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BEREA FEDERATION OF TEACHERS

2022-2025 CONTRACT



THE BEREA BOARD OF EDUCATION

July 1, 2022 to June 30, 2025

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ARTICLE I
RECOGNITION & NEGOTIATIONS PROCEDURES

A. Recognition

The Berea Board of Education recognizes the Berea Federation of Teachers (BFT), AFT-OFT, and AFL-CIO, as the sole and exclusive bargaining agent for all certificated employees which shall include: teachers, librarians, counselors, counselor interns, administrative interns, tutors, pathologists, ECE teachers, and teachers who are on a leave of absence. Excluded from the bargaining unit is any employee of the Board classified as an administrator, a reserve teacher, a replacement teacher, a home tutor, or a casual employee.

The term of recognition shall be continuous unless BFT is removed or replaced in accordance with provisions of the Ohio Revised Code 4117. The Board agrees not to negotiate with any other teachers' organization as provided for under the provisions of Ohio Revised Code 4117.01.

B. Definition of Terms

The term "Board" when used herein shall refer to the Berea Board of Education, the Superintendent and other Central Office Administrators, Principals, Assistant Principals, and Supervisors as that term is defined under provisions of Ohio Revised Code 4117.

The term "teacher" when used herein shall include all certified personnel in the bargaining unit, as defined in Section A above.

The term "tutor" when used herein shall refer to intervention tutors, Limited English Proficient tutors, and Title I and Title I like tutors.

The term "pathologist" when used herein shall refer to speech/language pathologists.

The term "Early Childhood Education Teacher (ECE)" when used herein shall refer to personnel in the pre-school program whose position requires a two-year associate college degree in Early Childhood Education.

The term "BFT" when used herein shall refer to the Berea Federation of Teachers, affiliated with the Ohio Federation of Teachers and the American Federation of Teachers.

The term "school" when used herein shall refer to all of the following: Berea-Midpark High School, Berea-Midpark Middle School, Snow School, Big Creek Elementary, Brook Park Elementary, and Grindstone Elementary School.

The term "IS" when used herein shall refer to Intervention Specialist.

The term "LIRR" when used herein shall refer to low-incidence resource room.

C. Negotiations Procedure

1. Request for Formal Negotiations

If either the Board or BFT desires to negotiate changes in salary schedules, fringe benefits, or other terms and working conditions of employment, it shall notify the other party in writing no later than three (3) months prior to the expiration date of this agreement of such desire, and according to the terms of the negotiating procedure outlined below. Notification in writing from the BFT shall be submitted to the Superintendent. Notification in writing from the Board shall be addressed to the President of BFT.

2. Choice of Format

Within ten (10) working days after receipt of such notice, an initial meeting will be held between the representatives of the BFT and the Superintendent or his designee(s) to determine the format for negotiations described as either the "Problem Solving Approach" or the "Traditional Collective Bargaining Approach."

a. Problem Solving Approach

(1) Good Faith Bargaining Definition –

Good faith requires a commitment by the Board and BFT to be willing to meet to identify for discussion and resolution items of concern, conflict, or disagreement related to salary, fringe benefits, and other terms and conditions of employment.

(2) Outline of Process

Phase I	Trust building	Both teams
Phase II	Problem sharing	Both teams
Phase III	Data sharing	Both teams
Phase IV	Sub-committee topic building	Both teams selecting categories & appointment of committee members
Phase V	Sub-committee meetings	Separate meetings
Phase VI	Contract writing committee	Working on agreement
Phase VII	Team resolution	Both team consensus
Phase VIII	Final contract writing	Contract writing committee
Phase IX	Final agreement	Both teams
Phase X	Ratification	Presentation to governing bodies of both
Phase XI	Final signing	

(3) Facilitator

It is important for an impartial independent facilitator to be used in the trust building and problem solving phases of this process. That facilitator should be mutually selected by both parties and the fee shared.

(4) Background Reading Materials

Both teams are to be supplied with background materials exploring the Goldaber or similar model to assist them in their committee work.

(5) Problem Solving Model – Negotiations

- a) Negotiation meetings shall be scheduled at the request of the teams and, until negotiations are concluded, either team may require at each meeting a decision on the date, time and place of subsequent meeting.
- b) The Board may provide released time for the negotiators.
- c) Either team may recess for caucuses.
- d) Minutes of meetings shall be kept by each team only if it deems necessary, and only in such form and detail as it may determine advisable.
- e) Representation
 - 1) The representatives of the Board shall consist of no more than eight (8) designees.
 - 2) The representatives of the BFT shall consist of no more than eight (8) designees.
- f) Assistance and Study Committees (Resource Persons)

Either team may call upon professional and lay persons to consider and make suggestions concerning matters under discussion.
- g) Information

The teams agree to furnish, upon request and in a reasonable time, available information concerning the financial status of the district and such other available information as will assist the teams in the development and resolutions of the issues.
- h) News Releases

Neither team shall make a release to the news media regarding negotiations so long as good faith negotiations are in progress.
- i) Agreement
 - 1) Tentative agreement on negotiated items shall be reduced to writing and initialed by the representatives of each team. All

1 agreements are tentative, based upon the complete resolution of
2 all issues.

- 3 2) The purpose of the “tentative agreements” is to develop a
4 package that will be submitted to the teachers and the Board for
5 ratification. Initialing of tentative agreements shall be done in
6 good faith.
- 7 3) The committee of the BFT must affirm the acceptance of the
8 contract by a teacher vote. If approved by the Board, the contract
9 shall be binding.
- 10 4) Printed copies of the contract shall be made available to all
11 certified staff. The cost for printing copies of the contract will be
12 shared. The responsibility of distributing copies of the contract
13 will be that of BFT.

14 j) Impasse

- 15 1) If agreement is not reached within sixty (60) days negotiations
16 may be extended an additional thirty (30) days.
- 17 2) The mediator shall be supplied by the Federal Mediation and
18 Conciliation Service or S.E.R.B. The cost shall be equally shared.
- 19 3) In the event mediation fails to help the teams reach agreement,
20 the fact-finding process as provided by S.E.R.B. will be
21 implemented on request either by the Board or BFT.

22 b. Traditional Collective Bargaining Approach

- 23 (1) Having chosen the Traditional Collective Bargaining Approach, negotiations
24 shall begin within fifteen (15) working days.
- 25 (2) “Good faith” requires that the Board and the BFT be willing to react to each
26 other’s proposals. If a proposal is unacceptable, the other side is obligated to
27 give reasons why. Nothing in this agreement shall compel either party to agree
28 to a proposal or to make a concession.
- 29 (3) In the first negotiations sessions, lists shall be in form and detail specifying that
30 to which agreement is sought.
- 31 (4) The items proposed shall constitute the total negotiations. No new items may be
32 submitted unless by mutual agreement of both teams. Any items not submitted
33 for negotiations and in the current contract shall remain in full force and effect in
34 the successor contract.
- 35 (5) Refer back to the Problem Solving Approach “this ARTICLE, Item C, Section 2,
36 Part a(5)(e)” for the continuation of the Traditional Collective Bargaining
37 Approach.

38 **ARTICLE II**
39 **RIGHTS**

40 A. Management Rights

41 Subject to all of the provisions of this contract and subject to the provisions of Title 33 of the Ohio
42 Revised Code, the Board shall have the sole and exclusive right to control all functions, operations
43 and set all policies regarding the Berea City Schools, including, but not limited to, the sole and
44 exclusive right to:

- 45 1. Determine matters of inherent managerial policy which include, but are not limited to, areas of
46 discretion or policy such as the functions and programs of the public employer, standards of
47 services, its overall budget, utilization and technology, and organization structure;
- 48 2. Direct, supervise, and evaluate or hire employees;
- 49 3. Maintain and improve the efficiency and effectiveness of educational operations;
- 50 4. Determine the overall methods, process means or personnel by which educational operations
51 are to be conducted;
- 52 5. Suspend, discipline, demote or discharge for just cause, or lay off, transfer, assign, schedule,
53 promote or retain employees as outlined in the contract;
- 54 6. Determine the adequacy of the work force;
- 55 7. Determine the overall mission of the employer as a unit of government;

8. Effectively manage the work force;
9. Take actions to carry out the mission of the public employer as an education unit;
10. Require a teacher to be examined by a physician and/or psychologist to determine if he/she is fit for his/her duties and responsibilities. This examination may be made by the teacher's physician and/or psychologist with any cost to the teacher being borne by the Board. However, the Board reserves the right to designate a physician and/or psychologist, who shall be annually and mutually selected by the Board and the BFT, to make the examination with all of the costs being borne by the Board. A statement from the physician and/or psychologist stating that the teacher is physically and/or mentally fit for his/her duties/responsibilities shall be provided to the Board. The statement shall either state that the employee is fit for his/her responsibilities or is unfit. If unfit, the statement will list the reasons the employee is unfit. No other information shall be contained in the statement.

B. BFT Rights

The Board of Education shall accord the following privileges to the BFT as the sole and exclusive bargaining agent. These privileges shall not be provided to any other agent who has as its purpose the representation of teachers in collective bargaining until such time as a valid and lawful challenge to the certification status of BFT is recognized by S.E.R.B.

1. Access to the School District Publication Events

Upon written request, the BFT may place in the calendar section of Events notice of general membership meetings (date, time, location)

2. Dues Deduction

Upon written authorization by a teacher, the Board of Education shall withhold deduction from pay for BFT dues twice monthly for ten (10) consecutive pays starting October 16 of each school year. This authorization shall remain in effect until revoked by written notice to the BFT by the teacher during the month of June. Payment to the BFT shall occur twice each month for five (5) consecutive months commencing in October.

Authorization to deduct must be submitted to the Director of Personnel and Employee Relations by October 1.

The BFT agrees to hold the Board, as defined in ARTICLE I, Item B, harmless in any suit, claim, or administrative proceeding arising out of or connected with the determination or collection of dues, to indemnify the Board for any liability imposed on it as a result of any such suit, claim, or administrative proceeding, to provide legal defense for the Board in any said suit, claim or administrative proceeding, and to reimburse the Board for any and all reasonable expenses incurred by the Board in any such suit, claim or administrative proceeding, including court costs. The BFT will provide no indemnification with respect to costs which arise because of clerical or other errors by Board employees. The BFT shall reserve the right to designate counsel to represent and defend the Board, as defined above. The Board shall give a written notice to the President of BFT not later than ten (10) working days of receipt by the Board of any written claim made or action filed against the Board by a non-member for which indemnification may be claimed by the Board. The Board, as defined above, agrees (1) to give full and complete cooperation and assistance to the BFT and its counsel at all levels of the proceeding, (2) to permit the BFT or its affiliates to intervene as a party in the action if the BFT so desires, and/or (3) to not oppose the BFT or its affiliates application to file briefs as a friend of the court in the action.

3. Leave Privileges for the BFT

The Board shall grant up to a maximum of forty (40) days for BFT members to attend AFT, OFT, and BFT conventions, conferences, or meetings without loss of pay.

If substitutes are available, the Board will grant additional days. The cost of the substitutes shall be borne by the BFT.

1 4. BFT President's/Designee Daily Schedule

2 The scheduled teaching time of the BFT President or his/her designee shall be mutually
3 agreed to by the building administrator and the BFT President. The time not assigned to
4 teaching and/or supervisory duties may be used to conduct BFT business. Under this
5 provision, the reduction of teaching time for the BFT President or his/her designee will not
6 exceed four-tenths ($\frac{4}{10}$) of a full time teaching load.

7 5. New Teacher Orientation

8 A list of names, addresses, phone numbers, building assignments, and grade level or course
9 assignments (when available) of new teachers will be provided to the BFT President. The BFT
10 President will be invited to participate at the Board's annual new teacher orientation meeting.

11 6. To provide time which may be needed to carry out Building Representative duties and to
12 enhance the ongoing professional relationship between the BFT and the building
13 administration, the Building Representative will be given released duty time or compensatory
14 time as needed. The scheduling of released time or duty time will be mutually agreed upon by
15 the Building Representative and the principal.

16 7. The Director of Personnel and Employee Relations and the BFT President will meet prior to the
17 district staffing process (which occurs each spring) regarding assignment of personnel for the
18 next school year. They will discuss timetables, the process, and communication to staff.

19 8. The BFT President or his/her designee shall serve as an observer in all district meetings,
20 elementary and secondary, which determine staffing and staffing related issues.

21 9. When a committee at the district level is to be established, the Superintendent/Designee and
22 the President of the BFT will meet to discuss and review goals and required personnel. If the
23 committee will have teacher members, the Superintendent/Designee and BFT President will
24 mutually decide who will appoint the teacher members to the committee.

25 10. BFT when used herein shall refer to the Berea Federation of Teachers, affiliated with the Ohio
26 Federation of Teachers and the American Federation of Teachers.

27 11. The BFT, through its officers and Building Representatives, may use the computers, e-mail,
28 internet access, and other hardware and software owned by the Board of Education for
29 organizational purposes except for exclusions listed in the Board of Education policies and
30 procedures.

31 C. The Board shall accord the following privileges to the BFT:

32 Should another teacher organization desire to have these privileges accorded to them, they shall
33 petition the Superintendent in writing at the beginning of each school year.

34 1. School Bulletin Boards

35 A bulletin Board shall be available for posting BFT business in each school. Its location shall be
36 in close proximity to a major teacher traffic area as determined by the building principal and
37 BFT Building Representative. Items placed on the Board must bear the signature of the BFT
38 Building Representative.

39 2. Inter-School Mail Service

40 The BFT shall be permitted to transmit publications, notices, and letters from school to school
41 on Board vehicles by following the standard procedures outlined by the Business Affairs
42 Department for the transporting between buildings of other inter-school mail.

43 3. Facilities for Meetings

44 The BFT shall have use of school buildings for purposes of membership meetings without
45 charge but in accordance with other procedures as prescribed by the Department of Business
46 Affairs.

1 4. Access to School Mail Boxes

2 The BFT shall have the right to place in teacher and administration mail boxes printed matter.
3 General distribution of mail in the building shall be the responsibility of the building principal.
4 Such material must bear the name of the organization, the person responsible for its
5 publication and the date. Such material need not be addressed.

6 5. Board Meeting Agendas

7 Prior to each Board meeting the BFT President shall be sent a copy of the agenda.

8 D. District Senate

9 The District Senate consists of representatives of the BFT (Berea Federation of Teachers), OAPSE
10 (Ohio Association of Public School Employees), BASA (Berea Association of School Administrators),
11 and the Central Office Administration. It provides a forum for the representative groups to share
12 thoughts, ideas, concerns, and questions, and serves as a channel for soliciting information and
13 feedback from buildings and sites prior to recommendations.

14 1. Purpose: This District Senate will:

- 15 a. serve as a filtering agenda for system-wide plans, programs, and reports.
- 16 b. identify the impact of building-based decisions on system-wide progress.
- 17 c. recommend system-wide plans, programs, and reports to be developed.
- 18 d. review and recommend district policies.
- 19 e. be a sounding board for district concerns.
- 20 f. assess district climate.
- 21 g. review, discuss and recommend a proposed calendar for the Superintendent to take
22 to the Board.

23 The Senate will not review courses of study. It will not approve or disapprove reports,
24 plans, programs, but will recommend items that need to be considered by the committee
25 generating the report.

26 E. BFT District Committee

- 27 1. Purpose: A District Committee will be established. District operations, policies, procedures,
28 programs, forecasts, plans, and individual site problems, may be discussed and
29 recommendations presented. Items relating to specific schools must have been previously
30 discussed at the Building Committee level before presentation at a District Committee
31 meeting. This committee shall meet once a month during the school year.
- 32 2. Members: The committee will consist of the BFT President, the Superintendent, the Assistant
33 Superintendent, the Director of Personnel and Employee Relations, and three (3) teacher
34 members from the past negotiating team and appointed by the President of the BFT. Resource
35 person(s) designated by either the Superintendent or President may participate at a meeting if
36 requested.
- 37 3. Agenda: The BFT President and the Superintendent will meet to mutually establish an agenda
38 and provide each member with a copy at least twenty-four (24) hours prior to the scheduled
39 meeting. Neither party may veto another's agenda item.
- 40 4. Minutes: The minutes from BFT District Committee meetings will be reviewed by the
41 Superintendent and/or designee and the BFT President and/or designee before they are
42 published. Minutes will be distributed to staff through the district's website within five (5)
43 working days of the meeting.
- 44 5. Administrative Structure: This is not an administrative committee and shall not supersede
45 standing or special committees established for an administrative function.

46 F. Building Committee

47 1. Purpose/Function

48 Each school will have a Building Committee. This Building Committee will be a vehicle to
49 promote and encourage staff involvement and site-based decision making. The Building
50 Committee will serve as the communication vehicle for each building. All issues brought before
51 the Building Committee will be subject to the problem solving process. Consensus is reached
52 when each group member has expressed his/her point of view, understands the others' points

of view, and supports the decision, because it was arrived at openly and fairly and because it is the best solution for the group.

The Building Committee will discuss, problem solve, and reach consensus regarding decisions concerning school operations and programs. The Building Committee will be involved in the building budgeting, approval of co-curricular activities and other issues of building climate.

The Building Committee will not deal with issues of curriculum which will be handled by other leadership groups as defined in ARTICLE XIII nor the staffing/scheduling process as described in ARTICLE X. It shall meet at least every other week during the school year (including August). No committee shall be established to supersede or parallel the Building Committee.

The Building Committee will establish a schedule of pod meetings throughout the school year to share information, collect data, and discuss issues. Additional meetings may be scheduled as needed.

When issues of concern regarding the operating/functions of a Building Committee (because of membership, interpersonal relationships, etc.) arise and are brought to the attention of the Personnel Director and the President of the Locals, they will develop a plan of action addressing the issue(s).

2. Members

Each Building Committee will include two (2) BFT Building Representatives, the building principal, the assistant principal(s) where available, a Building Representative from each OAPSE Local in the building, between two (2) and six (6) certified staff members selected by and representing the certified staff, and between two (2) and six (6) classified staff members selected by and representing the classified staff respectively in the building. Certified staff members on the Building Committee will be determined by the number of twelve (12) to twenty (20) member groups (hereafter referred to as "pods") needed to equally divide the certified staff in the building based on full time equivalency (FTE).

At the conclusion of the staffing process, the BFT Building Representative will readjust the pods to reflect a heterogeneous mix of teachers from all departments, teams, grades, and seniority levels. When it is time to elect a new representative from the pod, the pod will elect one of its members, who is a member of the BFT to serve on the Building Committee. Certified members, other than the Building representative(s), will serve a two (2) year term of office. One-half of the terms of office will expire each year.

To serve on Building Committee, each member must participate in annual training. This training will be provided each year at the start of the school year. Building Committee training will be under the direction of the Personnel Director and the President of the Locals. If the training session is scheduled before the school year or outside the working day, members will be paid at the staff development rate.

3. Agenda:

The agenda for the Building Committee shall include items provided by both the principal, the BFT Building Representative and the OAPSE Building Representative. The certified members of the Building Committee and the administration will discuss items pertaining to the certified contract and/or the certified staff; items pertaining to the classified contract and/or the classified staff will be discussed by the classified members of the Building Committee and the administration. None of the parties may veto the others' agenda item(s). The agenda shall be provided to Building Committee members and the OAPSE Building Representative(s) and be made available to the staff twenty-four (24) hours in advance of a meeting.

4. Minutes:

The Building Committee will determine who within the committee will take the minutes, and the person assigned will type and distribute them. The minutes will be reviewed by the

principal, BFT and OAPSE Building Representatives before they are published. Minutes will be distributed to staff within three (3) working days of the meeting. The BFT President will receive a copy of the Building Committee minutes.

5. Building Representative:

The Building Representative or designee may attend all building teacher leadership meetings. High School Building Representatives will not be assigned a non-teaching duty.

Middle School and Elementary Building Representatives will not be assigned a morning or afternoon supervisory outside of their classrooms.

