Licensed Salary Schedule A  
(For Certificated/Licensed Staff Who Began Teaching  
in Beachwood before November 22, 1993)**

Step	BA	BA+15	BA+30	MA	MA+60
1	52,647	54,957	57,267	61,056	71,294
2	55,280	57,589	59,898	64,108	74,346
3	57,912	60,222	62,531	67,161	77,399
4	60,544	62,853	65,164	70,214	80,451
5	63,176	65,486	67,795	73,266	83,503
6	65,808	68,118	70,428	76,318	86,556
7	68,441	70,750	73,060	79,371	89,609
8	71,073	73,383	75,692	82,423	92,661
9	73,705	76,014	78,325	85,476	95,714
10	76,337	78,647	80,956	88,529	98,767
11	78,969	81,279	83,589	91,582	101,818
12	81,602	83,911	86,221	94,634	104,871
13	84,234	86,544	88,853	97,686	107,924
14	-	89,176	91,486	100,739	110,976
15	-	-	94,117	103,791	114,029

\$154 for each semester hour of approved credit earned after awarding of the bachelor's degree shall be added to the BA to the limits of 105 hours beyond the BA. \$170 for each semester hour of approved credit earned after the awarding of the master's degree shall be added to the MA to the limits of 60 hours beyond the MA.

Written approval must be requested in advance for all semester hour credits beyond the BA and MA schedules and the courses must meet the requirements of Board Policy and District Rules to the satisfaction of the Superintendent.

**2019-2020 Certificated/Licensed Salary Schedule B  
(For Certificated/Licensed Staff Who Began Teaching  
in Beachwood on or after November 22, 1993 but before September 1, 2009)**

Step	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36	MA+48	MA+60
1	52,647	54,496	56,343	61,056	63,103	65,150	67,199	69,246	71,294
2	55,280	57,127	58,975	64,108	66,156	68,203	70,250	72,299	74,346
3	57,912	59,760	61,607	67,161	69,208	71,256	73,303	75,351	77,399
4	60,544	62,391	64,240	70,214	72,261	74,308	76,356	78,403	80,451
5	63,176	65,024	66,872	73,266	75,314	77,361	79,409	81,456	83,503
6	65,808	67,657	69,504	76,318	78,366	80,414	82,461	84,509	86,556
7	68,441	70,288	72,136	79,371	81,418	83,467	85,514	87,561	89,609
8	71,073	72,921	74,768	82,423	84,471	86,518	88,567	90,614	92,661
9	73,705	75,552	77,401	85,476	87,524	89,571	91,618	93,667	95,714
10	76,337	78,185	80,033	88,529	90,576	92,624	94,671	96,718	98,767
11	78,969	80,818	82,665	91,582	93,629	95,676	97,724	99,771	101,818
12	81,602	83,449	85,298	94,634	96,682	98,729	100,776	102,824	104,871
13	84,234	86,082	87,929	97,686	99,734	101,782	103,829	105,876	107,924
14	-	88,713	90,562	100,739	102,786	104,834	106,882	108,929	110,976
15	-	-	-	103,791	105,839	107,886	109,934	111,982	114,029

Written approval must be requested in advance for all semester hour credits beyond the BA and MA schedules and the courses must meet the requirements of Board Policy and District Rules to the satisfaction of the Superintendent.

**2019-2020 Certificated/Licensed Salary Schedule C  
(For Certificated/Licensed Staff Who Began Teaching  
in Beachwood on or after September 1, 2009 but before September 1, 2019)**

Step	BA	BA+15	BA+30	MA	MA +15	MA+30	MA +45	MA +60
1	52,647	54,957	57,267	61,056	63,615	66,175	68,734	71,294
2	54,354	56,663	58,973	63,034	65,593	68,152	70,712	73,272
3	56,060	58,370	60,679	65,012	67,571	70,130	72,689	75,249
4	57,766	60,076	62,385	66,990	69,549	72,108	74,667	77,227
5	59,472	61,782	64,092	68,967	71,526	74,086	76,645	79,205
6	61,179	63,488	65,798	70,945	73,504	76,063	78,623	81,183
7	62,885	65,194	67,505	72,923	75,482	78,041	80,600	83,161
8	64,592	66,901	69,210	74,901	77,460	80,019	82,578	85,138
9	66,297	68,607	70,917	76,878	79,438	81,997	84,556	87,116
10	68,003	70,314	72,623	78,856	81,415	83,975	86,534	89,094
11	69,710	72,019	74,329	80,834	83,393	85,952	88,513	91,072
12	71,416	73,726	76,036	82,812	85,371	87,930	90,490	93,050
13	73,123	75,432	77,741	84,790	87,349	89,908	92,468	95,027
14	74,828	77,139	79,448	86,767	89,327	91,886	94,446	97,005
15	-	78,845	81,154	88,745	91,304	93,863	96,424	98,983
16	-	-	82,861	90,723	93,282	95,841	98,401	100,961
17	-	-	84,567	92,701	95,260	97,819	100,379	102,938
18	-	-	86,273	94,678	97,238	99,797	102,357	104,916
19	-	-	87,979	96,656	99,215	101,775	104,335	106,894
20	-	-	89,686	98,634	101,193	103,752	106,313	108,872
22	-	-	91,392	100,612	103,171	105,731	108,290	110,850
25	-	-	93,098	102,590	105,149	107,709	110,268	112,827
27	-	-	-	104,567	107,127	109,687	112,246	114,805