6. Building Committee Members (Pod Leaders)

a. High School

Building Committee members will receive scheduling considerations to facilitate the extension of morning and/or afternoon meetings when agenda items necessitate. If this is not possible due to scheduling difficulties, an allocation for substitutes will be included in building budgets for the purpose of releasing Building Committee members for attendance at Building Committee meetings.

b. Middle School, Elementary

Compensatory time will be given for Building Committee members per provisions of ARTICLE VIII, Item F, Section 4.

G. Teacher Rights

1. Non-Discrimination Clause

Equal opportunity and treatment shall be accorded to all teachers by the Berea Board of Education and the Berea Federation of Teachers in retaining, transferring, and promoting regardless of age, handicap, marital status, citizenship status, creed, national origin, color, race, religion, sex, union membership, and/or union activities.

2. Teacher Discipline Policy

a. A teacher has the right to:

- (1) teach within the limits and terms of the BFT contract, Board policy and regulations, building regulations, and job description;
- (2) receive compensation as agreed upon for such teaching;
- (3) be disciplined fairly;
- (4) be assumed to be innocent when there is an alleged violation brought against the teacher; and
- (5) expect that these rights cannot be abridged.

b. Discipline shall be progressive in nature consisting of verbal warning and/or written reprimand by the immediate supervisor, before a suspension or termination is imposed, unless the welfare of students, other employees, and/or the district is adversely affected. Consideration of legal ramifications, severity of incident, and past practice will be taken into account when determining the length of suspension. Past disciplinary action will not be used against an employee for suspension or termination unless it represents a continuing pattern of offenses.

c. If an administrator determines that there may be cause for disciplinary action and intends to make it a matter of record, the teacher shall be informed of the following:

- (1) A written notice of the alleged charges including times, dates, and locations of the chargeable actions or omissions.
- (2) A statement of the employee's rights to representation.
- (3) A reasonable time to prepare or respond before the meeting.
- (4) The right to present evidence and respond to charges.
- (5) Meeting date.
- (6) Topic and content of the meeting.

d. One working day's notice must be given to the teacher by the administrator. At this meeting the teacher will have the opportunity to rebut and/or accept the allegation and intended action. Within three (3) work days of the meeting, the teacher shall be given written notice of the intended administrative action. A teacher who alleged that he/she has

- 1 been unjustly reprimanded, demoted, or suspended shall have recourse through the
2 grievance procedure. Such appeal shall begin with Level One of the Grievance Procedure.
- 3 e. During any disciplinary procedure the teacher has the right to representation by the BFT
4 Building Representative or his/her BFT designee.
- 5 f. The Board recognizes that it is a constitutional right and an act of responsible citizenship
6 for a teacher to sign a civil and/or criminal complaint against person or persons
7 perpetrating a case of assault or vandalism against the teacher's person and/or property.
8 There shall be no reprisal or act of prejudice on the part of the Board against a teacher
9 pursuing such rights.
- 10 g. For any circumstance in which the Superintendent or other district administrator intends to
11 report teacher misconduct to the Ohio Department of Education or other state agency, the
12 Superintendent or designee shall provide the member an opportunity to meet and discuss
13 the matter prior to reporting.
- 14 3. Complaints Against Teachers
- 15 a. When a complaint(s) concerning a teacher has been received from a parent, the
16 administrator shall within two work days, notify the teacher in person or in writing about
17 the nature of the complaint. When any complaint has been put in writing, the teacher will
18 be given a copy of the complaint within two work days.
- 19 b. If a conference concerning the complaint is necessary, the teacher will be informed of this
20 meeting and offered the opportunity to participate.
- 21 c. Conferences regarding such complaints will be held in private.
- 22 d. Whenever a complaint(s) concerning a teacher is received by an administrator other than
23 the building principal, that person will refer the complaint(s) to the building principal where
24 the teacher is assigned.
- 25 e. Issues concerning classroom performance will follow the procedure as outlined in
26 ARTICLE IX.
- 27 4. Health and Safety
- 28 All teachers shall have the right to work in safe and healthful conditions. No teacher shall
29 knowingly be given an assignment that jeopardizes his/her health and safety.
- 30 a. If a teacher is physically assaulted by a student, appropriate disciplinary actions will be
31 taken by the administration.
- 32 (1) The principal may recommend expulsion to the Superintendent. If so, the
33 Superintendent will hold a meeting involving the teacher and an officer of the BFT to
34 discuss the incident. The BFT will have the right to waive the need for this meeting.
- 35 (2) Prior to the student's return to school after an expulsion or in the case where an
36 expulsion has not occurred, a meeting will occur between the teacher(s) and
37 administration to determine the student's placement.
- 38 b. If the student involved in a physical assault is on the caseload of an Intervention Specialist,
39 a case conference will be held in accordance with Individuals with Disabilities Education
40 Improvement Act (IDEIA).
- 41 c. When the personal property (clothing, eyeglasses, watch, etc.) of a teacher who is carrying
42 out his/her assigned responsibilities is damaged by a student, the Board shall compensate
43 the teacher for the cost of the repair or replacement of the damaged item(s) not paid for by
44 the student's parent/guardian or by some form of insurance.
- 45 H. Personnel File
- 46 1. Access by Individual
- 47 a. A teacher shall have the right to examine the material in his/her personnel file except for
48 ratings, reports or records obtained prior to his/her employment. The employee does have
49 the right to review the report submitted by the Bureau of Criminal Identification and
50 Investigation as a result of the new employee's criminal records check. The examination of
51 the personnel file shall occur outside the teacher's workday. The teacher is entitled to
52 have a representative of his/her choosing accompany him/her during such review. If no
53 prior appointment has been made, a teacher should be prepared to wait to examine
54 his/her file when clerical staff are engaged in another assigned task.
- 55 b. A teacher may request copies of items in his/her personnel file by paying the established
56 copying charges in effect at that time.

- c. Any person who places written material in a teacher's personnel file must sign and date that material. A teacher shall have the right to submit a rebuttal statement or addendum to any material placed in his/her personnel file.
- d. Any written evaluations, class observations, appraisals and letters of a disciplinary nature that are entered in a teacher's personnel file must make provision for the teacher's signature. Such signature does not necessarily represent agreement with the content of the report. If a teacher declines or refuses to sign the report, it shall be so noted by the author of the report.

2. Access by Others

Should there be a request by someone other than Berea School Administration to review a personnel file, a written request (Appendix 1) shall be submitted to the Director of Personnel and Employee Relations. There shall be one working day provided between the request and actual viewing in order for the teacher to be contacted. Unless waived, the teacher has the right to be present at the review. This review shall occur outside the teacher's workday. The teacher is entitled to have a representative of his/her choosing accompany him/her during such review. Should there be a request for copies, charges shall be borne by the viewer.

Limitation to this access shall be governed by state and federal law.

I. Teacher as a Professional

1. The Board of Education and the Berea Federation of Teachers recognize the importance of the teacher as a professional. As a role model for students, teachers are expected to dress appropriately for their assignment(s) and use good judgment and appropriate language when in direct contact with students.
2. The Board of Education and the Berea Federation of Teachers support professionalism by fostering and supporting an atmosphere of honest and ethical behavior among professional colleagues. In the event of a conflict with another employee, teachers are encouraged to make use of the Berea City School District Employee Assistance Program.
3. The Berea Board of Education and the Berea Federation of Teachers support the belief that learning is a shared responsibility among the teacher, the student, and the family unit. The commitment for the Berea City School District as an organization is to create a system that addresses this responsibility and promotes mastery of learning.
4. A teacher who is offered an honorarium for his/her participation in an approved professional activity which occurs during the workday will be entitled to retain such honorarium.

J. Criminal Records Check

1. Employees new to the district will complete all procedures outlined in Ohio Revised Code 3319 and Board Policy 4121, Criminal Records Check, prior to their employment.
2. The initiation of proceedings to terminate, based on criminal convictions displayed in the BCII check, will be made within twenty-one (21) working days after receiving the BCII report. Except to prove that this investigation has been completed, the BCII report will never again be used in any circumstance, for any purpose, after the twenty-one (21) working days period that follows the receiving of the BCII report.
3. BCII reports will not be included in employee personnel folders, but will instead be stored confidentially under the Director of Personnel.

ARTICLE III
GRIEVANCE PROCEDURE

A. Definitions

1. Grievance: A formally written complaint by a member of the bargaining unit that there is a violation, misinterpretation, or misapplication of the provisions of this Contract.
2. A grievant shall be:
 - a. An aggrieved teacher.
 - b. Two (2) or more aggrieved teachers who file the same grievance.
 - c. the BFT.
3. The term "days" when used in this ARTICLE shall, except in the case of the arbiter's thirty (30) day limit, mean teacher contracted workdays.

1 B. Informal Procedures

2 If a teacher has a complaint about a possible violation of the contract, he/she shall discuss it
3 informally within twenty (20) working days of the occurrence with the administrator directly
4 involved. At these meetings no written documentation (Appendices 2-5) will be used. The teacher
5 may be represented or accompanied by the BFT Building representative before the administrator,
6 who may also have a representative present. The object of both parties shall be to resolve this
7 matter as soon as possible in an informal manner.

8 C. Formal Procedures

9 *Level One*

- 10 1. If no acceptable resolution can be found, then within twenty (20) working days of the informal
11 meeting the teacher will submit his/her grievance on Appendix 2 to his/her BFT Building
12 representative and to the administrator with whom the informal meeting was held. If no formal
13 grievance is begun within twenty (20) working days of the informal meeting in (B) above, then
14 no formal grievance may be filed.
- 15 2. The BFT Building representative, within three (3) working days of the date the grievance is
16 filed, shall confer with the administrator to set a meeting time and date for a Level One
17 hearing. The date of the Level One hearing shall be within ten (10) working days of the
18 conference between the BFT Building representative and the administrator and the time shall
19 be mutually agreed upon.
- 20 3. The Level One Hearing will involve the grievant and his/her BFT Building representative, the
21 administrator, and optionally, his/her representative.
- 22 4. The administrator shall render a written decision on Appendix 3 within ten (10) working days
23 after the Level One Hearing with one (1) copy to the grievant and one (1) copy to the BFT
24 Building representative. If the grievant is not satisfied with the disposition of his/her grievance
25 at Level One, or if no decision has been rendered within ten (10) working days, the grievant
26 may resubmit a copy of the written grievance to his/her BFT Building representative within ten
27 (10) working days. The BFT Building representative will inform the administrator involved in
28 writing of the decision to continue the grievance with a Level Two Hearing.

29 *Level Two*

- 30 1. Within five (5) working days of receipt of the grievant's request for a Level Two hearing,
31 evidenced by the completion of the bottom of Appendix 3, the BFT Building representative will
32 request a Level Two Hearing. Such a request will be filed in writing with the Director of
33 Personnel and Employee Relations.
- 34 2. The Director of Personnel and Employee Relations or his/her designee and the BFT Building
35 Representative shall confer within five (5) working days of the filing of the grievance or of the
36 informal meeting (see Section E, paragraph 1) to agree upon a time, date, and place for a Level
37 Two hearing. This time, date, and place shall be by mutual agreement. This Level Two hearing
38 shall be held within ten (10) working days of the meeting between the BFT Building
39 representative and the Director of Personnel and Employee Relations or his/her designee
40 unless extended by mutual agreement.
- 41 3. At this meeting the Director of Personnel and Employee Relations or the Superintendent's
42 designee will hear the grievance. The grievant and the administrator may have representatives
43 present.
- 44 4. The administrator shall render a written decision on Appendix 4 within ten (10) working days
45 after the meeting with one (1) copy to the grievant, one (1) copy to the BFT Building
46 representative, and one (1) copy to the administrator where the grievance originated.
- 47 5. If the grievant is not satisfied with the disposition of the grievance at Level Two, or if no
48 decision has been rendered within ten (10) working days of the Level Two hearing, the
49 grievant, within ten (10) working days, may resume the grievance in writing to the Chairperson
50 of the BFT Grievance Committee by completing the bottom of Appendix 4. The Chairperson of
51 the BFT Grievance Committee shall inform the Director of Personnel and Employee Relations

or the Superintendent's designee of this decision on the date the grievance is submitted to the Chairperson of the BFT Grievance Committee by submitting a copy of the bottom of Appendix 4.

Level Three

1. The BFT Grievance Committee (membership dictated by the BFT) will meet and decide if the grievance will be continued to Level Three. The committee will meet in private. Should the grievant desire to present his/her case to the grievance committee, the grievant will be given sixty (60) minutes to explain his/her position and will not be present for the remainder of the meeting. The meeting will occur within ten (10) working days of the grievant's request for a Level Three hearing. The results of this meeting will be communicated to both the grievant and the Director of Personnel and Employee Relations in writing within thirty (30) working days. If the decision of the Grievance Committee is not to go to a Level Three hearing, then the grievant has the right to appeal that decision to the Executive Council of the BFT.
 2. Within ten (10) working days of the decision of the Grievance Committee to reject a Level Three Hearing, the grievant may request a hearing of the Executive Council of the BFT. This request must be made in writing to the President of the BFT. When the President receives this request, the hearing will be scheduled for the next regular or special meeting of the BFT Executive Council. The grievant or his/her designee will present his/her case to the Executive Council of the BFT, be given thirty (30) minutes to explain his/her position, and will not be present for the remainder of the meeting. The Chairperson of the BFT Grievance Committee will explain their decision. The Executive Council will vote by secret ballot. A majority vote is required to decide the outcome. This decision is binding on all parties.
 3. If a decision is made to continue the grievance to Level Three by the Grievance Committee or the Executive Council, a request will be filed in writing (See Appendix 5) with the Director of Personnel and Employee Relations within the ten (10) working days, and it will state that the grievance is to be submitted to an arbiter.
 4. Optional Step (Problem Solving)
When it is mutually agreeable to the Administration and the BFT, this step will be added before Level Three and only after Level Two has been completed. A group comprised of the Superintendent, Director of Personnel and Employee Relations, the Administrator and the BFT Building Representative involved at Level One, the BFT President, and the grievant(s) will attempt to resolve the issue through the problem solving process. When this option is utilized, the meeting will occur within twenty (20) working days. If no resolution can be reached, the grievance will continue at Level Three.
- This step is also recommended when BFT has stated its intent to file an Unfair Labor Practice.
5. Within ten (10) working days of the request for a Level Three hearing, the Chairperson of the BFT Grievance Committee or his/her designee and the Superintendent's designee or the Director of Personnel and Employee Relations will request from the American Arbitration Association (AAA) a list of nine (9) individuals from which an arbiter shall be selected.
 6. The arbiter shall be selected by each party alternately striking names until only one (1) remains.
 7. Once the AAA has been informed of the selection, the parties shall abide by the rules and time limits established by the AAA or this Contract.
 8. All Level Three hearings will be closed hearings unless the parties mutually agree that the hearing be made public.
 9. Individuals involved at this level will include:
 - a. grievant;
 - b. counsel for grievant (BFT, OFT, AFT);
 - c. counsel for the Board;
 - d. witnesses;
 - e. one observer named from each side unless, by mutual agreement, the hearing is made public. The Level Three hearing will be held during the workday.
 10. The arbiter shall issue his/her decision not later than thirty (30) calendar days from the date of the closing of the hearings, or if oral hearings have been waived, then from the date of

transmitting the final statements and proofs to the arbiter. The decision shall be in writing and shall set forth the arbiter's opinion and conclusions on the issues submitted.

The decision of the arbiter, if made in accordance with his/her jurisdiction and authority under this Contract, will be accepted as final by the parties to the dispute and both will abide by it.

The arbiter shall have the power to make an award including appropriate compensatory awards when he/she finds a violation of this Contract.

The arbiter's fee will be shared equally by the parties to the dispute.

D. Rights of Teachers

1. No Reprisals

The fact that a grievance is raised by a member of the bargaining unit, regardless of the ultimate disposition, shall not be recorded in the employee's file nor in any file utilized in the promotion process; nor shall such fact be used in any recommendations for job placement and/or building assignment; nor shall such an employee (and employees who participate in any way in the grievance procedure) be subjected to reprisal for having processed a grievance.

2. Grievant's Rights

At a mutually agreed upon time, grievances will be processed by all participants (the grievant, BFT, and witnesses from the bargaining unit) so as not to impact the student instructional time.

A grievant shall have the following rights:

- a. to be present at the hearing;
- b. to hear testimony;
- c. to give testimony in his/her behalf;
- d. to call others to give testimony in his/her behalf;
- e. to question, whether personally or through counsel or BFT representative, any person giving testimony.

E. Miscellaneous

1. If a grievance is filed by co-grievants, it shall be handled in the same manner as other grievances, with the following exception: If the co-grievants are assigned to different buildings, they may submit the grievance to the Chairperson of the BFT Grievance Committee and request that the processing of the grievance begin at Level Two. If the BFT Grievance Committee chooses to file at Level Two, the Chairperson of the BFT Grievance Committee or his/her designee and the Director of Personnel and Employee Relations or the Superintendent's designee shall meet informally to try to resolve the grievance. This meeting shall be held within five (5) working days of the filing of the grievance. If the informal meeting fails to resolve the grievance, the processing of said grievance shall commence at Level Two.
2. If a grievance arises from decision not under the control of the building principal, the grievant, with mutual consent of the building principal, shall present the grievance at the informal level directly to the administrator responsible for the decision. A Level Two grievance would proceed to the Director of Personnel and Employee Relations. If the administrator responsible for the decision at the informal level was the Director of Personnel and Employee Relations, then Level Two will be held with the Superintendent/Designee. All specified time procedures remain the same.
3. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
4. Forms for filing a grievance, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be jointly prepared by the Superintendent and the BFT and will be reproduced and given appropriate distribution by the Superintendent to facilitate operation of the grievance procedure.

ARTICLE IV
MEETINGS AND IN-SERVICE

A. Meetings

1. Meetings conducted before, during, and/or after the school day will be organized effectively with an agenda distributed to the participants at least one day prior to the meeting unless an emergency develops which relates to the safety or welfare of the students or teachers.
2. Wednesdays will be reserved for building or district meetings held by BFT. No other meetings will be scheduled that would conflict with this unless an emergency dictates.
3. It is the responsibility of each Building Committee to evaluate meetings held beyond the normal school day. Excessive and ineffective meetings will not be tolerated.
4. Teachers may be required to attend up to one (1) building level meeting per month lasting no more than one (1) hour beyond the student day. Dates for these meetings will be set by the Building Committee before the first student day of the year. On the week that this meeting occurs the staff member may flex their schedule before or afterschool to make up some of this time on the last day of the school week.

B. In-Service Days/Teacher Workdays

1. There will be one workday scheduled on the day before the first student day and one workday scheduled after the last student day. In order to insure sufficient teacher preparation for the opening of school, building level administrative meetings may be held on the opening in-service day. The first and last working day may be changed so that teachers can take the option of working an additional one-half day in August when the administrator is present in the building, therefore, reducing the length of the last workday by one-half day.
If this option is chosen, teachers will complete an application prior to the end of the school year stating their desire to take this alternative for the following year and must indicate the date they would work the half-day in August. This application must be approved by the building administrator. This option is not available to teachers on extended contracts.
2. The district will schedule for all teachers one (1) workday at the end of each of the first three quarters. No additional meetings shall be scheduled on any teacher work days unless agreed upon by teachers. One-half of the end of the third quarter workday will be used by Intervention Specialists to provide input into the placement of students in their unit and/or on their caseload for the following school year.
3. The district may have up to two (2) in-service days scheduled prior to the first student day and one (1) teacher workday will be scheduled prior to the first student day. An additional eight (8) hours of summer professional development will be scheduled by the Academic Affairs Department in conjunction with the Professional Development Planning Committee which will include representation from the BFT by March 1st for the following school year. Summer Professional Development will be scheduled in the months of June and/or August. No Professional Development shall be scheduled in the month of July. Effective the 2023-2024 School Year, members unable to attend summer Professional Development shall be scheduled to fulfill their Professional Development responsibilities the day before the school calendar begins. All other scheduled in-service will be used for district approved professional development as recommended by the Superintendent or designee.
4. On District In-Service Days the workday will start at 8 a.m. and end at 4 p.m. If the in-service day is dedicated to building specific Professional Development, the Building Committee may change the start and end times to accommodate that building's staff.
5. On the teacher workdays at the end of the 1st, 2nd, and 3rd quarters teachers will be permitted to work on site or remotely.