Written approval must be requested in advance for all semester hour credits beyond the BA and MA schedules and the courses must meet the requirements of Board Policy and District Rules to the satisfaction of the Superintendent.

**2019-2020 Certificated/Licensed Salary Schedule D  
(For Certificated/Licensed Staff Who Began Teaching  
in Beachwood on or after September 1, 2019)**

Step	BA	BA 15	MA	MA 30	MA60
1	45,000	47,500	50,000	55,000	60,000
2	46,500	49,000	51,500	56,500	61,500
3	48,000	50,500	53,000	58,000	63,000
4	49,500	52,000	54,500	59,500	64,500
5	51,000	53,500	56,000	61,000	66,000
6	53,000	55,500	58,500	63,500	68,500
7	55,000	57,500	61,000	66,000	71,000
8	57,000	59,500	63,500	68,500	73,500
9	59,000	61,500	66,000	71,000	76,000
10	61,000	63,500	68,500	73,500	78,500
11	63,000	65,500	71,000	76,000	81,000
12	65,000	67,500	73,500	78,500	83,500
13	67,000	69,500	76,000	81,000	86,000
14	69,000	71,500	78,500	83,500	88,500
15	-	-	81,000	86,000	91,000
16	-	-	83,500	88,500	93,500
17	-	-	86,000	91,000	96,000
18	-	-	88,500	93,500	98,500
19	-	-	91,000	96,000	101,000
20	-	-	93,000	98,000	103,000
22	-	-	95,000	100,000	105,000
25	-	-	97,000	102,000	107,000
27	-	-	99,000	104,000	109,000
30	-	-	101,000	106,000	111,000
35	-	-	103,000	108,000	113,000

Written approval must be requested in advance for all semester hour credits beyond the BA and MA schedules and the courses must meet the requirements of Board Policy and District Rules to the satisfaction of the Superintendent.

**2020-2021 Certificated/Licensed Salary Schedule A  
(For Certificated/Licensed Staff Who Began Teaching  
in Beachwood before November 22, 1993)**

Step	BA	BA+15	BA+30	MA	MA+60
1	53,700	56,056	58,412	62,277	72,720
2	56,386	58,741	61,096	65,390	75,833
3	59,070	61,426	63,782	68,504	78,947
4	61,755	64,110	66,467	71,618	82,060
5	64,440	66,796	69,151	74,731	85,173
6	67,124	69,480	71,837	77,844	88,287
7	69,810	72,165	74,521	80,958	91,401
8	72,494	74,851	77,206	84,071	94,514
9	75,179	77,534	79,892	87,186	97,628
10	77,864	80,220	82,575	90,300	100,742
11	80,548	82,905	85,261	93,414	103,854
12	83,234	85,589	87,945	96,527	106,968
13	85,919	88,275	90,630	99,640	110,082
14	-	90,960	93,316	102,754	113,196
15	-	-	95,999	105,867	116,310

\$157 for each semester hour of approved credit earned after awarding of the bachelor's degree shall be added to the BA to the limits of 105 hours beyond the BA \$173 for each semester hour of approved credit earned after the awarding of the master's degree shall be added to the MA to the limits of 60 hours beyond the MA.

Written approval must be requested in advance for all semester hour credits beyond the BA and MA schedules and the courses must meet the requirements of Board Policy and District Rules to the satisfaction of the Superintendent.

**2020-2021 Certificated/Licensed Salary Schedule B  
(For Certificated/Licensed Staff Who Began Teaching  
in Beachwood on or after November 22, 1993 but before September 1, 2009)**

Step	BA	BA+12	BA+24	MA	MA+12	MA+24	MA+36	MA+48	MA+60
1	53,700	55,586	57,470	62,277	64,365	66,453	68,543	70,631	72,720
2	56,386	58,270	60,155	65,390	67,479	69,567	71,655	73,745	75,833
3	59,070	60,955	62,839	68,504	70,592	72,681	74,769	76,858	78,947
4	61,755	63,639	65,525	71,618	73,706	75,794	77,883	79,971	82,060
5	64,440	66,324	68,209	74,731	76,820	78,908	80,997	83,085	85,173
6	67,124	69,010	70,894	77,844	79,933	82,022	84,110	86,199	88,287
7	69,810	71,694	73,579	80,958	83,046	85,136	87,224	89,312	91,401
8	72,494	74,379	76,263	84,071	86,160	88,248	90,338	92,426	94,514
9	75,179	77,063	78,949	87,186	89,274	91,362	93,450	95,540	97,628
10	77,864	79,749	81,634	90,300	92,388	94,476	96,564	98,652	100,742
11	80,548	82,434	84,318	93,414	95,502	97,590	99,678	101,766	103,854
12	83,234	85,118	87,004	96,527	98,616	100,704	102,792	104,880	106,968
13	85,919	87,804	89,688	99,640	101,729	103,818	105,906	107,994	110,082
14	-	90,487	92,373	102,754	104,842	106,931	109,020	111,108	113,196
15	-	-	-	105,867	107,956	110,044	112,133	114,222	116,310

Written approval must be requested in advance for all semester hour credits beyond the BA and MA schedules and the courses must meet the requirements of Board Policy and District Rules to the satisfaction of the Superintendent.

**2020-2021 Certificated/Licensed Salary Schedule C  
(For Certificated/Licensed Staff Who Began Teaching  
in Beachwood on or after September 1, 2009 but before September 1, 2019)**

Step	BA	BA+15	BA+30	MA	MA +15	MA+30	MA +45	MA +60
1	53,700	56,056	58,412	62,277	64,887	67,499	70,109	72,720
2	55,441	57,796	60,152	64,295	66,905	69,515	72,126	74,737
3	57,181	59,537	61,893	66,312	68,922	71,533	74,143	76,754
4	58,921	61,278	63,633	68,330	70,940	73,550	76,160	78,772
5	60,661	63,018	65,374	70,346	72,957	75,568	78,178	80,789
6	62,403	64,758	67,114	72,364	74,974	77,584	80,195	82,807
7	64,143	66,498	68,855	74,381	76,992	79,602	82,212	84,824
8	65,884	68,239	70,594	76,399	79,009	81,619	84,230	86,841
9	67,623	69,979	72,335	78,416	81,027	83,637	86,247	88,858
10	69,363	71,720	74,075	80,433	83,043	85,655	88,265	90,876
11	71,104	73,459	75,816	82,451	85,061	87,671	90,283	92,893
12	72,844	75,201	77,557	84,468	87,078	89,689	92,300	94,911
13	74,585	76,941	79,296	86,486	89,096	91,706	94,317	96,928
14	76,325	78,682	81,037	88,502	91,114	93,724	96,335	98,945
15	-	80,422	82,777	90,520	93,130	95,740	98,352	100,963
16	-	-	84,518	92,537	95,148	97,758	100,369	102,980
17	-	-	86,258	94,555	97,165	99,775	102,387	104,997
18	-	-	87,998	96,572	99,183	101,793	104,404	107,014
19	-	-	89,739	98,589	101,199	103,811	106,422	109,032
20	-	-	91,480	100,607	103,217	105,827	108,439	111,049
22	-	-	93,220	102,624	105,234	107,846	110,456	113,067
25	-	-	94,960	104,642	107,252	109,863	112,473	115,084
27	-	-	-	106,658	109,270	111,881	114,491	117,101

Written approval must be requested in advance for all semester hour credits beyond the BA and MA schedules and the courses must meet the requirements of Board Policy and District Rules to the satisfaction of the Superintendent.



**2020-2021 Certificated/Licensed Salary Schedule D  
(For Certificated/Licensed Staff Who Began Teaching  
in Beachwood on or after September 1, 2019)**

Step	BA	BA 15	MA	MA 30	MA60
1	45,900	48,400	51,000	56,000	61,000
2	47,400	49,900	52,500	57,500	62,500
3	48,900	51,400	54,000	59,000	64,000
4	50,400	52,900	55,500	60,500	65,500
5	51,900	54,400	57,000	62,000	67,000
6	53,900	56,400	59,500	64,500	69,500
7	55,900	58,400	62,000	67,000	72,000
8	57,900	60,400	64,500	69,500	74,500
9	59,900	62,400	67,000	72,000	77,000
10	61,900	64,400	69,500	74,500	79,500
11	63,900	66,400	72,000	77,000	82,000
12	65,900	68,400	74,500	79,500	84,500
13	67,900	70,400	77,000	82,000	87,000
14	69,900	72,400	79,500	84,500	89,500
15	-	-	82,000	87,000	92,000
16	-	-	84,500	89,500	94,500
17	-	-	87,000	92,000	97,000
18	-	-	89,500	94,500	99,500
19	-	-	92,000	97,000	102,000
20	-	-	94,000	99,000	104,000
22	-	-	96,000	101,000	106,000
25	-	-	98,000	103,000	108,000
27	-	-	100,000	105,000	110,000
30	-	-	102,000	107,000	112,000
35	-	-	104,000	109,000	114,000

Written approval must be requested in advance for all semester hour credits beyond the BA and MA schedules and the courses must meet the requirements of Board Policy and District Rules to the satisfaction of the Superintendent.