ARTICLE V
LEAVES

It is the responsibility of the certified staff to complete a leave request in the absence reporting system for each day the teacher is not at his/her primary assignment. Leave, under this ARTICLE, may not be used for professional development days or parent-teacher conferences, without proper documentation. Misuse and abuse of leave may lead to discipline. Investigations into an alleged misuse of leave shall be based on verifiable evidence or an employee has illustrated a pattern of absence that is transparent. During an investigation a member may be asked to provide documentation to the Director of Personnel.

A. Sick Leave

In accordance with the provisions of the Ohio Revised Code, employees are granted 1 ¼ days of absence for each completed month of service (to a maximum of fifteen (15) days per year) with full pay if the absence is caused by personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the employee's immediate family.

Absence for any reason under this policy beyond the "accumulated days of sick leave" will result in a per diem deduction in salary based on daily rate.

1. Personal Illness, Injury, Pregnancy, Exposure to Contagious Disease, or Temporary Disability

- a. An employee may be absent from regular duties because of illness, injury, pregnancy, exposure to contagious disease, or temporary disability for a period not to exceed the employee's total number of days of accumulated sick leave without loss of pay.
- b. Employees who are absent for five (5) or more consecutive days shall provide a doctor's statement verifying that they are able to return to work. This doctor's statement shall be submitted to the Director of Personnel.
- c. If an employee prefers not to use accumulated sick leave for illness, injury, pregnancy, or temporary disability, or exhausts his/her sick leave credit, the employee may apply for a leave of absence without pay or benefits under the procedures for general leave.
- d. In the event of a school closure due to illness, teachers will be notified in advance where to report. If a teacher is uncertain where to report, they should contact the Director of Personnel and Employee Relations for further direction.

2. Illness, Injury, or Death in the Immediate Family

- a. Immediate family is defined as husband, wife, children, father, mother, brother, sister, grandparents, grandparents-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchild, and custodial child.
- b. Absence because of illness or injury in the immediate family or because of death in the immediate family (after the first day of absence, Bereavement Leave, see Section B of this ARTICLE) will be granted and charged against the accumulated sick leave of the employee.

3. Catastrophic/Non-Catastrophic Leave Policy

When an employee of the school district who is currently absent due to non-catastrophic or catastrophic long term illness/accident to themselves or that of their spouse or children (children is defined as a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and incapable of self-care because of mental or physical disability) has exhausted all of his/her accumulated sick leave, and is not yet eligible for S.T.R.S. or S.E.R.S. disability, other employees of the district may donate up to five (5) days per request of their accumulated sick leave.

- a. Each donated day shall count as one (1) day of sick leave regardless of the donating party's per diem rate.
- b. When an employee's sick leave is below twenty (20) accumulated sick days, the Payroll Department will notify the employee and the Personnel Office that the employee's sick leave is about to be exhausted.

- c. Donations of sick leave days to an absent employee will be initiated by the Personnel Office no later than the pay period in which the employee's sick leave days are exhausted. As donated sick leave days are used, the staff member will receive written confirmation through the return of one (1) copy of Appendix 6. The Personnel Office will use donated sick leave days in the order they are received.
- d. Employees qualifying under this section will continue to receive regular salary during the fiscal year. Salary is defined as regular gross wages.
- e. Approval for an employee to receive donations under this program will be decided by the Director of Personnel and Employee Relations. When the Director of Personnel and Employee Relations denies a request for catastrophic leave, the employee may appeal the decision to a committee comprised of the president of each employee organization (OAPSE, BFT, BASA) and the Director of Personnel and Employee Relations. This committee's decision shall be final and binding and is not subject to the grievance procedure.
- f. Employee's eligibility for Catastrophic Leave will be reviewed at 120 workdays from the original date of application. In the case of a high risk pregnancy, catastrophic leave may only be used until the birth of the child or the pregnancy is terminated. Employee will reapply with current documentation. The Treasurer's Office will inform the Director of Personnel when the employee approaches 100 days.
- g. Employee's eligibility for Non-Catastrophic Leave is limited to 30 workdays of donated sick leave days. Prior to the end of the 30 service days, if the illness or accident warrants it, an employee may request a review and extension of the donated days. Employee will reapply with current documentation.
- B. Bereavement Leave
- One (1) day of bereavement leave will be granted with pay for a death in a teacher's immediate family (as defined in this ARTICLE, Item A, Section 2, Part a). This day will not be deducted from the accumulated sick leave. Any days used for bereavement leave after the first day will be deducted from either the teacher's sick leave or personal leave. The choice will be up to the teacher which account, sick leave or personal leave, is to be debited.
- C. Non-Medical Custodial Leave
- Custodial care of immediate family members for non-medical reasons will be limited to five (5) days per school year (July 1st-June 30th). The first days used will be charged against the employee's available unused personal leave until all personal leave is exhausted, and the next days used will be charged against the employee's accumulated unused sick leave not to exceed a maximum of two (2) sick days.
- D. Personal Leave
1. A staff member on Step 0 to 29 may be granted three (3) days of restricted personal leave each school year, and may carry a maximum of one (1) additional unrestricted personal leave day. Any unused personal leave shall be converted at the end of the contract year. The first unused personal day shall be converted into unrestricted personal leave for the following school year. The balance of the leave shall be added to the staff members' accumulated sick leave.
 2. A staff member on Step 30 and above may be granted two (2) days of restricted personal leave each school year, one (1) day of unrestricted personal leave, and may carry a maximum of one (1) additional unrestricted personal leave day. Any unused personal leave shall be converted at the end of the contract year. The first unused personal day shall be converted into unrestricted personal leave for the following school year. The balance of the leave shall be added to the staff members' accumulated sick leave.
 3. Request for the use of personal leave shall be submitted to the Director of Personnel and Employee Relations two (2) workdays prior to the absence, whenever possible. If the situation makes it impossible to make the request prior to the absence, the Director of Personnel should be contacted immediately and required documentation should be completed after the employee returns.

4. Each personal leave day used shall reduce the number of available non-medical custodial leave days.
5. All staff members who request to use a personal leave day shall input their request in the absence reporting system to secure a substitute.
6. The reasons for the use of personal leave shall be defined, but not limited to:
 - a. Funeral:
To be used to attend the funeral of an individual outside the immediate family or for bereavement leave for the immediate family.
 - b. Wedding:
Immediate family; the staff member (himself/herself) or when a member of the wedding party.
 - c. Court Appearance/Legal Matters:
Serving as a witness, plaintiff, or defendant; divorce action; settlement of estate; etc.
 - d. Family Obligations:
To attend to matters involving the immediate family as defined in Item A, Section 2, Part a of this ARTICLE (College Drop Offs, graduation honors, Non-Medical custodial care, parent conferencing when it cannot be arranged outside of the workday). Immediate family is defined as husband, wife, children, father, mother, brother, sister, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchild, and custodial child.
 - e. Home Emergency:
Involving potential or actual damage to home or property.
 - f. Personal Business:
Shall be defined as business of a personal nature which cannot be conducted before or after the school day, on weekends, or during vacation periods.
7. Limitations for the Use of Personal Leave:
 - a. Personal leave is limited to one (1) day before or after a holiday, unless extenuating circumstances occur.
 - b. Personal leave may not be used on the first or last day of the school year for students, unless extenuating circumstances occur as approved by the Director of Personnel.
 - c. Only unrestricted Personal leave may be used for vacation or recreational activities.
8. The Superintendent and/or designee may grant the conversion of sick days to personal leave for any reason he/she or his/her designee deems appropriate. This will be a "one-to-one" conversion meaning one sick day can be converted to one personal leave day. When asking for the conversion of these sick days, the staff member must share their reason/reasons and what the additional days will be used for.
9. No more than a maximum of 5% of the bargaining unit will be granted personal leave on any given workday. Personal leave will be granted in the order in which it is submitted into the absence reporting system. If the cap has been reached, the Director of Personnel may grant restricted personal leave in emergency situations with proper documentation.
10. Misuse of the personal leave policy may subject a staff member to disciplinary actions.

E. Professional Activities/Meeting Leave

All teachers who are not going to be at their work sites because of a professional activity or meeting must complete Appendix 7. This leave is designed to facilitate the professional development of the staff. In order to balance the goal of pursuing excellence in education through professional activities outside the classroom and the necessity of having teachers in the classroom with their students to provide a quality instructional program, certified personnel should weigh the value of the professional activity against the detriment that absence will cause to the quality of instruction in their classrooms.

Teachers applying for professional activities/meeting leave will do so prior to the professional meeting or activity. This form (Appendix 7) must be submitted in advance to the building principal for his/her approval before a professional activity/meeting leave will occur.

1 F. Leaves of Absence

2 Any leave of absence which is required by teachers for reasons other than those specifically
3 mentioned in this ARTICLE will be considered general leaves of absence. They will follow the
4 provisions listed below:

5 1. General Leave

- 6 a. A teacher desiring a leave of absence for any reason will apply in writing to the
7 Superintendent stating the purpose and length of the proposed leave. This letter is due to
8 the Superintendent no later than two (2) months prior to the beginning of the leave of
9 absence. A leave of absence may only be granted upon recommendation of the
10 Superintendent and approval by the Board. All leaves of absence except professional
11 leaves will be without pay, accumulation of sick leave days, and payment of retirement,
12 hospitalization, and insurance. However, a teacher may continue the group insurance at
13 his/her own expense while on leave of absence. Premiums will be paid quarterly, the first
14 of which will be deducted from the teacher's last paycheck from the Board prior to the
15 leave of absence. Failure to pay the premium prior to the first day of any quarter will result
16 in termination of the benefits from that date.
- 17 b. Previously established rights to tenure shall be maintained. A year's leave of absence shall
18 not advance a teacher on the salary schedule unless he/she was on professional leave, in
19 the Armed Service of the United States or any auxiliary thereof, or in a position of full-time
20 teaching.
- 21 c. Teachers will be assigned to positions in the district upon their return from leave as stated
22 in this ARTICLE, Item E, Section 7, and Part f.
- 23 d. Upon expiration of parental leave, the teacher must return to service for a least one (1) full
24 school year (July 1 – June 30) before being entitled to any general leave. In a case where a
25 general leave is needed by the teacher due to a situation other than the care of the child
26 for whom a parental leave was taken, a successive general leave may be approved by the
27 Superintendent.
- 28 e. Teachers who apply for a leave of absence and are denied may appeal this denial to the
29 District Committee for review and discussion. The decision of the District Committee will
30 be the final say in the approval or denial of this leave.

31 2. Peace Corps, Foreign Teaching Assignments

32 A leave of absence without pay up to two (2) years will, upon the approval of the
33 Superintendent, be granted to any teacher who joins the Peace Corps, VISTA, or serves as an
34 exchange teacher and is a full-time participant in any of these programs. Upon return from
35 such a leave, a teacher will be considered as if he/she had been actively employed by the
36 Board during the leave and will be placed on the salary schedule at the level he/she would
37 have achieved if he/she had not been absent, provided he/she was engaged in teaching
38 during the leave.

- 39 a. Teachers will be assigned to positions in the district upon their return from leave as stated
40 in this ARTICLE, Item E, Section 7, Part f.
- 41 b. Teachers wishing to purchase service credit under the provisions of the S.T.R.S. system
42 will follow the rules established in this ARTICLE, Item E, Section 7, Part e.
- 43 c. Teachers who apply for a leave of absence and are denied may appeal this denial to the
44 District Committee for review and discussion. The decision of the District Committee will
45 be the final say in the approval or denial of this leave.

46 3. Absence for Jury Duty

47 The Board will pay teachers their regular compensation while serving as a juror. Teachers will
48 be excused for jury duty upon request.

49 4. Compulsory Leave

50 Any teacher served with a warrant/subpoena resulting in involuntary absence will be paid
51 his/her full salary.

52 5. Military Leave

- 53 a. Any teacher who enters any of the Armed Forces of the United States or the auxiliaries
54 thereof, and who returns from such service with other than a dishonorable discharge, will
55 be re-employed by the Board under the same type of contract held at the time of entering
56 the armed forces. Application for reinstatement must be made not later than thirty (30)

- 1 days prior to the beginning of a semester and not more than ninety (90) days after
2 discharge or release from the Armed Forces.
- 3 b. Years of absence for military service shall be counted as though teaching had been
4 performed for the purposes of placement on the salary schedule. For salary purposes, the
5 total months of duty shall be divided by twelve (12) and salary credit given for each full
6 year of service. A partial year of eight (8) months or more shall be counted as a year for
7 salary purposes.
- 8 c. Teachers will be assigned to positions in the district upon their return from leave as stated
9 in this ARTICLE, Item E, Section 7, Part f.
- 10 6. Professional Improvement
11 The Board shall pay the expenses (which could include registration, meals, lodging, and
12 transportation) incurred by teachers who attend workshops, seminars, conferences, or other
13 professional improvement sessions at the request and/or with the advance approval of the
14 principal and the appropriate central office administrator for particular purposes of
15 professional improvement for the school system and/or for the teacher participating.
- 16 7. Maternity/Paternity/Adoption Leave
17 a. A teacher shall be granted an unpaid maternity leave of absence for childbirth as provided
18 for under the Family & Medical Leave Act of 1993. After the child is born, a member may
19 use accumulated sick leave for the period of time determined by the member's physician.
- 20 b. A teacher will be granted, upon request, all or some of her accumulated sick leave with
21 pay while pregnant or immediately following termination of pregnancy. The Board of
22 Education reserves the right to have the teacher see a Board of Education appointed
23 doctor.
- 24 c. A teacher shall be granted, upon request, unpaid maternity/paternity leave for the
25 remaining part of the year in which she/he begins the leave, except when an earlier return
26 is agreed to by the teacher and the Superintendent or designee at the commencement of
27 the leave. At the teacher's option parental leave may be annually extended for up to an
28 additional two school years. The second or third year cannot be a portion of a school year,
29 except when agreed to by the Superintendent or designee. Written notification indicating
30 the school year the teacher will return to service shall be stated to the Superintendent or
31 designee no later than February 1st unless the delivery or adoption occurred subsequent to
32 February 1st, in which case the teacher shall have until July 1st to notify the Superintendent
33 or designee of his/her intent for the coming school year. If the delivery/adoption occurs in
34 February or June, the teacher must notify the Superintendent or designee of his/her intent
35 for the coming school year no later than April 1st or August 1st respectively. If the letter of
36 intent is not received by the dates specified, it will be assumed that the teacher on leave is
37 returning to employment with the Board. The effective date for such maternity leave shall
38 be determined by her physician. The teacher shall notify the Superintendent or designee
39 at least (30) days in advance of the effective date of said leave. When such notice cannot
40 be given, the Superintendent or designee shall immediately be notified of the date of said
41 leave by the attending physician.
- 42 d. If a return from maternity leave falls within the last 5 days before the end of a grading
43 period, the member may submit a request to Personnel for the use of up to 5 additional
44 days charged to sick leave.
- 45 e. If the teacher elects to purchase the service credit under the provisions of the State
46 Teachers Retirement System for this year of service, the Board will pay its share of the cost
47 and the teacher will incur the cost of the teacher's portion of the S.T.R.S. payment as
48 defined by the S.T.R.S. The teacher may elect to purchase one (1) additional year of leave
49 by completing the appropriate application. If the teacher elects to purchase this additional
50 service credit under the State Teachers Retirement System, he/she must pay both their
51 share and the Board's cost. The Board will assume no responsibility for any additional cost
52 beyond the first year.
- 53 f. A teacher who leaves and returns in the same school year will return to his/her original
54 position. Teachers returning at the beginning of the school year following the first full
55 school year in which the maternity/paternity leave was granted returns to his/her original
56 position. Any employee on general or maternity/paternity/adoption leave of absence must
57 notify the Berea Board of Education in writing of his/her intent to return for the following

1 school year by February 1st. If the employee does not notify the board by February 1st in
2 writing, he/she will forfeit his/her staffing rights as outlined in ARTICLE V. If the teacher
3 cannot be returned to the original position because it has been eliminated or because it is
4 now held by a more senior teacher, the returning teacher will be given a like position. The
5 teacher returning at the beginning of any school year thereafter will be assigned to a like
6 position.

7 An original position is defined to be:

- 8 (1) At high school, same department
- 9 (2) At middle school, same department, same grade
- 10 (3) At elementary school, same school, same grade

11 A like position is defined to be:

- 12 (1) One with the same extended time contract
- 13 (2) Full time to full time
- 14 (3) Not traveling to not traveling

15 When a like position must be assigned, every effort will be made to keep the returning
16 teacher at the grade level band (elementary, middle school, high) she/he vacated before
17 her/his leave. If not possible, the teacher shall be assigned to a position for which she/he
18 holds a valid certificate or license.

- 19 g. For the purpose of facilitating the actual adoption process, a teacher adopting or assuming
20 guardianship of a child shall be eligible to apply for up to a total of ten (10) paid contracted
21 workdays to be charged against sick leave, based on the following guidelines.

- 22 (1) A written preliminary notification of involvement in an adoption/guardianship process
23 will be submitted to the Director of Personnel at least thirty (30) days prior to the
24 starting date of the leave unless extenuating circumstances occur.

- 25 (2) Specific leave request dates supported by documentation from the adoption
26 agency/legal entity must be submitted in writing for approval or denial by the Director
27 of Personnel. A response to the request will be done in a timely manner.

- 28 h. A teacher adopting or assuming guardianship of a child shall be eligible to apply for up to
29 a total of thirty (30) paid contracted workdays to be charged against sick leave. Specific
30 leave request dates supported by documentation from the adoption agency/legal
31 entity/physician must be submitted in writing for approval by the Director of Personnel. A
32 response to the request will be done in a timely manner.

- 33 i. Upon request, a teacher adopting or assuming guardianship of a child under age three (3)
34 shall follow the provisions in this ARTICLE, Item E, Section 7, Parts c,e,f.

- 35 j. A teacher adopting or assuming guardianship of a child above age three (3), shall, upon
36 request, be granted adoptive leave without pay up to one (1) year.

37 8. Assault/Contagious Disease Leave

38 "Assault" means the causing of, or an attempt to cause physical harm to an employee by any
39 person when such employee charges such person with an offense prohibited by Title 29 of
40 the Ohio Revised Code. (Such employee must complete the assault leave section of the
41 teacher accident report.)

42 "Assault leave" should be granted to any employee who is absent due to physical injury
43 resulting from an assault received in the course of and arising out of his/her employment. The
44 employee may use assault leave upon approval of the Director of Personnel and Employee
45 Relations pursuant only to the limitations prescribed in this section.

46 Leaves shall be granted for illness contracted from exposure to contagious diseases at the job
47 site.

- 48 a. Any employee who wishes to use these leaves must fill out the appropriate section of the
49 teacher's accident report.

- 50 b. Any employee who is absent and wishes to use these leaves may use them upon approval
51 by the Superintendent pursuant only to the limitations prescribed in this section.

- c. Leave for employee absences resulting from assault/injury/contagious diseases shall be granted without loss of pay and/or benefits, and shall not be charged against the employee's sick leave. The length of the leave will be determined by the teacher and his/her attending physician, but in no event shall it exceed 120 days.
- d. Any employee who falsifies his/her signed statement or a physician's certificate shall have his/her employment terminated in accordance with Section 3319.16 of the Ohio Revised Code.
- e. Salary payment under this policy shall constitute an employee's entire compensation from the Board during the period of physical disability instead of any salary payments under Chapter 4123 of the Ohio Revised Code. This shall not preclude medical payments under Workmen's Compensation, if applicable.
- f. Nothing in this policy shall be construed to waive the physician/patient privilege provided by Section 2317.02 of the Ohio Revised Code.