**2021-2022 Certificated/Licensed Salary Schedule A  
(For Certificated/Licensed Staff Who Began Teaching  
in Beachwood before November 22, 1993)**

Step	BA	BA 15	BA 30	MA	MA 60
1	54,774	57,177	59,580	63,523	74,174
2	57,514	59,916	62,318	66,698	77,350
3	60,251	62,655	65,058	69,874	80,526
4	62,990	65,392	67,796	73,050	83,701
5	65,729	68,132	70,534	76,226	86,876
6	68,466	70,870	73,274	79,401	90,053
7	71,206	73,608	76,011	82,577	93,229
8	73,944	76,348	78,750	85,752	96,404
9	76,683	79,085	81,490	88,930	99,581
10	79,421	81,824	84,227	92,106	102,757
11	82,159	84,563	86,966	95,282	105,931
12	84,899	87,301	89,704	98,458	109,107
13	87,637	90,041	92,443	101,633	112,284
14	-	92,779	95,182	104,809	115,460
15	-	-	97,919	107,984	118,636

\$160 for each semester hour of approved credit earned after awarding of the bachelor's degree shall be added to the BA to the limits of 105 hours beyond the BA. \$176 for each semester hour of approved credit earned after the awarding of the master's degree shall be added to the MA to the limits of 60 hours beyond the MA

Written approval must be requested in advance for all semester hour credits beyond the BA and MA schedules and the courses must meet the requirements of Board Policy and District Rules to the satisfaction of the Superintendent.

**2021-2022 Certificated/Licensed Salary Schedule B  
(For Certificated/Licensed Staff Who Began Teaching  
in Beachwood on or after November 22, 1993 but before September 1, 2009)**

Step	BA	BA 12	BA 24	MA	MA 12	MA 24	MA 36	MA 48	MA 60
1	54,774	56,698	58,619	63,523	65,652	67,782	69,914	72,044	74,174
2	57,514	59,435	61,358	66,698	68,829	70,958	73,088	75,220	77,350
3	60,251	62,174	64,096	69,874	72,004	74,135	76,264	78,395	80,526
4	62,990	64,912	66,836	73,050	75,180	77,310	79,441	81,570	83,701
5	65,729	67,650	69,573	76,226	78,356	80,486	82,617	84,747	86,876
6	68,466	70,390	72,312	79,401	81,532	83,662	85,792	87,923	90,053
7	71,206	73,128	75,051	82,577	84,707	86,839	88,968	91,098	93,229
8	73,944	75,867	77,788	85,752	87,883	90,013	92,145	94,275	96,404
9	76,683	78,604	80,528	88,930	91,059	93,189	95,319	97,451	99,581
10	79,421	81,344	83,267	92,106	94,236	96,366	98,495	100,625	102,757
11	82,159	84,083	86,004	95,282	97,412	99,542	101,672	103,801	105,931
12	84,899	86,820	88,744	98,458	100,588	102,718	104,848	106,978	109,107
13	87,637	89,560	91,482	101,633	103,764	105,894	108,024	110,154	112,284
14	-	92,297	94,220	104,809	106,939	109,070	111,200	113,330	115,460
15	-	-	-	107,984	110,115	112,245	114,376	116,506	118,636

Written approval must be requested in advance for all semester hour credits beyond the BA and MA schedules and the courses must meet the requirements of Board Policy and District Rules to the satisfaction of the Superintendent.

**2021-2022 Certificated/Licensed Salary Schedule C  
(For Certificated/Licensed Staff Who Began Teaching  
in Beachwood on or after September 1, 2009 but before September 1, 2019)**

Step	BA	BA 15	BA 30	MA	MA 15	MA 30	MA 45	MA 60
1	54,774	57,177	59,580	63,523	66,185	68,849	71,511	74,174
2	56,550	58,952	61,355	65,581	68,243	70,905	73,569	76,232
3	58,325	60,728	63,131	67,638	70,300	72,964	75,626	78,289
4	60,099	62,504	64,906	69,697	72,359	75,021	77,683	80,347
5	61,874	64,278	66,681	71,753	74,416	77,079	79,742	82,405
6	63,651	66,053	68,456	73,811	76,473	79,136	81,799	84,463
7	65,426	67,828	70,232	75,869	78,532	81,194	83,856	86,520
8	67,202	69,604	72,006	77,927	80,589	83,251	85,915	88,578
9	68,975	71,379	73,782	79,984	82,648	85,310	87,972	90,635
10	70,750	73,154	75,557	82,042	84,704	87,368	90,030	92,694
11	72,526	74,928	77,332	84,100	86,762	89,424	92,089	94,751
12	74,301	76,705	79,108	86,157	88,820	91,483	94,146	96,809
13	76,077	78,480	80,882	88,216	90,878	93,540	96,203	98,867
14	77,852	80,256	82,658	90,272	92,936	95,598	98,262	100,924
15	-	82,030	84,433	92,330	94,993	97,655	100,319	102,982
16	-	-	86,208	94,388	97,051	99,713	102,376	105,040
17	-	-	87,983	96,446	99,108	101,771	104,435	107,097
18	-	-	89,758	98,503	101,167	103,829	106,492	109,154
19	-	-	91,534	100,561	103,223	105,887	108,550	111,213
20	-	-	93,310	102,619	105,281	107,944	110,608	113,270
22	-	-	95,084	104,676	107,339	110,003	112,665	115,328
25	-	-	96,859	106,735	109,397	112,060	114,722	117,386
27	-	-	-	108,791	111,455	114,119	116,781	119,443

Written approval must be requested in advance for all semester hour credits beyond the BA and MA schedules and the courses must meet the requirements of Board Policy and District Rules to the satisfaction of the Superintendent.

**2021-2022 Certificated/Licensed Salary Schedule D  
(For Certificated/Licensed Staff Who Began Teaching  
in Beachwood on or after September 1, 2019)**

Step	BA	BA 15	MA	MA 30	MA60
1	46,818	49,318	52,020	57,020	62,020
2	48,318	50,818	53,520	58,520	63,520
3	49,818	52,318	55,020	60,020	65,020
4	51,318	53,818	56,520	61,520	66,520
5	52,818	55,318	58,020	63,020	68,020
6	54,818	57,318	60,520	65,520	70,520
7	56,818	59,318	63,020	68,020	73,020
8	58,818	61,318	65,520	70,520	75,520
9	60,818	63,318	68,020	73,020	78,020
10	62,818	65,318	70,520	75,520	80,520
11	64,818	67,318	73,020	78,020	83,020
12	66,818	69,318	75,520	80,520	85,520
13	68,818	71,318	78,020	83,020	88,020
14	70,818	73,318	80,520	85,520	90,520
15	-	-	83,020	88,020	93,020
16	-	-	85,520	90,520	95,520
17	-	-	88,020	93,020	98,020
18	-	-	90,520	95,520	100,520
19	-	-	93,020	98,020	103,020
20	-	-	95,020	100,020	105,020
22	-	-	97,020	102,020	107,020
25	-	-	99,020	104,020	109,020
27	-	-	101,020	106,020	111,020
30	-	-	103,020	108,020	113,020
35	-	-	105,020	110,020	115,020

Written approval must be requested in advance for all semester hour credits beyond the BA and MA schedules and the courses must meet the requirements of Board Policy and District Rules to the satisfaction of the Superintendent.

**Preschool Instructor  
Salary Schedule**

STEP	Preschool		
	2019-2020	2020-2021	2020-2021
1	\$36,786	\$37,522	\$38,272
2	\$37,706	\$38,460	\$39,229
3	\$38,649	\$39,422	\$40,210
4	\$39,615	\$40,408	\$41,215
5	\$40,605	\$41,418	\$42,245
6	\$41,620	\$42,453	\$43,301
7	\$42,661	\$43,514	\$44,384
8	\$43,728	\$44,602	\$45,494
9	\$44,821	\$45,717	\$46,631
10	\$45,942	\$46,860	\$47,797
11	\$47,091	\$48,032	\$48,992
12	\$48,268	\$49,233	\$50,217
13	\$49,475	\$50,464	\$51,472
14	\$50,712	\$51,726	\$52,759
15	\$51,980	\$53,019	\$54,078
16	\$53,280	\$54,344	\$55,430
17	\$54,612	\$55,703	\$56,816
18	\$55,977	\$57,096	\$58,236
19	\$57,376	\$58,523	\$59,692
20	\$58,810	\$59,986	\$61,184
22	\$60,280	\$61,486	\$62,714
25	\$61,787	\$63,023	\$64,282
27	\$63,332	\$64,599	\$65,889

### Instructional Tutor Salary Schedule

Step	Years	2019-2020		2020-2021		2021-2022	
		BA	MA	BA	MA	BA	MA
1	0 - 2	37,522	43,520	38,272	44,390	39,037	45,278
2	3 - 5	40,644	47,166	41,457	48,109	42,286	49,071
3	6 - 8	45,703	52,576	46,617	53,628	47,549	54,701
4	9 - 10	49,992	58,018	50,992	59,178	52,012	60,362
5	> 10	56,254	65,255	57,379	66,560	58,527	67,891