9. Custodial Leave

A teacher may apply for a Custodial Leave of Absence for a period not to exceed one (1) school year. This leave will be for emergencies within the immediate family as defined above under Sick Leave. The teacher has the right to purchase the cost of the benefit programs at his/her expense. Any costs to purchase service credit under the provisions of the State Teachers Retirement System shall not be assumed by the Berea Board of Education. A teacher who leaves and returns in the same school year will return to his/her original position.

G. Professional Leave Policy

1. Purpose

Teachers may be granted a leave of absence for professional improvement by submitting a program of study in a recognized four year college or university for approval to the Superintendent. Upon the recommendation of the Superintendent, the Board may grant the leave of absence.

2. Eligibility

A teacher must have completed a minimum of six (6) years of service ("year" as applied to service means actual service of not less than 120 days within a school year) in the Berea City School District immediately preceding the professional leave. Anyone receiving a professional leave may apply for an additional leave each five-year period. However, requests for a second or subsequent leave will have lowest priority of leave available.

3. Quota

Leaves will not be granted to more than two (2) percent of the teachers for any given year with not more than one-twelfth of the number granted going to non-teaching professional personnel.

4. Length of Leave

Leaves will be granted for one (1) full academic year. Under unusual circumstances, a leave may be granted for one (1) semester.

5. Compensation

Compensation from the Board shall be the difference between the teacher's salary and the replacement teacher's salary.

6. Rights and Privileges

In accepting a professional leave, a teacher retains all the rights of tenure, retirement, insurance, etc. and automatic increases in salary as determined by the appropriate schedule as though teaching during the period of leave.

7. Teacher Responsibility

The teacher must submit a "Professional Growth Plan" to the Superintendent in writing. A detailed report showing satisfactory completion of the approved plan must be submitted in writing to the Superintendent at the end of the leave.

8. Obligation

The teacher is required to return to employment in the Berea City School District for one (1) year immediately following the "leave," or to refund the sum of paid hospitalization and the salary received from the Board during the leave.

1 Failure to complete satisfactorily the approved professional growth plan shall result in
2 refunding the sum of hospitalization payments and the salary received from the Board during
3 the leave, and forfeiting the "rights" for the year of professional leave to retirement, insurance,
4 and automatic salary increase.

5 9. Application and Instruction

6 Appropriate forms for use in applying for professional leave and for verifying successful
7 completion of the leave will be provided by the Superintendent. The completed application
8 and required information for leaves for the following school year must be filed with the
9 Superintendent by May 1. Each applicant will be notified of approval or disapproval of his/her
10 application as soon as practicable but no later than June 15. In addition, the Superintendent
11 shall provide instructions regarding procedures to be observed in applying for a professional
12 leave, and in filing verification of successful completion of the approved professional growth
13 plan.

- 14 10. Teachers will be assigned to positions in the district upon their return from leave as stated in
15 this ARTICLE, Item E, Section 7, Part f.

16 H. Religious Leave

- 17 1. Religious leave may be granted with pay, upon approval, to teachers who must be absent from
18 work on a religious holiday(s). A maximum of two (2) days per year may be granted upon
19 request. The request for religious leave using the Request for Use of Religious Leave Form
20 (Appendix 8) must be submitted to the Director of Personnel and Employee Relations at least
21 one (1) month prior to the day(s) requested. Religious leave when granted will not be deducted
22 from the teacher's accumulated sick leave or from the teacher's three (3) days of personal
23 leave.
24 2. If religious leave is denied, the teacher may appeal the denial to the Superintendent and the
25 President of the BFT. Their decision will be final and not subject to the grievance procedure.

26 I. Family and Medical Leave Act (FMLA)

- 27 1. In accordance with the Family and Medical Leave act of 1993, as amended, (FMLA), eligible
28 staff members may take up to twelve (12) work weeks of job-protected, unpaid leave, or
29 substitute appropriate paid leave if the staff member has earned or accrued it, for the following
30 reasons:
31 a. the birth and/care of a newborn child of the staff member, within one (1) year of the
32 child's birth;
33 b. the placement with a staff member of a child for adoption or foster care, within one (1)
34 year of the child's placement; or
35 c. the staff member is needed to provide physical and/or psychological care for a
36 spouse, child or parent and a serious health condition; or
37 d. the staff member's own serious health condition makes him/her unable to perform the
38 functions of his/her position; or
39 e. any qualifying exigency (as defined in applicable Federal regulations) arising out of the
40 fact that the staff member's spouse, son, daughter or parent is on covered active duty
41 (or has been notified of an impending call or order to covered active duty in the Armed
42 Forces. Covered active duty means duty during deployment with the Armed Forces to
43 a foreign country.
44 2. Staff members are eligible if they have worked for the Board for at least twelve (12) months,
45 and for at least 1,250 hours over the twelve (12) month period prior to the leave request. All
46 full-time instructional employees are deemed to meet the 1,250 hours requirement.
47 3. The twelve (12) month period is defined as the twelve (12) month period measured forward
48 from the date the staff member's first FMLA leave begins (i.e. the "leave year" is specific to
49 each individual staff member).
50 4. Staff members may be permitted to take FMLA intermittently or on a reduced schedule for the
51 birth and/care of a newborn child, for the care of a spouse, child, parent or self when medically
52 necessary.
53 5. The Board shall require the staff member to "substitute" (i.e. run concurrently) any of his/her
54 earned or accrued paid leave (e.g. sick, personal, or any other applicable leave) for unpaid

- 1 FMLA leave. A staff member's ability to substitute accrued paid leave is determined by the
2 terms and conditions of the District's normal leave policy and this agreement.
3 6. This is not the complete FMLA policy, additional information regarding FMLA can be found in
4 Board Policy 3430.01 or with the Director of Personnel.

5 J. Unpaid Leave

- 6 1. When an emergency, or essential situation arises (absolutely necessary or extremely
7 important), a teacher shall be eligible to apply for an unpaid leave of absence not to exceed
8 five (5) contracted days per year. Unpaid leave may be used for one-time events that are
9 beyond the member's control, and shall not be used for recreational or vacation activities.
10 2. An Unpaid Leave request form shall be submitted in writing to the Director of Personnel and
11 Employee Relations at least fifteen (15) school days in advance of the absence or as soon as
12 possible in cases of emergency/unexpected circumstances.
13 3. Approval or denial for the use of unpaid leave shall be in writing as determined at the
14 discretion of the Director of Personnel and Employee Relations.
15 4. In the event the request is denied, the member may request an appeal with the
16 Superintendent or designee and the BFT President or designee.
17 5. Final approval or denial from the appeal process shall be in writing from the Superintendent or
18 designee.
19 6. A member shall be granted an unpaid leave of absence for up to 2 years for illness or other
20 reasons of disability per ORC 3319.13.

21 **ARTICLE VI**
22 **WORKING CONDITIONS**

23 A. Teacher Facilities

24 The Board will continue to make available in each school adequate lavatory facilities for teacher
25 use. At least one room, appropriately furnished, shall be available for use as a lounge.

26 B. Work Areas

27 Each teacher is entitled to a work area conducive to his/her teacher responsibility. Any teacher
28 who determines that the work area is inadequate should report this problem to the building
29 principal as soon as possible. If the problem has not been worked out by the principal and the
30 teacher, it may be referred to the Building Committee. Building Committee will establish a
31 contingency plan in the event of extreme heat or malfunction of climate control systems. This plan
32 will be reviewed at the beginning of each school year.

33 C. Health and Safety

- 34 1. All teachers shall have the right to work in safe and healthful conditions. No teacher shall
35 knowingly be given an assignment that jeopardizes his/her health and safety.
36 2. If a teacher becomes aware of unsafe or hazardous conditions which might endanger the
37 health, safety, or well-being of students or the teacher, it is the teacher's responsibility to
38 report these conditions to the principal as soon as possible. The teacher, however, will
39 determine the immediate danger and react accordingly. Resolution of the condition and the
40 decision as to whether the teacher shall work under existing conditions shall be jointly
41 determined by the teacher and the principal.
42 3. When student information becomes available that could impact the health and safety of the
43 classroom or school setting, it will be shared with the pertinent staff members.

44 D. Telephones/Technology

45 The Board shall provide at each instructional site; telephones, computers, E-mail, internet access,
46 and district software for professional and instructional usage in an environment conducive to
47 privacy.

48 E. Teacher Parking Facilities

49 Adequate off-street paved parking facilities shall be provided, protected against vandalism, and
50 properly maintained by the Board of Education. Specific areas of the parking lot shall be
51 designated for staff parking. Students shall be prohibited from parking in those designated areas.

1 F. Camp Mi-Bro-Be

2 The Board shall provide adequate and private facilities for teachers at Camp Mi-Bro-Be.

3 G. Refund of Expenditures

4 Payment for loss or damage of textbooks, equipment, supplies, and library materials or books will
5 be recorded to the respective building account.

6 H. Job Descriptions

7 All teacher positions in the school district shall have job descriptions. These job descriptions will
8 provide the framework for teachers' responsibilities and shall be provided to each teacher upon
9 appointment. The District Committee will appoint the people who will re-write the designated job
10 descriptions which need revision. The re-writing committee will have equal membership divided
11 between administrators and teachers. Upon completion, the job descriptions will be presented to
12 the Board of Education for its approval and acceptance. This committee will meet annually to
13 continue the process of job description review and creation. All job descriptions will be reviewed
14 on a five year cycle. All job descriptions will be posted on the school district's personnel website.

15 I. Curriculum and Instruction

16 Teachers will use the course of study for their subject area and grade level. Teachers will also
17 teach toward the student performance outcomes contained therein. Participation in the
18 development of, the ongoing evaluation of, and the implementation of their courses of study
19 should help assure student learning.

20 J. Elementary Diagnostic Testing

21 To ease the impact of diagnostic testing and the creation of RIMPs, each building, through the
22 Building Instructional Leadership Team, will schedule substitutes, as needed, using the Building
23 Reserve Allocation. The number of substitute days will not exceed the building allotment from the
24 Building Reserve Allocation. Staff development will be offered for the training of personnel for the
25 efficient implementation of these tests and RIMPs.

26 **ARTICLE VII**
27 **CLASS SIZE**

28 A. High School

- 29 1. Class size shall not exceed twenty-eight (28) students per class unless scheduling patterns
30 necessitate at the beginning of the semester. Within two (2) weeks of the beginning of the
31 semester, classes will not exceed twenty-eight (28) students.
32 2. Physical education teachers shall not be assigned more than thirty-five (35) students per class
33 period.
34 3. The high school marching band will be staffed by two (2) teachers when the class size exceeds
35 fifty (50).
36 4. If a performing group exceeds fifty (50) students, two (2) music teachers will be assigned to
37 that group. When a performing music group approaches one hundred twenty (120) students,
38 consideration will be given to adding a third teacher.
39 5. A teacher assigned study hall supervision will be responsible for no more than fifty-six (56)
40 students per study hall. An accurate accounting of students assigned to study hall will be
41 provided.
42 6. Teachers will be assigned no more than five (5) classes. This statement does not preclude a
43 teacher from choosing the option outlined in ARTICLE XIV.

44 B. Middle School

- 45 1. The maximum number a teacher can work with is 28 times your team size, unless scheduling
46 patterns necessitate at the beginning of the semester, without additional compensation.
47 2 Person Team: Not to Exceed 56 Students
48 3 Person Team: Not to Exceed 84 Students
49 4 Person Team: Not to Exceed 112 Students

- When a teacher on a team exceeds their maximum number of students by one (1) or two (2) students, the teacher shall receive a stipend of \$125.00 per quarter per student.
- a. When a teacher on a team exceeds their maximum number of students plus two (2) the teacher shall receive \$275.00 per student for the third and each additional student per quarter.
 - b. A class roster will be run weekly in order to determine when a team size exceeds the aforementioned number of students.
2. All academic/team teachers will be assigned no more than five (5) classes, team time period, and one-half (1/2) period of duty. Special area teachers will be assigned no more than five (5) classes and one (1) duty. When necessary to assign special area teachers an extra class, they will follow the rules listed in ARTICLE XIV.
3. Class size of special area teachers other than physical education and performing music teachers in the middle school shall not exceed twenty-eight (28) students.
- a. Class size for physical education teachers shall not exceed twenty-eight (28) students per class period unless scheduling patterns dictate.
 - b. Encore Classes: Not to Exceed 140 Students (daily counts) with the exception of band, choir, and orchestra (performing music teachers).
 - c. When a teacher exceeds their maximum number of students by one (1) or two (2) students, the teacher shall receive a stipend of \$125.00 per quarter per student.
 1. When a teacher exceeds their maximum number of students plus two (2) the teacher shall receive \$275.00 per student for the third and each additional student per quarter.
 2. A class roster will be run weekly in order to determine when a teacher exceeds the aforementioned number of students.
 - d. If a performing group exceeds fifty (50) students, two (2) music teachers shall be assigned to that group. When a performing music group approaches one hundred twenty (120) students, consideration to adding a third teacher shall be given.

C. Elementary Schools

1. The class size shall not exceed (20) students in kindergarten, twenty-four (24) students in grade one (1), twenty-six (26) students in grades two and three (2-3), and twenty-eight (28) students in grade four (4).

Class size will be reviewed in early June to see if the projections are still consistent with the staffing numbers, and adjustments will be made at this time if they are not. The Building Committee will be involved in this June review of the projected elementary staffing.

In August when the administrator returns from vacation, the Building Committee will meet to examine class sizes. If the June projections have increased or decreased, the Building Committee will address the staffing as it has been impacted by the student population. The Building Committee may involve the appropriate teacher(s) in the discussion on how to solve this issue. Building Committee solutions can vary from adding a section(s), adding resource teacher(s), reassigning a teacher (based on Section 12 of this item), to assigning assistant time, extra pay, or whatever seems appropriate for the building. The solution decided on in these discussions will be implemented.

When class size exceeds the maximum, the classroom teacher will receive a stipend of \$500.00 per semester per student over twenty (20) in kindergarten, twenty-four (24) in grade 1, twenty-six (26) in grades 2-3, or twenty-eight (28) in grade 4. If more than two (2) additional students are added to a class, the teacher shall receive \$1,100.00 per student for the third and any additional students. This amount will be paid twice a year (last pay in January and last pay in June).

When a special area teacher's class size in the elementary exceeds 28, the special area teacher will be compensated as follows:

- Music, Art and PE will be paid \$50/student/semester
- Media Specialists will be paid \$25/student/semester

1 This amount will be paid twice a year (last pay in January and last pay in June).

2 In addition to legally mandated student aide services, each elementary building will be given
3 aide time for teachers based on a ratio of 55 students to 1 hour of aide time per day. The
4 members of the Building Committee will determine the allocation of the aide time. All aide time
5 should be used for instructional support and classroom preparation. In the event an aide is
6 absent, substitute aide time will be provided.

- 7 2. Each elementary building will be allocated aide time for the Media Center based upon building
8 student enrollment.
- 9 3. The class size for a split class (a class with more than one (1) grade level in a traditional self-
10 contained program) shall not exceed twenty-three (23) students in grades 2-3 split or twenty-
11 five (25) students in grades 3-4 split. No first grade students will be placed in a split class. No
12 first year teacher will be placed in a split class.
- 13 4. A multi-section class (2 or more) in grades K-2 with an average enrollment in excess of thirty
14 (30) will be split. A multi-section class (2 or more) in grades 3-4 with an average enrollment in
15 excess of thirty-one (31) will be split.

16 If the teachers impacted by the above multi-section situation have a solution that they feel is a
17 better way to solve the problem of over-sized classes than adding an additional teacher, they
18 may present their recommendation to the Building Committee for review and approval. If a
19 different solution is not approved, the class will be split and an additional teacher hired.

20 The alternative solution shall not exceed the cost incurred by the addition of a new staff
21 member.

- 22 5. A classroom unit will be taught by the same vocal music, art, or physical education teacher
23 respectively. Vocal music, art, and physical education classes shall not exceed one (1)
24 classroom unit. If space for a class is unavailable, the administrator and teacher(s) involved will
25 meet to discuss and reach mutual agreement on a solution. If the solution includes combining
26 classes, the teachers involved will be provided common planning time during the student day.
- 27 6. Every elementary classroom (Grades K-4) shall receive one (1) forty-five (45) minute class of
28 general music instruction every four (4) school days provided by a certified music teacher.
- 29 7. Every elementary classroom (Grades K-4) shall receive one (1) forty-five minute class of
30 physical education instruction every four (4) school days provided by a certified physical
31 education teacher.
- 32 8. Every elementary classroom (Grades K-4) shall receive one (1) forty-five (45) minute session of
33 art instruction every four (4) school days provided by a certified art teacher. When scheduling
34 demands cannot be met, the Building Committee shall meet with the art teacher to work out a
35 plan. This plan shall be submitted to District Committee following ARTICLE XIX, Item D for
36 approval.
- 37 9. Every elementary classroom (Grades K-4) shall receive one (1) forty-five (45) minute session of
38 library time/media time every four (4) school days provided by or under the guidance of the
39 library/media specialist. Elementary schedules will provide some regular contact time for all
40 students to meet with the library/media specialist.
- 41 10. Any changes to the elementary special area offerings or time allocations will be mutually
42 agreed upon by the BFT and the administration.
- 43 11. Reassignment of Elementary Teachers in August Due to Change in Enrollment Patterns:
44 a. If during its August meeting the Building Committee recommends the transfer of a teacher
45 because of an unforeseen reduction in class size from June and with the mutual
46 agreement between the Administration and President of the BFT, the least senior teacher
47 in the building may be transferred to another building in order to balance class size.
48 b. If it is necessary to reassign a teacher within the building, the Building Committee may
49 reassign the teacher to a different grade level to adjust for changes in class sizes from
50 June.

ARTICLE VIII
TEACHING HOURS AND TEACHING LOAD

A. The School Year

The school year calendar will not exceed 182 days for students and 186 days for teachers. The calendar will be mutually agreed upon by the Superintendent and the District Senate. The Superintendent will supply the District Senate with calendar options for its consideration and at least one will contain a minimum of two (2) weeks off for winter recess.

B. The School Day

Full time teacher's workday is:

Elementary	7 ½ hours
Middle School	8 hours
High School	8 hours
Snow School	7 ½ hours

Part time teacher's workday is:

A part time teacher's assignment at the middle school and high school levels will be based on an equivalent percentage of a full time teacher's workday.

Note: Minutes beyond actual class time should be divided between planning and supervision.

C. Daily Schedule

One of the most important relationships in education is the one between the student and the teacher. In an attempt to maximize the amount of time that students and teachers spend working together, the following guidelines will be used:

1. All teachers will spend a minimum of 250 minutes up to a maximum of 290 minutes each day in direct instruction with students which may include programs to address enrichment, extension, intervention, or prevention.
2. Middle school schedules will count the period opposite of student lunch as instructional time.
3. Each Building Instructional Leadership Team will collaboratively develop and review building intervention plans annually.
4. Teachers will not be assigned to direct instruction and other activities for more than an average of 317 minutes each day.
5. Each school will work to use as much of the student day as possible for direct instruction.
6. Efforts will be made to reduce traveling to a minimum for teachers assigned to more than one building.
7. Teacher leaders will be required to solicit feedback from the people they represent on the scheduling of classes, room assignments, the scheduling of planning periods, and the assignment of staff to teaching responsibilities. The principal along with teacher leaders will review the final master schedule.
8. At least thirty (30) minutes duty-free, continuous and uninterrupted lunch time will be provided daily. Teachers leaving the building during this time must notify the office.
9. Preparation time is time not allotted to teaching assignments, supervisory functions, travel time, and lunch period. Regular education teachers will not be required to attend more than four (4) IEP/ETR/504/RTI meetings per calendar month during his/her preparation period during the student school day. In the event that a teacher is asked, and agrees, to attend more than four (4) IEP/ETR/504/RTI meetings per month during his/her preparation period, he/she will be compensated at a rate of twenty-five dollars (\$25.00) per additional meeting. Every effort will be made to ensure that no regular education teacher is scheduled to attend more than one (1) IEP/ETR/504/RTI meeting per week.