Instructional tutors will receive all the benefits of regular teachers (with the choice of compensation for additional hours earned as in the past), but are **NOT** eligible for tenure. However, years accrued as an instructional tutor will be granted as experience steps on the teacher salary schedule if/when the tutor is hired as a classroom teacher. Instructional Tutors are certificated teachers who function in a support role for students. They work with individuals or small groups to assist students who need extra time and/or alternative instruction to master the learning goals and complete the learning activities designed and assigned by classroom teachers. In addition, they may assist students with organizational skills, provide alternative testing environments, and maintain contact with both teachers and parents. They may assist in the writing of JEPs or 504s. They shall not be used to replace regular classroom teachers to teach courses that meet on a daily basis and thus are not responsible for group lesson plans. They do not assign grades or homework.

## **APPENDIX 5**

### Supplementals

Additional supplementals can be created as the positions occur. They will be within contractual percentages and will be considered within the framework of the contract.

If a bargaining unit member held a supplemental contract during the 2018-2019 contract year and that member's 2018-2019 contract year supplemental ratio would be reduced under this new supplemental schedule, a member continuing with the same supplemental contract during the 2019-2020 contract year shall be paid using the 2018-2019 supplemental ratio and the supplemental base amount of \$4,948. The compensation for these individuals will be frozen and remain in effect for subsequent years of service without any step increases; however, the bargaining unit member shall be compensated using the supplemental schedule effective September 1, 2019 when this new schedule would yield an increase in compensation for the work. If a bargaining unit member has a break in service and returns to the same supplemental work, the member will be compensated using the supplemental schedule effective September 1, 2019. A bargaining unit member whose supplemental contract is paid on the 2018-2019 supplemental schedule who is hired for a different supplemental work will be paid for the new supplemental work on the supplemental schedule effective September 1, 2019.

<b>I. ATHLETICS</b>	<b>Years of Experience</b>			
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>High School Positions</b>				
Athletics Facilities Scheduler	1.50	1.55	1.60	1.65
Basketball - Head	1.50	1.55	1.60	1.65
Basketball - Asst	1.10	1.10	1.10	1.20
Baseball - Head	1.30	1.35	1.40	1.45
Baseball -- Asst	0.90	0.90	0.90	1.00
Cheerleading - Head Basketball	0.80	0.85	0.90	1.00
Cheerleading - Head Football	0.80	0.85	0.90	1.00
Cheerleading - Asst . Basketball	0.65	0.65	0.65	0.75
Cheerleading - Asst. Football	0.65	0.65	0.65	0.75
Cross Country - Head	0.90	0.95	1.00	1.05
Cross Country -Asst	0.75	0.75	0.75	0.85
Football - Head	1.50	1.55	1.60	1.65
Football - Asst	1.10	1.10	1.10	1.20
Golf - Head	0.90	0.95	1.00	1.05
Golf - Asst	0.75	0.75	0.75	0.85
Lacrosse - Head	1.00	1.05	1.10	1.15
Lacrosse - Asst	0.75	0.75	0.75	0.85
Soccer - Head	1.30	1.35	1.40	1.45
Soccer - Asst	0.90	0.90	0.90	1.00



Softball - Head	1.30	1.35	1.40	1.45
Softball - Asst	0.90	0.90	0.90	1.00
Swimming - Head	1.30	1.35	1.40	1.45
Swimming - Asst	0.90	0.90	0.90	1.00
Tennis - Head	1.00	1.05	1.10	1.15
Tennis - Asst	0.75	0.75	0.75	0.85
Track - Head	1.30	1.35	1.40	1.45
Track - Asst	0.90	0.90	0.90	1.00
Track - Indoor	0.75	0.80	0.85	0.90
Track - Indoor Asst.	0.60	0.60	0.60	0.70
Volleyball - Head	1.30	1.35	1.40	1.45
Volleyball - Asst	0.90	0.90	0.90	1.00
Weight Room	0.35	0.40	0.40	0.40
Wrestling Coach	1.50	1.55	1.60	1.65
Wrestling Coach- Asst	1.10	1.10	1.10	1.20