A common preparation time will be scheduled for Teacher Based Teams at all levels based on building priority unless scheduling patterns dictate otherwise.

Each high school and middle school teacher will have uninterrupted preparation time equal to one (1) class period during the student day. Snow School teachers will have uninterrupted preparation time equal to one (1) class period during the student day.

1 All teachers providing instruction at the elementary level shall have a minimum preparation
2 time of 225 minutes per week in time periods of not less than forty-five (45) minutes in
3 duration scheduled during the student day.

4 When a physical education teacher is assigned to the playground supervision, intervention
5 assistance, and/or program enrichment or an art or music teacher is assigned to intervention
6 assistance, and/or program enrichment for the purpose of rounding out their schedule, the
7 time shall be considered instructional time. Other elementary teachers, including art and music
8 teachers, will not be assigned playground supervision at the elementary school.

9 All LIRR IS will provide a detailed schedule to their perspective building principal no later than
10 September 15. These IS will work collaboratively with their building principal and other IS to
11 ensure their uninterrupted thirty minute lunch and daily preparation/planning based on
12 building level. This team may reconvene as needed to meet the changing needs of students.

- 13 10. To maximize classroom performance at the elementary school and to increase teacher student
14 interactive contact time, it is important to establish periods of uninterrupted class time. At each
15 elementary school, every effort will be made to guarantee that two (2) days per week for ninety
16 (90) minutes each day, no student will be taken out of class for any reason. Each elementary
17 building will work to increase, if possible, these two (2) days per week of ninety (90) minutes
18 uninterrupted class time to every day. The Building Committees at the elementary level will
19 annually review the progress toward this goal. If this goal is not reached, the Building
20 Committee will outline a plan for achieving this goal and present that plan to the District
21 Committee.
- 22 11. Preparation time for elementary teachers, with the exception of grades K-1, assigned to a split
23 class shall include a thirty (30) minute block of time per week more than that of a classroom
24 teacher assigned to one grade level.
- 25 12. At the middle school and high school levels, the principals will work to schedule teachers for
26 no more than three consecutive instructional classes, unless scheduling patterns dictate.
- 27 13. Teachers will be given one full workday's notice of a student's new placement to allow time for
28 preparation. If not possible, the building administrator or adult designee will notify the
29 teacher(s) in person prior to the student's arrival in class and assist in providing the necessary
30 materials.

31 D. Traveling Teachers/Teachers Split Between Two Departments

- 32 1. Teacher travel will be minimized during the school day to promote the best possible schedule.
33 Unique situations may occur within the schedule of a traveling teacher that need to be
34 resolved. These situations may be resolved by the teacher(s) and the Personnel department,
35 the principals of the buildings and/or the Building Committee of the affected building.
- 36 2. Any elementary art/physical education/general music teacher with an assignment of .85 or
37 greater, but less than 1.0 in one (1) building or between two (2) buildings, will be considered to
38 have a full time schedule.
- 39 3. Elementary art/physical education/general music teaching assignments may be changed if that
40 will help to assure one (1) full time person in a building.
- 41 4. Elementary traveling teachers and elementary-secondary traveling teachers will have
42 instructional time up to 270 minutes with students on the day(s) they travel.
- 43 5. A traveling teacher who is split between the middle school and the high school will not be
44 assigned more than five (5) classes per day. If it is necessary to assign that teacher a sixth
45 class, he/she will be paid for this extra assignment at the rate listed in the additional class
46 option (ARTICLE XIV, Item K, Section 3).
- 47 6. Teachers assigned to more than one (1) building per day will have a minimum of thirty (30)
48 minutes, when the distance between buildings is greater than one (1) mile, to travel between
49 their schools which will be counted as their duty. If an additional duty is assigned, it must be for
50 the purpose of completing their teaching load. Elementary traveling teachers will not be
51 assigned any bus supervision on days that they travel. All teachers required to travel within the
52 school day will be paid mileage as listed on the mileage chart between schools and at the rate
53 specified in this contract in ARTICLE XIV, Item A.

7. A Middle School or High School (7-12) teacher teaching in two departments will have no more than three (3) preparations unless he or she agrees to have more. Mixed level classes within a classroom period shall be construed as one (1) preparation. Every effort will be made to limit the number of preparations for teachers assigned to more than one (1) building.

E. Non-Teaching Duties & Supervisory Assignments

Non-teaching duties that occur at the high school or middle school will be those duties which are equal to one class period. At all levels, monitoring of students for a time period up to fifteen (15) minutes will be classified as a supervisory assignment. If lack of staffing would cause an unsafe environment for students or faculty, this fifteen (15) minutes maximum can be overridden with the agreement of the Building Committee.

1. The assigning of supervisory time at the middle school and high school is for managing or monitoring students. Supervisory assignments which occur during the regular scheduled class time for students shall be the monitoring of arrival and dismissal of activities for students. Those supervisory assignments which fall outside the students' academic day will a maximum of fifteen (15) minutes before or after school unless there is an override approved by the Building Committee.
2. Data processing procedures will be used at all levels to reduce teacher clerical tasks related to attendance and other record keeping items. Accurate attendance reporting remains a responsibility of the teacher.
3. The typing and duplicating of instructional materials and examinations are the responsibility of the classroom teacher; however, it will be done by the district support staff whenever possible. Clerical and other secretarial jobs which are needed for the general operation of the building, and do not directly relate to the individual teacher's classrooms will not be assigned to the teacher (unless he/she chooses to volunteer) as a non-teaching duty or a supervision.
4. Teachers shall not be assigned janitorial duties.
5. The list of supervisory or non-teaching duties shall be agreed upon by the Building Committee prior to the beginning of each school year (or each semester at the high school level). The Building Committee will also ensure that under-staffing and over-staffing does not occur.
6. Building Committee will develop a plan if it determines that additional supervision and/or involvement is needed at events taking place outside regular school hours.
7. The procedure for the assignment of non-teaching duties at all levels will be:
 - a. The administration will decide which period or time of day the appropriate group of teachers will perform their duties.
 - b. On the workday before school begins (also on the workday before the second semester in the middle schools and the high schools), the appropriate group of teachers will meet with the designated administrator and begin the process of deciding which duties they each will perform, based on the list of duty needs supplied by the administration for their period or time of day. If a mutual decision by the group cannot be reached, the duties will be decided by lot. This process of selecting duties will be completed within the first two weeks of school.
8. Learning Lab at grades 9-12 will be considered a non-teaching duty as long as they do not require the teacher to:
 - a. Assign grades or grant credit
 - b. Present a lesson or make lesson plans
 - c. Have an approved course of studyIf any of the items stated above are included in the design of the Learning Lab, the lab will be considered a class and will count as such when teachers are assigned to it. This language is not intended to prevent teachers from tutoring students.
9. The non-teaching duty for High School Intervention Specialists will be for case management and data collection for their caseload.

F. Flexibility of Times

1. Starting and Leaving
The Building Committee may decide to vary the starting and ending times of the school day for the staff or for individual teachers.

- Example: The normal day is 7:30 A.M. – 3:30 P.M. A principal may permit a teacher to start at 7:05 A.M. and depart at 3:05 P.M.
- However, this change shall not exempt an individual from participating in the activities which normally occur such as faculty, department, team, or grade level meetings; assisting a student; participating in conferences with parents or professionals; assigned duties before and after school if an emergency situation occurs.
2. Compensatory Time – Approximate
- By arrangement with the principal, a teacher who participates in an activity outside the normal school day may be compensated for such participation by being released early or arriving late during the workday. Such arrangements need not necessarily be equal in time.
- Example A: A teacher chaperones an elementary music program on Wednesday evening for two (2) hours. The teacher arranges with the principal to arrive at 8:45 A.M. and depart at 3:30 P.M. for the next two (2) days.
- Example B: In lieu of a supplemental contract to conduct floor hockey during the noon hour, the teacher uses his lunch/preparation time to conduct this activity. The teacher arranges with the principal to report for work twenty-five (25) minutes later those days.
- Example C: A teacher chaperones an afternoon or evening dance. The teacher arranges a change in arrival and/or departure times for one (1) or two (2) days with the principal.
- Example D: Snow School teacher needs to attend a diagnostic evaluation meeting which extends past the end of the school day. The teacher may receive compensatory time prior to the start of the student day.
3. Compensatory Time – Equitable
- For universally conducted programs when teacher participation is required, the time outside the workday must be compensated for by an equal amount of released time.
- Example A: Parent-teacher conferences are scheduled for Wednesday evening from 6:00 P.M. to 9:00 P.M. The following Friday, teachers are released from school at 12:30 P.M. rather than 3:30 P.M.
- Example B: The principal schedules an open house. The Building Committee will arrange a schedule which provides for released time for teachers as well as the supervision and coverage of the building.
- Example C: A Snow School teacher is asked to attend a student planning conference which lasts 1 ½ hours beyond the workday. Compensatory time will be granted equal to the time spent in the conference beyond the workday at times approved by the building principal.
4. Compensatory Time – Elementary and Middle School Building Committee
- Compensatory time will be given to Building Committee members who fulfill their duties/responsibilities at the Elementary and Middle School. This compensatory time will be granted in the form of one unusable personal leave day per school year which shall be converted into sick leave and added to the teacher's accumulated sick leave total effective for the next school year.
5. Compensatory Time – I.A.T. Participation Beyond Work Hours
- Teachers participating in I.A.T. meetings scheduled beyond the regular workday will earn compensatory time. This earned compensatory time can be taken by the teacher in one of two ways.
- (1) The teacher arranged with the principal to arrive later, leave earlier on specified days or may arrange with the principal to use this time on the last workday,
- or
- (2) The teacher may accumulate this time and be compensated at the end of each semester at an hourly rate equivalent to the current district calculated hourly substitute teacher rate (not the in-building substitute rate).
6. Time for Assuming a District Supplemental Contract
- Teachers who assume a district supplemental contract shall be released at the completion of their classroom/supervisory duties to report for the purpose of conducting an activity under a

supplemental contract. Principals should make every effort to schedule extra duty assignments and classes to accommodate a teacher's supplemental contract. However, the teacher must still report for regular activities when scheduled such as faculty meetings, team meetings, conferences, etc.

ARTICLE IX

TEACHER EVALUATION AND PROFESSIONAL DEVELOPMENT

A. Teacher Evaluation Program

1. The Berea City Schools Teacher Evaluation Program will comply with the provisions of Ohio Revised Code and the Ohio Teacher Evaluation System.
2. Non-renewal of limited contracts and termination of continuing contracts, based on performance, will be in accordance with the BCSD Teacher Evaluation Program, Ohio Revised Code 3311.82 and BCSD Board of Education Policy 3142.
3. All challenges to non-renewals resulting from the implementation of the provisions and guidelines of the Teacher Evaluation Program are subject to resolution exclusively under the grievance procedure of the Contract. Such grievances are limited to procedural errors only, unless otherwise specified.
4. Annual updates will be posted on the district website at the beginning of each school year or as determined by legislation.

B. Berea Professional Development Committee

1. The Berea City Schools' Professional Development Committee (BPDC) will comply with the provisions of Ohio Revised Code.
2. The function of this committee is to make recommendations to the Ohio Department of Education for the re-certification or re-licensure of BCSD employees.
3. All BCSD certified staff will receive a copy of the BPDC Process and Procedures Booklet, which also constitutes part of this contract.
4. All appeals on non-approval of the Professional Development Plan by the BPDC are subject to resolution exclusively under the grievance procedures of the contract. Such grievances are limited to procedural errors by the BPDC only, unless otherwise specified.
5. A yearly stipend of 2.5% of the base salary shall be paid to members of the Berea Professional Development Committee.
6. Members of the BPDC may use additional extended days paid at their per diem rate upon mutual agreement of the BFT President and the Director of Personnel.

C. Resident Educator Program Mentors/Mentor Teachers

The Resident Educator Program will comply with the provisions of Ohio Revised Code and the Ohio 37 Department of Education.

Resident Educator Mentor for Year 1, Year 2, and Year 3 will be paid 6% of base salary per Resident Educator.

Facilitator for Year 3 Resident Educator will be paid 6% of base salary for one (1) or more Resident Educators not to exceed three (3).

Mentors for new and/or current teachers holding a 5 year license will be paid 4% of base salary.

Mentors for certified staff on improvement plans via OTES or OCES will be paid 5% of base salary.

ARTICLE X

REDUCTIONS IN STAFF AND VOLUNTARY/INVOLUNTARY TRANSFERS

A. Staffing

1. For the purpose of staffing, each building will establish a Staffing Committee made up of the Building Representative(s), the Instructional/Team Leaders, and designated Administrators.
2. At the high school, the Administration, after receiving their staffing allotment and the prospective student enrollment, will develop a preliminary listing of classes/sections for the next school year to be shared with the Staffing Committee. At the elementary school, the Administration will review the prospective student enrollment and determine the number of staff/sections which are needed at each grade level.

3. The Administration will share the preliminary listing with the Staffing Committee at the high school to review and reach consensus on which classes/sections are to be scheduled for the next school year. Sign-ups, rationales, and other pertinent information will be shared and considered in the consensus making decision. Any alternatives to the agreed upon course offerings will be immediately shared with the Staffing Committee.
4. Staffing Committees at the elementary school will review projected staff enrollments at each grade level and the appropriate staffing patterns (sectioning, splits, teams, etc.) in light of the contract language. As changes need to be made through the staffing process, the Staffing Committee will be kept informed.
5. All open positions are to be posted and all internal candidates must be interviewed. No teacher will be voluntarily transferred between buildings, grade levels, or subject areas during the staffing process.
6. The BFT Building Reps will be informed of all change of assignments prior to notification of the individuals impacted by these changes in each building.
7. Certificated/licensed position(s) will not be filled by a non-certified individual or by an independent company/agency without the approval of the District Committee.
8. Reductions in staff and voluntary and involuntary transfers will be shared with the District Committee to be problem-solved at that level. The District Committee may determine placement for:
 - a. involuntary transfers;
 - b. assigning part time teachers to full time positions, or full time positions to part time;
 - c. assigning teachers to positions from the recall list;
 - d. the number of open positions to be posted; and
 - e. secondary teachers split between departments may be reassigned to either department or the ratio of teaching time between the departments may be re-configured.
9. No interchange of the classified/certified allotments will be permitted.

B. Reductions in Staff

When by reason of decreased enrollment of pupils, unforeseen emergency financial difficulty (defined by the district losing revenue previously budgeted equal to or greater than 1.5% of the prior year's total revenue), or return to duty of regular employees after leaves of absence, the Board decides it will be necessary to reduce the number of employees, it shall follow the procedure enumerated below.

1. Attrition

2. Reduction in Force (RIF) – Reductions not achieved through attrition shall first be made by reducing limited contracts of employment, followed by continuing contracts, in accordance with Ohio Revised Code and Board Policy 3131. Notice of reduction shall be given on or before June 1 in accordance with Ohio Revised Code.

a. Limited Contract

1. Members on a limited contract with less than three (3) years of OTES evaluations will be reduced first.
2. Members on a limited contract with the three (3) most current years of Final Summative OTES evaluations, including years where the rating is carried forward, will be reduced in the following order:
 - a. Limiting Contract – Ineffective Category
 - b. Limiting Contract – Developing Category
 - c. Limiting Contract – Accomplished/Skilled Category
3. In the event of comparable evaluations, continuous service will be retained in preference to less continuous service.

b. Continuing Contract

1. Members on a continuing contract with less than three (3) years of OTES evaluations, including years where the rating is carried forward, will be reduced first.
2. Members on a continuing contract with the three (3) most current Summative OTES evaluations will be reduced in the following order:
 - a. Continuing Contract – Ineffective Category
 - b. Continuing Contract – Developing Category

- c. Continuing Contract – Accomplished/Skilled Category
3. In the event of comparable evaluations, continuous service will be retained in preference to less continuous service.

Explanation of rating categories are defined according to the BCSD OTES 2.0 Handbook.

The order of preference for retention among or between full-time employees with comparable OTES evaluations, the same length of continuous service, certified/licensed to teach in the same field, and equally qualified for retention, will be determined by seniority. After the full-time employee seniority order has been determined and listed, the part time employees' seniority rights will follow.

Tutors/Early Childhood Education (ECE) Teachers employed by the district who are hired as teachers will have a date of hire based on their date of employment as teachers. These tutors/Early Childhood Education (ECE), hired as teachers, will be given credit for their years of service in the district as tutors/pre-school associates. In the draw for seniority, the tutor/ECE Teachers with the highest number of years of continuous service in the district will be given the first number. If two (2) or more tutors/ECE Teachers have the same number of years of continuous service, the order will be determined by lot. All other teachers with the same date of hire and no years of continuous service will draw by lot after the persons with years of continuous service.

Part time seniority will initially be determined by the percentage of a full time contract the individual was given at the date of hire. If two or more part time employees, with the same date of hire and certification/licensure, have equal part time contracts, these individuals' seniority will be determined by lot.

These determinations shall be made and each person notified of his/her seniority rank annually in September for all "new hires."

c. Measuring Length of Service

For the purpose of determining preference for retention, seniority with the school district will be measured on the basis of the length of actual uninterrupted service without regard to the particular number of hours or days worked by employees during the period of service. Seniority will not be interrupted or affected by authorized leaves of absence with pay or authorized leaves of absence without pay for illness or disability, including pregnancy. Leaves of absence without pay for reasons other than pregnancy, disability or illness, will result in a proportionate decrease in seniority. The seniority of an employee who has returned to employment following resignation or other termination of employment will be measured from the date of return.

d. Later Offers of Re-Employment

Employees notified on or before June 1 that their limited contracts are reduced for the following school year due to RIF, will be offered re-employment in reverse order of Reduction in Force. Re-employment will occur when (1) the employee has the necessary standard certification/licensure for the available positions and when (2) there are a sufficient number of available positions.

The employee must keep the school district informed of his/her current telephone number and mailing address where he/she can be reached.

An employee who is offered and declines a full time position for re-employment will have resigned and his/her name will be removed from the re-employment list. An employee may decline a part time position and remain on the list without forfeiting his/her position on the list. Should an employee decline a part time position, it will be understood that any additions to the position or vacancies which occur during the school year will be offered first to the teacher who has accepted a part time position. The employee will sign an affidavit acknowledging this understanding (Appendix 9).

1 If re-employment does not occur through the second September after non-renewal, then
2 the employee must make application according to established procedures in order to be
3 considered for future employment.

4 3. Suspension of Continuing Contracts

5 To the extent reductions are not achieved through attrition and the non-renewal of limited
6 contracts, reductions will be achieved in accordance with the suspension of continuing
7 contract procedures set forth in Section 3319.17, Ohio Revised Code and Board Policy 3131. If
8 no other method can be found to rectify the budget deficit, before any suspensions of
9 contracts may occur, a committee of four (4): two (2) administrators from the past negotiating
10 team appointed by the Superintendent and two (2) teachers from the past negotiating team
11 appointed by the President of BFT, must meet to resolve the issue of the budget short fall.
12 Contract suspensions will be made by the Board of Education in accordance with the
13 recommendations of the Superintendent of Schools. In making recommendations to the Board
14 of Education, the Superintendent of Schools shall, within each teaching field affected, first give
15 preference to teachers on continuing contracts. Teachers whose continuing contracts are
16 suspended will have a right of restoration of continuing service status in the order of seniority
17 of service in the district if and when teaching positions become vacant or are created for which
18 any of such teachers are or become qualified.

19 C. Vacancies

20 1. All teachers interested in a vacancy within their building:

21 The Building Committee will meet to determine and communicate in writing all vacant teaching
22 positions within their building prior to the position being posted by the Personnel Office.
23 Teachers with like certification who currently hold a similar position within the building and
24 who wish to transfer to the vacant teaching position must contact the Building Committee in
25 writing. The Building Committee then may fill this vacant position with any of the internal
26 applicants, as long as the teacher remains in the same standard certification/licensure area. As
27 new vacant teaching positions (a third grade position as opposed to a second fourth grade
28 position) become available after the initial communication by the Building Committee, the
29 Building Committee will communicate the new vacant teaching positions within their building
30 prior to that position being posted by the Personnel Office. No position may be communicated
31 more than once internally unless the position is changed.

32 2. Vacancies within the system filled internally:

- 33 a. All teachers interested in a vacancy in another teaching certification/licensure area or to
34 another building must respond to the job posting in writing. All teachers applying must be
35 interviewed by an interview team.
36 b. Those teachers expressing an interest in a vacancy will be interviewed for an assignment
37 before new teachers are hired.
38 c. When vacancies occur anytime during the year, with the exception of 30 calendar days
39 prior to the teachers' first workday, the vacancies will be posted internally.

40 (1) District-wide interview teams will be used. Each district wide interview team will be
41 formed using the following guidelines:

- 42 a) A BFT building representative or his/her designee from each
43 elementary building (K-4) or content area (5-12) for the certified
44 position;
45 b) Two administrative representatives;
46 c) Additional staff members, up to a total of nine (9) interview team
47 members, may be added to the team by mutual consent of the
48 interview team.

49 (2) When a district-wide interview committee is not utilized, the Building Committee will
50 oversee that the interview team selection process adheres to the following guidelines:

- 51 a) A BFT building representative or his/her designee;
52 b) Another employee with a site-based perspective selected by the BFT
53 representative;
54 c) The administrative head of the affected opening or his/her designee;
55 d) A second administrator or staff member with a site-based perspective
56 selected by the administrator/supervisor;

- e) Additional members, up to a total of (8) interview team members including classified staff members where appropriate, may be added to the team by mutual consent of the interview team.
- f) The teachers on the interview team will be comprised of persons with diverse years of experience.
- g) The use of single, building-wide interview teams is encouraged at the elementary and middle school levels.
- d. The interview team should not be formed until the internal posting process has been completed. Team members will respect the confidentiality of all candidates. The interview team will be trained regarding the competencies of the position and sensitivity to minority hiring. The interview team will use established guidelines to interview all internal candidates and reach a decision, selecting any or none of the candidates, by consensus. At the conclusion of the interview process, interview team members will complete the interview process form.

Postings will last at least five (5) calendar days and last no longer than fifteen (15) calendar days and all internal candidates who will be considered for that posting must apply within the window period of the posting. No position may be posted more than once internally unless the posted part time position is changed to a full time job. When a part time job posting is changed to a full time job, it must be re-posted unless it has already been filled. No internal candidate may be hired into a position who did not apply during the posted window.

3. Vacancies within the district filled externally:
If no internal applicant is chosen, the vacancy will be posted externally. One of the two interview team processes from 2c above will be utilized. The interview team will be trained regarding the competencies of the position and sensitivity to minority hiring. The interview team will use established guidelines to interview all external candidates. However, the President of the BFT and the Superintendent may agree to alternative options which will result in a more expeditious way of filling the vacancies in areas of specific needs or in areas where there are shortages of available candidates.
4. Vacancies will be subject to the following guidelines:
 - a. When a vacancy occurs during the course of a school year, the Interview Team will recommend a suitable starting date for the transfer which may be the beginning of the next school year. Should the transfer be the beginning of the next school year, the candidate will be considered "on staff" at the appropriate seniority level when staffing for the building is determined. If no applicant is chosen for the vacancy, the vacancy can be filled with a long-term substitute, or posted externally at the discretion of the Director of Personnel.
 - b. The President of the BFT will receive a copy of each posting as it occurs and also a list of all applicants for that posting within two (2) calendar days after the closing of the window for application.
 - c. Teachers interested in receiving information that becomes available during the months of June, July, and August shall notify the Personnel Office in writing during the month of May.
 - d. A one year limited expiring contract may be used for (1) leave of absence of one or more school years; (2) maternity leaves of one or more school year; or (3) positions which are vacated within 30 calendar days prior to the start of the school year. Long term substitutes will not be used for the aforementioned scenarios.
 - e. Long term substitutes hired for vacancies of fifty-nine (59) workdays or more must have the appropriate certification/licensure for the position. If any exceptions are necessary, the District Committee will be involved.
5. Administrative Openings (Excluding Superintendent and Treasurer)
All openings for administrative positions (including administrative interns) shall be communicated internally via email at the time of posting. An interview team, including BFT members, will be formed to interview and make recommendations to the Superintendent. The makeup of this interview team may be altered by mutual agreement with the BFT President and the Personnel Director.

1 6. General Procedures for Administrative Internships

- 2 a. Administrative internships will be annual assignments limited to one (1) four-year internship
3 during employment within the Berea City School District. At the end of the internship, that
4 person will be reassigned to the classroom.
5 b. Administrative interns may apply for other administrative intern vacancies while serving in
6 a four-year internship. If chosen, the administrative intern will only be able to serve in the
7 new position for the remainder of the initial four-year period.
8 c. If a catastrophic event interrupts an internship, the Superintendent and the President of
9 the BFT will mutually decide whether to offer that person a second intern assignment at a
10 later date.
11 d. Interns will be evaluated using the administrative Principal Evaluation Program. Interns
12 returning to the classroom who were previously employed by the Berea City School
13 District will return to their prior status in the Teacher Evaluation Program. Interns going into
14 the classroom who were not previously employed the Berea City School District will be
15 assigned a consulting teacher and begin at the entry level of the evaluation program
16 e. Administrative internships will be four (4) years in duration.
17 f. Interns returning to the classroom will be assigned to their original position. If the
18 administrative intern cannot be returned to the original position because it has been
19 eliminated or because it is now held by a more senior teacher, the returning administrative
20 intern will be given a like position as defined by the contract.

21 7. Positions for Specific Programming

22 In the event an opening becomes available in a specific program (i.e., AVID, Wilsons, Just
23 Words), the opening will be communicated to the staff at the respective building. Interested
24 staff will notify the appropriate administrator for consideration.

25 D. Involuntary Transfers and Assignments

26 1. General Procedures for Involuntary Transfers

- 27 a. Any teacher who is involuntarily transferred will be informed in a personal and private
28 conference with the principal between April 1 and May 15, except for transfers covered in
29 the section titled "Transfers Due to Performance or Personnel Problems."
30 b. The materials and supplies of the transferred teacher will be moved, if requested, to
31 his/her new school by Board personnel and vehicles. The procedures to be followed are:
32 (1) All materials to be transported must be boxed in cartons provided by the Board and
33 labeled by the teacher. Privately owned valuable property will be transported, but with
34 no liability incurred to the Board for loss or damage. (Non-standard furniture and
35 equipment are not included.)
36 (2) On or before the teacher's last scheduled workday, boxes of materials to be moved
37 shall be placed by the school district in a location designated by the building principal.
38 (3) Materials and/or supplies being moved shall be delivered to the teacher's new
39 building at least two weeks prior to the teacher's first scheduled workday.
40 c. Needed basic supplies and curriculum materials will be available to the transferred
41 teacher. The following list of basic items shall be provided:
42 (1) Teacher desk and chair;
43 (2) Curriculum guides;
44 (3) A four-drawer file cabinet;
45 (4) Teacher manuals and an adequate number of pupil books;
46 (5) Teacher supplies, art supplies, and audio-visual equipment equivalent to those of
47 other classrooms at that grade level in his/her building.
48 d. If requested, a teacher being involuntarily transferred to another building or a teacher
49 being involuntarily transferred to a new classroom and new grade level at the elementary
50 school or middle school shall be granted up to two (2) extra workdays for the purpose of
51 packing and/or unpacking materials. The teacher shall be paid at the current daily rate for
52 staff development. This provision does not apply to transfers under ARTICLE X, Item D,
53 Section 2, Part b, Number 7.
54 2. Involuntary Transfers and Assignments may be initiated by the Superintendent or designee for
55 three reasons: a) as a result of reduction or increase in student enrollment; b) as a result of

1 district-wide and/or individual school staff or student needs, or staff strengths/weaknesses;
2 and c) as a result of performance factors or personnel problems.

3 a. Transfers Due to Reductions or Increase in Enrollment

- 4 (1) The teacher(s) to be transferred involuntarily shall be informed in a private conference
5 with the principal on or before May 15 of each year.
6 (2) The teacher(s) to be transferred may schedule a conference concerning the transfer(s)
7 with the Superintendent's designee at any time.
8 (3) Teachers transferred involuntarily shall receive their assignments at the same time as
9 other personnel.
10 (4) These involuntary transfers may not occur after May 15 except as noted in ARTICLE X,
11 Item D, Section 2, Part b.
12 (5) Part time employees and employees on the recall list will be assigned during the
13 staffing process to available full time positions for the next school year for which they
14 are certified/licensed.

15 b. Transfers Due to District-Wide/Individual School or Student Needs, or Staff
16 Strengths/Weaknesses

- 17 (1) It may be necessary to involuntarily transfer staff to meet district-wide and/or individual
18 school staff or student needs, or staff strengths/weaknesses.
19 (2) It may be necessary to transfer staff based on changing enrollment patterns.
20 (3) At the elementary level, when a split class is to be eliminated for the upcoming school
21 year, the teacher of the split class will be considered as a teacher from the grade level
22 he/she taught before taking the split class and in compliance with the established
23 seniority procedure.
24 Example: Teacher A is a second grade teacher. Teacher A takes a 2/3 split class. The
25 split class is eliminated at the end of the year. Teacher A then goes back to
26 the second grade seniority list at that building.
27 (4) All issues regarding the involuntary reassignment of teachers from a multi-age grade
28 grouping team or looping pattern will be addressed initially by the Building
29 Committee. If a resolution cannot be determined, a committee consisting of two (2)
30 BFT representatives appointed by the President of the BFT and two (2) administrators
31 appointed by the Superintendent will determine a solution.
32 (5) a. All issues regarding the involuntary reassignment of teachers from a looping team
33 will be addressed by a committee consisting of two (2) BFT representatives
34 appointed by the President of the BFT and two (2) administrators appointed by the
35 Superintendent.
36 b. The seniority for elementary teachers entering a two-year looping cycle will be
37 based upon the grade level he/she taught before entering the looping cycle.

38 When a two-year looping cycle is to be ended for the upcoming school year,
39 seniority of the looping teachers will be based upon the grade level he/she taught
40 before entering the looping cycle and in compliance with other established
41 seniority procedures.

- 42 (6) In the event of a permanent school closure or district/grade level restructuring plan, a
43 committee will be appointed by District Committee to work on a transition plan and
44 transition-related issues.

45 c. Transfers Due to Performance Factors or Personnel Problems

46 The Board and BFT recognize the importance of a teacher's service, support, and
47 commitment to a particular school. Unique needs or specific problems that an individual
48 possesses or develops may necessitate his/her transfer to another school. Such transfer
49 may not occur unless the following procedures have been followed:

50 (1) Performance Factors

51 Transfers due to performance factors will not occur unless a teacher has been
52 identified for intervention. Changes that occur must be an integral part of the
53 intervention process which will be outlined by the consulting teacher and approved by
54 the District Review Board.
55
56

(2) Personnel Problems

- a. By January 15th of the school year, the principal must notify the teacher of the potential for an involuntary transfer and the reason(s) for such possible transfer.
 - b. A plan of support and improvement leading to the resolution of the problem or of the need must be developed by the principal and the teacher and undertaken. The teacher has the right to involve a third party in the development of this plan. If the problem is resolved, the teacher must be notified that he/she will remain in the building.
- (3) If a resolution or satisfaction is not achieved and the decision is made to transfer the teacher to another building, the provisions governing involuntary transfer set forth in Section D will be initiated. When possible, the transferred teacher will be assigned to a position that does not require the transfer of another teacher.

E. Salary Notice/Teaching Assignment

1. The salary notice shall contain the teacher's annual salary and number of days in the work year and where the teacher is placed on the salary grid including years of service and college training.
2. The assignment notice will include the teacher's grade(s), subject area(s), and the building(s).
3. Assignment letters shall be issued on or before May 31.

ARTICLE XI
SPECIAL TEACHING AREAS

A. Tutors

The following section applies to ALL Tutors.

1. Tutor Salary Schedule Without Pick-Up
The schedule below is based on a tutor working 7.5 hours per day, excluding lunch. (Individuals working less than 7.5 hours per day will be paid on a pro-rated basis using the salary schedule below.)

Tutors that work in the Berea City School District for twenty (20) or more years will be placed on the teachers' salary schedule either on the BA or MA column at the step that ensures equal to or greater pay, and continue to advance thereafter using the yearly steps only.

Salaries will be paid over twenty-four (24) pay periods consistent with ARTICLE XXI.
2. Salary placement for all tutors on the appropriate schedule will reflect service years in Berea and not more than eight (8) years from other school districts.
3. The administration will cluster hours to maximize full-time positions where students' schedules permit. Tutors wishing to work part-time should make the request in writing to the appropriate administrator on or before the last day of the school year.
4. The assignment process for tutors will occur annually no later than two weeks before the opening of school. Jobs will be assigned in order of seniority. Following the assignments, the tutor will meet with the appropriate administrator to discuss the program.
5. Tutors will remain in their present assignments unless a more senior tutor has been reduced from full-time to part-time. For the purpose of bumping, a tutor will be considered part-time at less than six hours a day.
6. All tutors will receive forty-five (45) minutes per day for the purposes of lesson plan preparation and other activities and necessary duties. Tutors will also receive thirty (30) minutes daily to be used for progress monitoring students.
7. Tutors will receive preparation time comparable to the teachers at their level (Elementary, Middle and High).
8. Materials and supplies necessary for tutors to carry out their job descriptions will be provided by the department/grade level in the building.
9. Tutors who are to be employed for the following school year will be notified on or before the last regular workday for teachers. This notification is dependent upon the availability of resources. This notice will include years of service in the district.

10. Tutors may apply and shall be considered for any teaching vacancies for which they are certified. If a tutor wishes to receive notification of openings, which may occur during the summer, he/she should submit this request in writing to the Personnel Office during the month of May.
11. Tutors will follow the teacher work year.
12. Tutors required to attend any meeting/program beyond their regularly scheduled workday must get prior approval by their administrator and will be compensated at their hourly rate. These extra pay hours will be recorded on a timesheet and paid January 30th and June 30th.
13. Tutors who work in more than one (1) building shall be paid for their travel between buildings (mileage rate x miles traveled).
14. Title I tutors will work with students in accordance with Title I guidelines.
15. Continuing contract status will not be granted to tutors in the Berea City School District.
16. When it becomes necessary to reduce the tutoring staff, reductions not achieved through attrition shall be made by non-renewing the contracts of tutors, based on seniority. Non-renewal notices shall be given on or before the last workday for tutors. Tutors not notified by that date will be guaranteed a minimum of two (2) hours of employment per day for the next school year. Tutors will appear on the seniority lists for the areas for which they hold certification. People who are assigned ten (10) hours or less are not placed on the seniority list and are ineligible for any bumping rights.
17. Seniority for tutors shall be established in accordance with ARTICLE X, Item B, Section 2, Part a. The tutor seniority lists shall be considered separate and distinct from all other district certified seniority lists. The tutor reduction-in-force and recall list will parallel the certified reduction-in-force structure, ARTICLE X, Item B, but will function separately for each of the tutor classifications. Unique circumstances will be addressed by the District Committee.
18. Tutors, if RIFed within their classification shall be assigned to open tutoring positions for which they are certified before vacancies are posted. Tutors will take their original date of hire to their new tutoring classification.

B. Intervention Specialists

1. The Intervention Specialist's primary responsibility will be to serve the needs of the students with disabilities on his/her caseload in accordance with the Rules for the Education of Handicapped Children, and/or in accordance with state regulations. These primary responsibilities include providing both direct and indirect services to students with disabilities. Indirect services include special education documentation (examples include IEPs, ETRs, Progress Reports), consultation, cooperative planning, demonstrating strategies, assistance with modifications, equipment, and materials to support staff working with students with disabilities.

Daily Schedules

- a. Elementary: Non-LIRR (low incidence resource room) IS's daily schedule shall include;
 - (1) 220 minutes – 245 minutes of direct instruction/services
 - (2) Forty-five (45) minutes of coverage within a LIRR (low incidence resource room) for the LIRR Intervention Specialists' daily planning time as needed on an annual rotating basis.
 - (3) Thirty (30) minutes of indirect services during the teacher workday
 - (4) 225 minutes of preparation time per week in time periods of not less than forty-five (45) minutes in duration scheduled during the student day, equivalent to elementary teachers within the same building.
- b. Middle School: Non-LIRR IS's daily schedule shall include;
 - (1) The assignment of no more than the equivalent time of five (5) classes for direct instruction, corresponding to teachers within the same building
 - (2) Thirty (30) minutes of indirect services during the teacher workday
 - (3) Preparation time equal to one (1) class period during the student day.
- c. High School: Non-LIRR IS's daily schedule shall include;
 - (1) The assignment of no more than the equivalent time of five (5) classes for direct instruction, corresponding to teachers within the same building

(2) Indirect services shall be done during their non-teaching duty period (ARTICLE VIII, Item E, Section 9)

(3) Preparation time equal to one (1) class period during the student day.

d. All ISs will provide a detailed schedule to their respective building principal no later than September 15. These ISs will work collaboratively with their building principal and other ISs to ensure their uninterrupted thirty minute lunch and daily preparation/planning based on building level. This team may reconvene as needed to meet the changing needs of students.

2. In addition to daily planning time, each Intervention Specialist will be given one (1) release day for every eight (8) students on his/her caseload (e.g. 1-8, 1 release day; 9-16, 2 release days, etc.) to complete tasks that are required by law or state guidelines, such as, but not limited to, writing IEPs or holding IEP conferences. Release days are not to be taken in less than half-day increments. Intervention Specialist must remain in-district when utilizing these release days. Release dates must be preapproved with the building principal at the beginning of each quarter.

3. Release time will be provided to Intervention Specialists for the purpose of jointly planning the transitioning of students. This may include conferencing, visitation, or the formulation of a transitional IEP. Release time for transitioning students with disabilities between buildings will apply to the following and be coordinated between the respective Special Education Instructional Chairs and building administration:

- a. Preschool to Kindergarten
- b. Fourth grade to fifth grade
- c. Eighth grade to ninth grade

4. Each Intervention Specialist will be given board adopted student texts, the teacher texts, and workbooks available for the grade level(s) and/or courses in which he/she is working.

5. For administration-approved work with the Jon Peterson Special Needs Scholarship and/or for Autism Scholarship outside of the regular work year, teacher(s) will be paid at their per diem hourly rate, for the writing of IEP/ETR and/or meetings. All work will be done in District.

For administration-assigned work with Jon Peterson Special Needs Scholarship and/or for Autism Scholarships outside of the regular workday, teachers will be paid one (1) hour at the curriculum writing rate for each IEP/ETR.

C. Speech/Language Pathologists

- 1. The Speech/Language Pathologist's primary responsibility will be to serve the need of the IEP students on his/her caseload in accordance with the Rules for the Education of Handicapped Children, and/or in accordance with state regulations.
- 2. Each pathologist will be given board adopted student texts, the teacher texts, and workbooks available for the grade level(s) and/or courses in which he/she is working.
- 3. Speech/language pathologist will prepare/write IEPs/MFEs in accordance with the 3:1 model.
- 4. Speech/language pathologist will not be assigned duties/supervisories but will use this time to meet the needs of students on their caseloads.
- 5. Speech and Language Pathologists will be reimbursed for their Ohio Board of Speech & Language Pathologists licensure requirements.
- 6. Speech/Language Pathologists required to make home or daycare visits may request to be accompanied by other district personnel as approved by their supervisor.