	<b>Years of Experience</b>			
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Middle School</b>				
Athletic Coord	1.10	1.15	1.20	1.25
Basketball - 2 coaches	1.00	1.05	1.10	1.15
Baseball - Head	0.90	0.95	1.00	1.05
Baseball - Asst	0.70	0.70	0.70	0.80
Cheerleading	0.60	0.65	0.7	0.75
Cross Country - Head	0.70	0.75	0.80	0.85
Football - Head	1.10	1.15	1.20	1.25
Football - Asst	0.80	0.80	0.80	0.90
Lacrosse - Head	0.70	0.75	0.80	0.85
Soccer - Head	0.90	0.95	1.00	1.05
Soccer - Asst	0.60	0.60	0.60	0.70
Softball - Head	0.90	0.95	1.00	1.05
Softball - Asst	0.70	0.70	0.70	0.80
Swimming - Head	0.90	0.95	1.00	1.05
Swimming - Asst	0.60	0.60	0.60	0.70
Tennis - Head	0.70	0.75	0.80	0.85
Tennis - Asst	0.50	0.50	0.50	0.60

Track - Head	0.90	0.95	1.00	1.05
Track - Asst	0.60	0.60	0.60	0.70
Volleyball - Head	0.90	0.95	1.00	1.05
Volleyball - Asst	0.60	0.60	0.60	0.70
Wrestling Coach	1.10	1.15	1.20	1.25
Wrestling - Asst	0.80	0.80	0.80	0.90

<b>II. ADVISORS</b>	<b>Years of Experience</b>			
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>High School Positions</b>				
Academic Challenge	0.30	0.40	0.45	0.50
Amnesty International	0.25	0.30	0.35	0.40
Asst. Band Dir.	0.40	0.50	0.55	0.60
Choir	0.25	0.30	0.35	0.40
Class Advisor - Sr	0.60	0.65	0.68	0.70
Class Advisor - Jr	0.40	0.45	0.50	0.55
Class Advisor - Soph	0.40	0.45	0.50	0.55
Class Advisor - Fresh	0.40	0.45	0.50	0.55
Council for Exceptional Children	0.30	0.40	0.50	0.60
MAC Scholar Advisor	0.30	0.40	0.50	0.60
Debate	1.00	1.11	1.22	1.33
Debate Assistant	0.50	0.55	0.60	0.65
Drama Dir - per semester	0.60	0.70	0.80	0.90
Dramatics Asst. per semester	0.60	0.65	0.70	0.75
Drill Team	0.40	0.50	0.55	0.60
Ecology Club	0.40	0.50	0.55	0.60
GSA	0.25	0.30	0.35	0.40
Introspect	0.25	0.30	0.35	0.40
JCWA	0.70	0.85	0.95	1.05
JCWA Asst.	0.25	0.25	0.25	0.25
Leadership Advisor	0.30	0.40	0.45	0.50
Leadership Asst.	0.25	0.30	0.30	0.30
Library Club	0.20	0.20	0.20	0.20
White & Gold	0.60	0.65	0.70	0.75
National Honor Society	0.30	0.40	0.45	0.50
Newspaper - HS	1.00	1.11	1.22	1.33

Peer Leadership/SADD	0.25	0.30	0.35	0.40
Robotics	1.00	1.11	1.22	1.33
Robotics Asst	0.85	0.90	0.95	1.00
Science Olympiad	1.00	1.11	1.22	1.33
Senior Search	0.30	0.40	0.45	0.50
Senior Slideshow	0.20	0.20	0.20	0.20
Show Choir	0.25	0.30	0.35	0.40
Stock Market Club	0.25	0.30	0.35	0.40
Student Activity Coord.	0.90	0.95	1.00	1.05
Student Council Adv	0.90	0.95	1.00	1.05
Student Council - Asst.	0.40	0.45	0.50	0.55
Vo-ed Teacher/Comp	\$1,288.11*			
Yearbook	1.25	1.50	1.75	2.00

Middle School Positions	Years of Experience			
	0	1	2	3
Advisory Coord	0.40	0.50	0.55	0.60
Art Club	0.35	0.40	0.45	0.50
Choir	0.25	0.30	0.35	0.40
MAC Scholar	0.30	0.40	0.50	0.60
Discipline Coordinator	0.30	0.40	0.50	0.60
Lego Robotics Club	0.25	0.30	0.35	0.40
Math Counts	0.35	0.40	0.45	0.50
Model UN	0.25	0.30	0.35	0.40
Newspaper - MS	0.35	0.40	0.45	0.50
Peer/SADD	0.25	0.30	0.35	0.40
Power of the Pen	0.35	0.40	0.45	0.50
Science Olympiad	0.35	0.45	0.55	0.60
Sign Choir	0.25	0.30	0.35	0.40
Student Council	0.35	0.45	0.55	0.65
Team Leader - MS - 6th grade	0.60	0.65	0.70	0.75
Team Leader - MS - 7th grade	0.60	0.65	0.70	0.75
Team Leader - MS - 8th grade	0.60	0.65	0.70	0.75
Yearbook - MS	0.60	0.65	0.70	0.75
WEB	0.20	0.25	0.30	0.35