D. Teachers Assigned to Snow School

- 1. Teachers shall be permitted to attend all planning team and treatment conferences regarding their students if approved by the building principal. A building rep or designee will be invited to attend all inter-agency meetings.
- 2. To promote site-based management decisions at Snow School, the Building Committee will problem solve issues of parent-teacher conferences, district in-service programs, etc., to reflect the unique needs of the facility. Recommendations for site-specific decisions, which differ from the established district schedule, will be sent to the District Committee for review and approval.

3. The Building Committee will annually establish the days for parent-teacher conferences to be held. These conferences may occur on days other than those established for the rest of the district.
4. In the event an Intervention Associate who is assigned to a teacher is absent, a substitute will be provided, if one is available.
5. If the principal determines that it is necessary to schedule an Individualized Education Plan Conference during the student's day, arrangements shall be made to enable the teacher to attend with approval of the principal.
6. Snow School teachers will be compensated four (4) hours at the curriculum writing rate for each of five (5) IEPs they maintain (write/amend/adopt). The department of Pupil Services will calculate the number of IEPs maintained. Compensation will be distributed in the last pay of June.
7. Each teacher will be give board adopted student texts, the teacher texts, and workbooks available for the grade level(s) and/or courses in which he/she is working.
8. The Berea Board of Education will provide one (1) Intervention Associate to assist in all special area classes at Snow School. Snow School elementary students will receive the same specials as elementary students in the Berea City School District in accordance with ARTICLE VII, Item C, Sections 6-9.
9. Each teacher assigned to Snow School is required to attend crisis intervention training annually as provided by the District. Per-diem will be paid for any crisis intervention training which occurs outside of the school day.
10. All teachers have the right to work in safe and healthful conditions (see ARTICLE VI, Item C, Sections 1 and 2). Recognizing the ongoing issues of safety and liability for teachers assigned to Snow School and the Secure Treatment Center, the Building Committee will identify concerns and collect data regarding issues of concern. Its recommendations will be presented to the District Committee for review and resolution.
11. When a student from Snow School integrates into a Berea City School District school, a transition meeting will occur between the sending teacher/administrator and the receiving educational staff.
12. Class size will not exceed ten (10) (IEP and non-IEP students).
13. Any committee that is formed to study issues that develop at Snow School must include at least one (1) Snow School Building Rep or designee on the committee.
14. At Snow School, when a teacher or an intervention associate is absent, a teacher may be offered the opportunity to take the responsibility for the assigned duties of the absent teacher or intervention associate and be compensated accordingly as specified in ARTICLE XIV, Item H.
15. In preparation for staffing, the Director of Pupil Services and Principal of Snow School will meet with OhioGuidestone Leadership to gather information on the agency's plans for the next school year. Changes in agency programming, which may impact the school environment, safety or staffing, will be discussed with the Snow School Building Committee. This discussion will be considered in making staffing recommendations.

E. Teachers Assigned to Gifted Services Program

1. Staffing for the Gifted Services Program will follow the district gifted plan.
2. When the district gifted plan includes gifted self-contained class(es) and in the event the class size exceeds the state maximum, the classroom teacher will receive a stipend of \$500.00 per semester per student over the state maximum.

F. Counselors

1. If a counselor desires a change in the established extended time schedule, the counselor and his/her immediate supervisor will mutually agree upon an alternate schedule for that extended time.
2. In order to adequately perform their role and responsibilities within a building, counselors will not be assigned regularly scheduled duties or supervisions.
3. The primary role of a school counselor is meeting the academic, social, and emotional needs of students. This will be prioritized over proctoring State assessments. Supports will be provided at the District level to minimize the impact of proctoring to ensure school counselors

- are able to meet the needs of students. Therefore, a school counselor will be limited to proctoring State assessments to the equivalency of a classroom teacher.
4. Because of the inherently conflicting roles, no counselor will be involved in the disciplinary procedure of students. Counselors will, however, continue to work with students or groups of students to help in the behavior changes needed to improve student attendance and attitudes.
 5. School counselors shall review and assign courses to Berea City School District students at Snow School throughout the school year for grades 9-12.

G. Early Childhood Education Teacher (ECE Teacher)

1. Class size and Preschool Assistant time will be governed by the State Licensing Regulations.
2. The ECE calendar will correspond with the district calendar.
3. Every ECE teacher will schedule two evenings and one day of parent-teacher conferences in the fall. The fall conference will be scheduled in conjunction with the host elementary building's conferences. Spring conferences will be scheduled by the Preschool Coordinator. ECE Intervention Specialist will follow the conference schedule of the Early Childhood Program.
4. Home visits for students receiving Entitlement Grants will be scheduled as required by the Early Childhood Education Entitlement Grant Regulations. These home visits will be scheduled cooperatively by the Preschool Coordinator and the affected ECE teachers. ECE teachers may request to be accompanied by other district personnel as approved by the Preschool Coordinator. Each ECE teacher will be compensated for ninety (90) minutes at his/her regular rate of pay for the visit, preparation, and travel associated with the visit.
5. Every effort will be made to minimize travel time between buildings. All ECE teachers required to travel within the school day will be paid mileage as listed on the mileage chart (see appendices) between schools and at the rate specified in this contract in ARTICLE XIV, Item A.
6. Preparation time will be mutually scheduled through the cooperative efforts of the Preschool Coordinator and the ECE teacher. Every effort will be made to provide each ECE teacher with a minimum of ninety (90) minutes of preparation time per day.
7. ECE staffing will comply with state regulations. Seniority for ECE teachers shall be established by uninterrupted length of service in the preschool program. The ECE teacher's seniority list shall be considered separate and distinct from all other district seniority lists. The ECE teachers' reduction-in-force and recall list will parallel the certified reduction-in-force structure, ARTICLE X, Item B.
 - a. By August 1, the ECE teacher will be informed regarding the enrollment status of the program.
 - b. By August 15, a determination will be made regarding which preschool program will operate at each site.
 - c. If all programs are not filled for an ECE teacher at a particular site, then the employment status of said ECE teacher will be reduced accordingly (i.e. .8, .7, or .5).
8. If a full-time ECE teacher has had two years of reduced employment status, that person will be reassigned to the full-time position held by the least senior preschool associate.

H. Library/Media Specialists

The library/media specialist teaches the course of study, plans for instruction individually and with other teachers, and manages the operation of the library including collection development, book selection, budget responsibilities, and other management activities. Library/media specialists serve as teachers, planners, facilitators, and managers on a weekly basis.

Library/media specialists are not held to the instructional minutes' provision outlined in ARTICLE VIII, Item C.

I. College Credit Plus Teachers

Any teacher who instructs a course that qualifies for College Credit Plus shall be afforded a release day to participate in the required meeting/training with the participating institution of higher education. If said day falls outside the scheduled workday, the teacher shall be paid at the curriculum writing rate. Teachers will be reimbursed mileage in accordance with District guidelines.

1 The total release time provided to any teacher who instructs a course in College Credit Plus shall
2 be equivalent to one day at the end of each college/university semester. Release time must be
3 requested and approved by the Director of Academic Affairs or designee.
4

5 Staff members instructing College Credit Plus courses may request time outside the scheduled
6 workday for the purpose of curriculum writing. The teacher shall be paid at the curriculum writing
7 rate. Hours must be requested and approved by the Director of Academic Affairs or designee.
8

9 J. RTI (Response to Intervention) Process

10 BCSD RTI Committee, under the direction of the Director of Academic Affairs and Director of Pupil
11 Services, comprised of representatives appointed by BFT, which shall include teachers,
12 intervention specialists, tutors and administrators who will provide guidelines for a consistent RTI
13 Process. The guidelines will address building RTI team members, interventions, allocation of
14 recourses, implementation of interventions and progress monitoring processes. Delivery of
15 interventions may change from building to building and can be provided by any certified staff
16 member.
17

18 **ARTICLE XII**

19 **INSTRUCTIONAL DELIVERY FOR STUDENTS**

20 A. Section 1412 of the Individuals with Disabilities Education Improvement Act (IDEIA) mandates that
21 children with disabilities are educated in the Least Restrictive Environment (LRE) to the maximum
22 extent appropriate, as determined by the IEP team.

23 B. Recognizing the importance of maintaining educational balance in regular classroom settings,
24 assignment of student to regular education classes shall be made judiciously. Each building,
25 grades K-12, will utilize IS (unit and non-unit), School Counselors, and Administrators to determine
26 scheduling and supports for students with IEPs in a manner that aligns with the building schedule
27 and the needs of the students. Each building, grades K-12, will utilize IS (unit and non-unit),
28 Intervention Specialist Instructional Leader, Director of Pupil Services or his/her designee to
29 establish caseloads and supports for students with disabilities based on the level of student needs.
30 The team, including but not limited to: building administrator, Director of Pupil Services or
31 designee, building intervention specialists and building general education teachers can reconvene
32 during the school year to review and adjust caseloads and/or service delivery based on the needs
33 of the students.

34 This process will begin in the second semester of the current school for the following school year.
35 After this initial process, the consensus model will be used at each grade level/team/department to
36 continue sectioning/scheduling and determining supports of student with IEPs.

37 * If consensus cannot be reached, the Special Education Coordinator along with a BFT designee
38 will facilitate the decision-making process.

39 Non-unit IEP students in grades 5-9 will be scheduled with their Case Manager during
40 Enrichment/Homeroom.

41 C. Training and transition will occur when a student who requires assistance and/or support beyond
42 the regular teacher and IS is integrated into a regular class to prepare the teacher/team/staff to
43 meet the needs of that student. The training date/time will be arranged by mutual consent and be
44 provided, when possible, during the school day. Any additional training which occurs outside of
45 the school day or the school year will be reimbursed at the current staff development rate.

46 D. In the event that an Intervention Associate is absent, a substitute will be provided or provisions
47 made within the building to provide coverage for the absent Intervention Associate.

48 E. For the integration of students on the caseload of an IS the following will apply:

49 1. The IS will not be figured into the class size ratio in a team situation.

2. The IS responsibility will be to serve the needs of the IEP students on his/her caseload.
 3. When additional instructional/behavioral support is needed for a student on the caseload of an IS, staff will meet, including the teacher in area of concern, to discuss the appropriate services and supports. If amendments to the IEP are needed, the IEP team will convene.
- F. For the integration of students on the caseload of an IS in a RR the following will apply:
1. The students count in the regular classroom class size calculation.
 2. The students will be scheduled/assigned first, in conjunction with students on IEPs, prior to any other student being scheduled.
 3. The students' schedules/assignments may be visited and/or adjusted but shall be finalized by September 15 of the current school year.
- G. The IEP conference will be the joint responsibility of one of the child's regular classroom teachers, the IS, and speech/language therapist. If the conference is scheduled outside the working day, the members of this bargaining unit required to be present will be compensated at their hourly rate.
- H. IS whose primary responsibility is a self-contained program (i.e. autism unit, MH unit, ED unit) will not be assigned duties, but will use this time to meet the needs of the students on their caseloads.
- I. Each building will receive Intervention Associate time in keeping with state and federal guidelines. Additional time will be allocated to meet individual student needs as determined by the IEP team.
- J. Recognizing that the caseload of an IS may fluctuate during the school year and the district has a need for support of students involved with the RTI Process up to August 1, Pupil Services shall establish caseloads of non-RR IS at a level at least three (3) less than the regulations set forth in the Ohio Administrative Code. The team, including but not limited to: building administrator, Director of Pupil Services, building intervention specialists can reconvene during the school year to review and adjust caseloads and/or service delivery based on the needs of the students.

ARTICLE XIII **TEACHER LEADERSHIP FUNCTIONS**

A. Introduction

The duties of each teacher leadership position shall be outlined in the job description.

The job description rewriting committee defined in ARTICLE VI, Item H, will create a job description for each leadership position.

The decision for re-appointment for each year shall be made by the principal. Annually, stakeholders will be provided the opportunity to give feedback to the principal regarding the performance of the teacher leader. This feedback will receive consideration in the decision to reappoint the teacher leader. A decision to non-renew a teacher in a leadership position shall be based on a written performance evaluation.

The term for all teacher leadership positions shall be 5 years. At the end of the 5 year term, the teacher leader will be non-renewed and the position considered a vacancy. The teacher may reapply for the same teacher leadership position. If there are no other applicants for that position, the teacher will be reassigned to same position. The District Committee shall establish a schedule so that all teacher leadership positions will not be vacant at the same time.

Notification of non-renewal of any teacher's leadership function as listed above will be done by the principal in writing prior to May 15th.

Vacancies will be posted for five (5) calendar days within the building. Interview teams will not be formed until after the closing of the posting process. No teacher will be on the team to select his/her successor. Building based teacher leadership positions will follow the prescribed interview process as outline in ARTICLE X, Item C, Section 2.

1 If a teacher leader vacancy is filled from outside the building, an involuntary transfer may result,
2 subject to ARTICLE X, Item D.

3 Stipends for all teacher leadership functions shall be paid in twenty-four (24) equal installments.

4 B. Elementary Grade Level Chair

- 5 1. Each school will have one grade level chairperson for each grade and one special education
6 chairperson per building. A teacher must be staffed full-time at that grade level or in the area
7 in a building to be eligible to apply for and retain this position.
- 8 2. Elementary grade level chairpersons will receive a stipend of 5% of the base salary plus
9 \$100.00 for each grade level member. Special education chairpersons will receive a stipend of
10 5% of the base salary plus \$100.00 for each member of the elementary Special Education
11 team in the building.

12 C. Elementary District Special Area Chairs

- 13 1. The District will have one district elementary art chairperson, one district elementary music
14 chairperson, and one district elementary HPE chairperson. Teachers must be staffed in the
15 area at the elementary level at least .5 to be eligible to apply for and retain this position.
- 16 2. The decision to recommend an elementary District Special Area Chairperson for re-
17 appointment each succeeding year shall be made by the Superintendent or his/her designee.
- 18 3. Elementary District Special Area Chairpersons will be paid 5% of the base salary and \$100.00
19 per team member based on the staffing assignments in that area at the elementary level.

20 D. Team Leader

- 21 1. Each student team (Grades 5-8) will be represented by a team. A teacher must be staffed full-
22 time at the building to be eligible to apply for and retain any of the above positions.
- 23 2. The Team Leaders will be paid 5% of the base salary and \$100.00 per team member based on
24 the staffing assignments at the middle school level. Team Leaders of two-person teams will be
25 paid 2.5% of the base salary and \$100.00 per team member.

26 E. Middle School Instructional Chair (Grades 5-8)

- 27 1. The Middle School (Grades 5-8) will have instructional chairs in the following departments:

28 English/Language Arts
29 Math
30 Science
31 Social Studies
32 Special Education
33 Music
34 Health Physical Education
35 Art
36 Computer Science/Family Consumer Science
37 School Counselor

- 38 A certified member must be staffed at least .6 FTE at the middle school and in that area in a
39 building to be eligible to apply for and retain this position.
- 40 2. Certified members selected as middle school instructional chairs shall receive a stipend of 5%
41 of the base salary and \$100.00 for each member of the department. If there are fewer than 5
42 FTE's in the subject area, the instructional chair will be paid a stipend of 2.5% and \$100.00 for
43 each member of the department.
- 44 3. The special education middle school instructional chair will have .2 release time to deal with
45 issues related specifically to the management, scheduling, and conferencing of students with
46 disabilities within the building, to coordinate all IDEA rules and regulations related to IEPs and
47 MFEs, and to coordinate all state mandated issues.
- 48 4. Middle school instructional chairs will be assigned no more than five (5) classes. Middle school
49 instructional chairs will not be assigned non-curricular duties and supervisory assignments that
50 fall outside the students' academic day.

1 F. High School/Snow School Instructional Chair

- 2 1. The High School will have instructional chairs in the following departments. Instructional chairs
3 shall receive a stipend of 5% of the base salary and \$100.00 for each member of the
4 department. If there are fewer than 5 FTEs in the subject area, the instructional chair will be
5 paid a stipend of 2.5% and \$100.00 for each member of the department:

6 English/Language Arts

7 Math

8 Science

9 Social Studies

10 World Language

11 Special Education

12 Music

13 Health/Physical Education

14 Art

15 Career Tech: Computer Science, Business, and Family Consumer Science

16 School Counselor

- 17 A teacher must be staffed at least .6 FTE at the high school and in that area in a building to be
18 eligible to apply for and retain this position.
- 19 2. Snow School will have (1) instructional chair to represent Snow School teachers. The
20 instructional chair shall receive a stipend of 5% of the base salary and \$100.00 for each
21 member at Snow School.
- 22 3. The special education high school instructional chair will have 0.2 release time to deal with
23 issues related specifically to the management, scheduling, and conferencing of students with
24 disabilities within the building, to coordinate all IDEA rules and regulations related to IEPs and
25 MFEs, and to coordinate all state mandated issues.
- 26 4. High school instructional chairs will be assigned no more than five (5) classes. High school
27 instructional chairs will not be assigned non-curricular duties.

28 G. Middle School and High School Building Testing Coordinators

- 29 1. All certified staff will participate in annual State testing administration as designated by the
30 building principal and in coordination with district level administration. Building Testing
31 Coordinators will work in conjunction with the building principal or designee to support
32 building level State testing.
- 33 2. The Building Testing Coordinator position will be filled by a school counselor staffed at the
34 building full time.
- 35 3. The middle school and high school will each have a Building Testing Coordinator.
- 36 4. The Building Testing Coordinator at the high school shall receive a stipend of 5% of the base
37 salary. The Building Testing Coordinator at the middle school shall receive a stipend of 3% of
38 the base salary.
- 39 5. Each building will be allocated \$2.00 per student based on the October EMIS Building
40 Enrollment Report head count to be paid to BFT members who assist in test administration,
41 including the Building Testing Coordinator. The allocation will be divided proportionately
42 based on time worked.

43 H. Teacher-in-Charge

- 44 1. Prior to the start of the year, each building principal shall submit two (2) names of staff who will
45 be designated as the Teacher-in-Charge for their building.

46
47 A Teacher-in Charge will be responsible for acting in the absence of a building administrator
48 ONLY if and when needed to address administrative functions/responsibilities. A plan must be
49 created that outlines the Teacher-in-Charge responsibilities and will be mutually agreed upon
50 by the building principal and administrative designees. This plan will also include substitute
51 provisions and will be shared with all building personnel.

- 52
53 2. If a teacher is appointed as the administrative designee, he/she will receive a stipend of
54 \$50/hour. For payment purposes, an hourly rate includes any time of 60 minutes or less.

I. District Library Chairperson

1. The District will have one district library chairperson.
2. The decision to recommend a District Library Chairperson for re-appointment each succeeding year shall be made by the Superintendent or his/her designee. This recommendation shall be based on an annual written evaluation of the person's performance related to the job description. The decision to recommend the District Library Chairperson for re-appointment each succeeding year shall be made by the designated administrator. This recommendation shall be based on an annual written evaluation of the person's performance related to the job description.
3. The District Library Chairperson will be paid 5% of the base salary and \$100.00 for each certified member of the department.