	<b>Years of Experience</b>			
<b>Hilltop</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
Choir	0.25	0.30	0.35	0.40
MAC Scholar	0.30	0.40	0.50	0.60
Greenhouse	0.25	0.30	0.35	0.40
Intramurals	0.60	0.65	0.70	0.75
Outward Boundless	0.50	0.55	0.60	0.65
Student Council	0.25	0.30	0.35	0.40
Team Leader - 3rd grade	0.60	0.65	0.70	0.75
Team Leader - 4rd grade	0.60	0.65	0.70	0.75
Team Leader - 5rd grade	0.60	0.65	0.70	0.75
Yearbook - Hilltop	0.30	0.40	0.45	0.50

	<b>Years of Experience</b>			
<b>Bryden</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
Book Club	0.20	0.25	0.30	0.35
Choir	0.25	0.30	0.35	0.40
Lego Club	0.20	0.25	0.30	0.35
Outward Boundless	0.50	0.55	0.60	0.65
Student Council	0.25	0.30	0.35	0.40
Team Leader - K	0.60	0.65	0.70	0.75
Team Leader - 1st grade	0.60	0.65	0.70	0.75
Team Leader - 2rd grade	0.60	0.65	0.70	0.75
Yearbook	0.30	0.35	0.40	0.45

	<b>Years of Experience</b>			
<b><u>District Positions</u></b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
Band Director	1.00	1.11	1.22	1.33
Director of Orchestra	1.00	1.11	1.22	1.33
Destination Imagination	1.00	1.11	1.22	1.33
LPDC Chair	1.00	1.11	1.22	1.33
Mentor 1 teacher	0.30	0.35	0.40	0.45
Mentor 2 teachers	0.60	0.65	0.70	0.75
Red Cross Club HS/MS	0.25	0.30	0.35	0.40

<b><u>Subject Coordinators</u></b>	<b>Years of Experience</b>			
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
Music/Arts Pre- K-12	0.65	0.70	0.75	0.80
World Language 6-12	0.65	0.70	0.75	0.80
Health & PE K-12	0.65	0.70	0.75	0.80
Language Arts 6-12	0.65	0.70	0.75	0.80
Library/Tech K-12	0.65	0.70	0.75	0.80
Math 6-12	0.65	0.70	0.75	0.80
Science 6-12	0.65	0.70	0.75	0.80
Social Studies 6-12	0.65	0.70	0.75	0.80
Pupil Services 6-12	0.65	0.70	0.75	0.80
Gifted K-12	0.65	0.70	0.75	0.80
Pupil Services Pre-K-5	0.60	0.65	0.70	0.75
Vo-ed Excel TECC Coordinator	\$1,288.11*	*=Consortium Funding		

**APPENDIX 6**

**Beachwood Federation of Teachers**

**GRIEVANCE FORM**

Name of Grievant(s): \_\_\_\_\_

Date of Informal Meeting - Grievance Step 1: \_\_\_\_\_

Principal/Immediate Supervisor: \_\_\_\_\_

Parties present at Step 1 meeting: \_\_\_\_\_

Resolution at Step 1 meeting: \_\_\_\_\_

**Step 2 (Principal/Immediate Supervisor)**

Date of Occurrence/Statement of Problem: \_\_\_\_\_

Contract Violation: \_\_\_\_\_

Resolution Sought: \_\_\_\_\_

and be made whole for \_\_\_\_\_

and any and all losses.

Documents Attached: \_\_\_\_\_

Principal/Immediate Supervisor:  
\_\_\_\_\_

**Step 3 (Superintendent/Designee)**

Date of Step 2 meeting: \_\_\_\_\_

Date of Receipt of Step 2 meeting disposition: \_\_\_\_\_

Date of submission for Step 3 meeting: \_\_\_\_\_

Superintendent/Designee: \_\_\_\_\_

Parties present at Step 2 meeting: \_\_\_\_\_

Documents attached: disposition from Step 2 meeting and: \_\_\_\_\_

**Step 4 (Board of Education)**

Date of Step 3 meeting: \_\_\_\_\_

Date of receipt of Step 3 meeting disposition: \_\_\_\_\_

Date of submission for Step 4 meeting: \_\_\_\_\_

Superintendent/Designee: \_\_\_\_\_

Parties present at Step 3 meeting: \_\_\_\_\_

Documents attached: disposition from Step 2 and Step 3 meetings and:

**Step 5 (Arbitration)**

Date of Step 4 meeting: \_\_\_\_\_

Date of Receipt of Step 4 meeting disposition: \_\_\_\_\_

Date of submission for Step 5 meeting: \_\_\_\_\_

Superintendent/Designee: \_\_\_\_\_

Parties present at Step 4 meeting: \_\_\_\_\_

Documents attached: Disposition from Step 2, Step 3, and Step 4 meetings and: \_\_\_\_\_