J. District Instructional Coaches

District Instructional Coaches will be equal partners with teachers in supporting teaching and learning embedded in practice. The District Instructional Coach shall not formally evaluate teachers. District Instructional Coaches will foster a shared efficacy, promote a school culture that encourages data driven decision making, cultivate and support a school process to:

- Establish shared priorities for curriculum, instruction and assessment,
 - Provide opportunities for teachers to learn from each other,
 - Monitor and provide feedback on student outcomes to inform instruction.
1. The District Instructional Coaches will be annual assignments based upon student outcomes related to curriculum and instruction, financial considerations, and performance evaluations.
 2. The duties of the District Instructional Coach shall be outlined in a job description.
 3. District Instructional Coach vacancies shall be posted within the district for five (5) calendar days. Interview teams will not be formed until after the closing of the posting process. The posting will identify the primary content-area and grade-band concentration.
 4. District Instructional Coaches will be selected by an interview team as per Article X, C.
 5. The decision to recommend for appointment each year shall be made by the Superintendent or designee. This recommendation shall be based on an annual written evaluation of the person's performance related to the job description. Notification of non-renewal shall be done by the Superintendent or designee in writing by February 15th.
 6. District Instructional Coaches returning to the classroom will be assigned to their original position. If a District Instructional Coach cannot be returned to the original position because it has been eliminated or because it is now held by a more senior teacher, the returning District Instructional Coach will be given a like position as defined by the contract.
 7. District Instructional Coaches shall follow the collective bargaining salary schedule.
 8. The District Instructional Coaches will work a flexible schedule, not to exceed 186 days. The Superintendent or designee shall establish the District Instructional Coaches' workdays in consultation with the District Instructional Coaches.
 9. A full time District Instructional Coach shall work an eight (8) hour day.

K. High School Science Lab Stipend

1. The district will provide one \$2,000.00 stipend per year to a teacher(s) for managing the chemical storage room.

ARTICLE XIV
ADDITIONAL SALARY ITEMS

A. Mileage

Teachers who are required to use their personal automobiles during the workday to drive to a teaching assignment in a different building shall be paid the Internal Revenue mileage rate which is in effect on the first of July which precedes each school year. This rate shall be paid during the ensuing school year.

B. Salary Schedule Movement Eligibility

1. Salary Step Advancement
Teachers who work one hundred-twenty (120) days during each school year shall be eligible to be advanced one (1) step on the salary schedule for the next year.

2. Salary Review – Twice Per Year

- a. Teachers who have earned additional credit hours and believe they may be eligible for a change in their salary placement must make a written request for a salary review. This request must be received by the Director of Personnel and Employee Relations prior to September 1st of the year the salary change is to become effective. An official transcript or grade card verifying these additional hours must be on file in the Personnel Office no later than September 30th. The teacher's pay will reflect the salary change no later than the first paycheck issued in October.
- b. Teachers who have earned additional credit hours and believe they may be eligible for a change in their salary placement must make a written request for a mid-year salary review. This request must be received by the Director of Personnel and Employee Relations prior to December 31st for a mid-year salary change to become effective. The credits must be earned by January 15th, and an official transcript or grade card verifying these additional hours must be on file in the Personnel Office no later than February 1st. The Board will act on these changes in the second (2nd) Board meeting in February, and the teacher's pay will reflect the salary change no later than the second paycheck issued in February for extended certified employees and no later than the first paycheck issued in March for the 186-day certified employees.

3. Salary Advancement at the Bachelor Degree Level

An employee is eligible for placement on the salary schedule beyond the Bachelor Degree if all hours have been earned after the degree was granted. These hours may be graduate or undergraduate but must have been earned at a four year college or university which has been approved by the State Department of Education for training teachers. Exception: A certified employee will be moved to the Bachelor Degree +10 semester hours (also 150 semester hours) upon completion of 150 semester hours regardless of when the hours were earned. However, to move to the Bachelor Degree +20 semester hours, all of the twenty semester hours must have been earned after the degree was granted.

4. Salary Advancement Beyond the Master Degree Level

- a. Courses taken beyond the Master Degree may be used for advancement on the salary schedule only if the courses are taken at the graduate level. Certain undergraduate courses may be acceptable providing that written approval has been secured from the Director of Personnel and Employee Relations prior to taking the course(s).
- b. Employees who are planning to take graduate courses to be used for advancement on the salary schedule beyond the Master's Degree, shall forward a letter to the Director of Personnel and Employee Relations requesting prior approval to use these hours for this purpose.

Any teacher who disagrees with the decision rendered by the Director of Personnel and Employee Relations may appeal to a committee composed of the Director of Personnel and Employee Relations, his/her administrative appointee, and two (2) teachers appointed by the BFT. This four (4) member committee's term shall coincide with the length of this contract. The decision of this committee shall be final and binding on both parties.

- c. Any graduate hours which are taken in counseling or in an area where a teacher is certified shall be counted for advancement on the salary schedule. Any graduate hours taken after July 1, 1998 in administration or in an area in which the teacher may be certified shall be counted for advancement on the salary schedule.
- d. To determine hours beyond the Master Degree, it will be necessary for the certified employee to furnish a statement from the graduate school or the Registrar's Office specifying the exact number of hours required to earn the Master Degree and verifying the fact that the additional hours were earned beyond the Master Degree requirement.
- e. Graduate hours submitted on transcripts from other than the degree institution will be acceptable for salary purposes if these hours were not transferred to the degree-granting institution and used to fulfill degree requirements.
- f. All graduate hours meeting the above requirements will be counted toward additional training only after the Master Degree has been earned.

1 5. Tuition Reimbursement

2 A teacher will be eligible to receive \$1,200.00 per calendar year to offset the cost of a college
3 course(s), conference(s), and/or workshop(s) which he/she thinks will enhance his/her
4 educational career. To be eligible for this tuition reimbursement payment, the teacher must
5 have been on staff for five (5) consecutive years. Special consideration will be given by the
6 Director of Personnel when an employee with less than five (5) consecutive years applies for
7 tuition reimbursement for the following reasons:

8 Need of an endorsement area to be added to their certificate

- 9 • Certification requirements are modified by the State Department of Education, and the
10 employee needs to complete coursework for the district to be in compliance
- 11 • Or for the employee to continue employment in the district

12 Teachers are required to request prior approval for this reimbursement from the Director of
13 Personnel and Employee Relations. Disagreements can be addressed utilizing the provisions
14 outlined in this ARTICLE, Item B, Section 4. Payment shall be made to the teacher once a
15 transcript or certificate of completion has been submitted to the Director of Personnel and
16 Employee Relations verifying the credit has been granted for the course. Teachers who elect
17 this option must sign a waiver surrendering their right to use these hours towards
18 advancement on the salary schedule. The amount available to a teacher shall not exceed
19 \$1,200.00 during any calendar year. Teachers who are requesting tuition reimbursement for
20 pursuing a Master's Degree in a core content area (math, science, social studies, language
21 arts, world language) are able to use those hours towards advancement on the salary
22 schedule. Required documents are outlined in Appendix 10.

23 C. Camp Mi-Bro-Be

- 24 1. Teachers who participate in the Camp Mi-Bro-Be program shall receive a stipend of \$480.00
25 per week. Teachers shall receive \$100.00 for each day they participate in the camp program
26 when school is not in session.
- 27 2. The Board shall provide adequate and private facilities for teachers at Camp Mi-Bro-Be.
- 28 3. Teachers are encouraged but not required to participate in the Camp Mi-Bro-Be program.
29 Teachers who choose not to participate in this program will not be transferred to another
30 assignment solely for that reason.

31
32 D. S.T.R.S. Pick-up on the Pick-up

33 The Board of Education will pick up the 10% teachers' share of their contribution to the State
34 Teachers' Retirement System on all wages for those employed prior to July 1, 2013.

35 The teachers' share of retirement contributions paid by the Board on behalf of the teachers shall
36 be treated by the Board and included by the State Teachers' Retirement System as compensation
37 included for the purpose of retirement.

38 In the event that legislation is passed by the Ohio General Assembly that would render the
39 payments to the State Teachers Retirement System under this ARTICLE in conflict with the passed
40 legislation, this Board and the BFT hereby agree that the corresponding compensation will be
41 converted to salary and paid as compensation.

42 For those employed on or after July 1, 2013, the employee will be responsible for their share of the
43 contribution to S.T.R.S. for their base salary.

44 For purposes of supplemental and extra duty pay, employees hired on or after July 1, 2013 will
45 have 10% of their teacher's share picked up by the BOE for their share of the S.T.R.S. contribution.

46 For supplemental pay or additional salary items calculated off of the teacher salary schedule, the
47 salary schedule for employees hired before July 1, 2013 will be used for all employees.

48 E. Extended Time

- 49 1. Teachers employed in the following positions shall be given a supplemental contract to work
50 extended days. The schedule for extended time (for the following school year) shall be

- mutually agreed upon by members and building administration prior to the last teacher work day:
- | | |
|---|---------|
| High School Counselors | 20 days |
| Middle School Counselors | 20 days |
| Elementary School Counselors | 10 days |
| Elementary Library/Media Specialists | 10 days |
| Middle and High School Library/Media Specialists | 15 days |
| Elementary and Middle School Administrative Interns | 20 days |
| High School Administrative Interns | 25 days |
| Preschool Coordinator | 5 days |
| Career Based Intervention (CBI – Connections) | 10 days |
2. Pay for extended time (days worked beyond the 186 teacher work year) shall be computed by multiplying a teacher's daily rate times the number of extended days worked.

F. Service Credit

Teachers whose employment in the Berea City School District begins after August 1, 1986 shall be granted full credit for their military and/or teaching experience not to exceed a maximum of eight (8) years.

G. Teachers as Tutors

Teachers who are employed to tutor students outside the workday and off-school premises shall be paid twenty-five dollars (\$25.00) per hour.

Members of the bargaining unit shall be offered the first opportunity for these jobs.

These rates are not required to be paid to non-bargaining unit members.

H. Teachers Covering Classes for Absent Teachers

- When a teacher is absent, and no substitute coverage is available, the administration will ask teachers to volunteer to cover the assignment. Teachers who volunteer to cover the assignment will be compensated at a rate of thirty dollars (\$30.00) per period (a period is equal to sixty (60) minutes or less).
- When an intervention associate is absent, a teacher may be offered the opportunity to take the responsibility for the assigned duties of the absent intervention associate. Teachers who volunteer to cover the assignment will be compensated at a rate of thirty dollars (\$30.00) per period (a period is equal to sixty (60) minutes or less).
- When a sub is not available or during any other emergency situation indicated by administration, the teacher who combines two classes will receive compensation at the rate of thirty dollars (\$30.00) per period (a period is equal to sixty (60) minutes or less).
- At the beginning of each year, Building Committee will develop a plan for covering unfilled teacher vacancies when the vacancy is not filled voluntarily.
- If a teacher is pulled from an otherwise scheduled duty or current class assignment to cover a class there will be no compensation provided.
- Other than covering when two (2) classes are combined, a certified staff member may only be compensated for their unscheduled work time which will be their 30-minute uninterrupted lunch or during their contractually guaranteed planning time.
- In the event of a Tutor covering a teacher's class for the entire school day, the in-building substitute (Tutor) will be compensated at the rate of forty dollars (\$40) for the day (difference of BA Step 0 between Tutor & Teacher). The in-building substitute (Tutor) is also eligible for up to two (2) hours of in-building sub rate, *only* if the in-building substitute utilizes the classroom teacher's lunch and/or planning/preparation periods to deliver instructional services directly to students.
- For all positions in the bargaining unit that do not have a set lunch or planning period (Guidance Counselor, Instructional Coach, etc..) they may not sub and get paid for more than two periods total in the same day.

1 I. Curriculum Writing

2 Teachers who are employed to write curriculum, beyond the contractual workday, shall be paid the
3 board adopted rate not less than \$18.00 per hour.

4 J. Mandatory Salary Reduction Plan

- 5 1. For the purposes of establishing an employee's taxable income, the Board will report a
6 reduction in salary to the Internal Revenue Service in the amount equivalent to the employee's
7 annual contribution paid to the State Teachers Retirement System.
8 2. The Board's contribution to the State Teachers Retirement System shall be based on each
9 employee's total wages.

10 K. Additional Class Option

- 11 1. When a single class vacancy occurs, the Director of Personnel and Employee Relations will
12 offer the single class vacancy to all properly certified teachers who are under contract and are
13 scheduled to work less than full time. An effort shall be made to alter the schedule of any
14 teacher who is less than full time and who has expressed an interest in this single class
15 vacancy. If more than one teacher is eligible for this single class vacancy, system-wide
16 seniority will prevail.
17 2. When a single class vacancy is not filled through the procedures outlined in paragraph 1
18 above, the following procedures will be applied:
19 a. The building principal will send a notice of the single class vacancy to each teacher in the
20 building who has the proper certification for said vacancy.
21 b. Within three (3) school days, properly certified and interested teachers shall make written
22 application for said vacancy to the principal.
23 c. In the event there is more than one teacher applying for the additional class vacancy, the
24 position will be offered to the teacher in the building who has the highest system-wide
25 seniority and the proper certification.

26 3. Additional Class Option Compensation

- 27 a. When a teacher accepts a single class vacancy under the provisions in Section 1 of Item K,
28 Additional Class Option, he/she shall be compensated based on his/her position on the
29 salary schedule.
30 b. Under the provisions of Section 2 of Item K, Additional Class Option, a teacher who
31 accepts an additional class during the school year in lieu of his/her preparation/released
32 time period shall be compensated at the rate of \$5,000.00 (\$2,500.00 per semester).
33 c. Under the provisions of Section 2 of Item K, Additional Class Option, a teacher who
34 accepts an additional class during the school year in lieu of his/her duty period shall be
35 compensated at the rate of \$4,000.00 (\$2,000.00 per semester).
36 d. An elementary art/physical education/general music/library teacher with a full assignment
37 may be offered a stipend of \$650.00 per semester to take an additional section in an
38 elementary building in which they are assigned.
39 4. If a teacher believes his/her reduction in force was caused by the implementation of this
40 ARTICLE, the teacher has the right to use the grievance procedure.

41 L. Independent Study

42 Any plan for independent study, having been proposed and approved at the building level, will be
43 submitted to the District Committee for approval. Guidelines and teacher compensation items will
44 be at the discretion of the District Committee.

45 M. Daily Rates

- 46 1. A teacher's daily rate for all provisions of the contract shall be computed by taking the
47 teacher's salary which is found on the appropriate salary schedule in ARTICLE XVII divided by
48 186.
49 2. A teacher who works days beyond the regular school year (186 days) shall be compensated by
50 multiplying their daily rate times the number of days worked.

1 N. Staff Development

2 A Staff Development Committee, under the direction of the Assistant Superintendent, comprised of
3 teacher representatives appointed by BFT and administrators appointed by the Superintendent
4 and representing all Berea City School District employees will apply its resources to projects
5 submitted by individuals and/or groups within the Berea City School District and will initiate
6 projects, which may include the American Federation of Teachers' Educational Research and
7 Dissemination (ER&D) Program, devoted to providing continual growth experiences for staff
8 members. The Staff Development Committee guidelines will determine whether a teacher is
9 eligible to receive a stipend for participation in Staff Development programs outside the workday.
10 The above per diem will be \$60.00 per day (6 hours).

11 Teacher Trainers for any ER&D class will be paid at the staff development training rate. Any
12 curriculum writing associated with the ER&D class will receive a stipend. Teachers who earn
13 graduate credits for the ER&D class may apply them toward advancements on the salary scale.

14 O. Severance Pay

15 1. Retirement Severance Payment

- 16 a. Upon official retirement as defined in Ohio Revised Code, 124.39 and with ten (10) or more
17 years of employment by a political subdivision in the State of Ohio, each employee shall
18 be paid at his/her daily rate for one-fourth ($\frac{1}{4}$) of any unused sick leave up to a maximum
19 of one hundred (100) days. The number of unused sick leave days subject to this provision
20 shall be unlimited.
- 21 b. Any sick leave days earned over the 275 maximum for accumulated sick leave days shall
22 not be available to use under the provisions of sick leave.
- 23 c. The payment of the retirement severance under this section will be made in two
24 installments. The first will be in March of the calendar year following the year of retirement,
25 and the second will be made in March of the calendar year following the first payment.
26 Proof of having received an S.T.R.S. retirement check must be provided before receiving
27 any retirement severance payment.
- 28 (1) If the Employee's last day of employment is in or after the calendar year the Employee
29 attains (or will attain) age 55 they will participate in the BFT Severance Pay Deferral
30 Program with the payment of the retirement severance under this sections will be
31 made in two installments. The first will be in March of the calendar year following the
32 year of retirement and the second will be made in March of the calendar year
33 following the first payment. Proof of having received an S.T.R.S. retirement check must
34 be provided before receiving any retirement severance payment.
- 35 (2) If the Employee's last day of employment is not in or after the calendar year the
36 Employee attains (or will attain) age 55 then the employee will receive their payment
37 of the retirement severance under this section within 30 days of the employee
38 providing the district with proof that they received an S.T.R.S. retirement check.
- 39 d. A teacher's daily rate for the purpose of calculating severance will be determined by
40 dividing the salary shown on the teacher's salary notice (salary with pick-up) by the
41 teacher's contracted days (186 days for a teacher not working under an extended
42 contract).

43 2. Non-Retirement Severance

- 44 a. Any teacher who resigns his/her position with the Berea Board of Education for reasons
45 other than retirement shall be entitled to a severance payment. The payment of the
46 severance under this section will be made in two installments. The first will be in March of
47 the calendar year following the year of resignation and the second will be made in March
48 of the calendar following the first payment.
- 49 b. Program Exclusions
- 50 (1) The teacher has less than ten (10) years of teaching in the Berea City Schools.
- 51 (2) The teacher has less than twenty (20) years of certified service credits in S.T.R.S.
- 52 (3) Berea City Schools terminates the teacher.
- 53 c. For teachers impacted by a reduction in force, the severance payment will be made in
54 accordance with 2a above.

- d. The sick leave days once converted to severance will not be returned. Payment for sick leave on this basis shall eliminate all sick leave credit accrued by the employee.
3. Retirement Announcement Incentive
Bargaining unit members whose notice of resignation for retirement purposes is submitted no later than November 1 and approved by the Board of Education at or prior to the regularly scheduled December Board of Education meeting will be paid a one-time incentive stipend of \$400.00. Such retirement must be effective at the close of the bargaining unit member's contract year. Payment will be made in the last paycheck of the school year.
- P. Professional Growth Incentives
In an effort to promote the professional growth of teachers in the bargaining unit, the Board will provide the following incentives:
1. Teachers who are interested in signing up for any community education class should complete the appropriate registration form. The fee which shall be one-half of the regular registration fee and the registration form shall be submitted to the Coordinator of Community Education prior to the date of the first class meeting.

Classes may be discontinued when enrollment and subsequent tuition from all enrollees does not cover the instructional cost of the class.
 2. Adult education courses at Polaris Joint Vocational School will be offered tuition free.
 3. Staff Development Committee funds will be made available to provide professional growth experiences. These experiences will be made available consistent with the guidelines established by the Staff Development Committee.
- Q. Summer School
1. Summer school teaching opportunities shall be publicized by the Superintendent or his/her designee in an appropriate district-wide publication.
 2. Applications for summer school teaching positions shall be available through the Personnel Office. Completed applications shall be filed with the appropriate summer school principal by March 30th each year. Teachers applying for a summer school teaching position shall be notified by May 20th that there is no possibility of appointment or that an appointment will be made contingent on enrollment.
 3. Teachers may be given the opportunity to organize and teach a summer school course provided they have a minimum of fifteen (15) students.
 4. All teaching opportunities in the Summer School Program shall be initially offered to those teachers currently under contract with the Berea City School District who meet the necessary qualifications. Priority will be given to teachers based on years of summer school employment.
 5. Library/media specialists shall be employed to operate the library in the high school, middle school and elementary Summer School Programs.
 6. These rates are not required for non-bargaining unit members.
 7. Summer school teachers will be given one (1) hour of paid work time without students or meetings being scheduled for each semester taught (three weeks).
- R. National Board Certification
Each teacher who achieves or renews National Board Certification will be advanced one step on the salary schedule. The advancement would be for the school year immediately following notification of achievement.

Upon achieving the National Board Certification, the teacher will present the credential and evidence of payment for registration to the Director of Personnel. The district will reimburse the teacher \$1,500.00.
- S. District Art Show
Each art teacher will be compensated a maximum of 4 hours at the district staff development rate for participation in the district art show.

ARTICLE XV
HOSPITALIZATION AND INSURANCE

A. Hospitalization

The Board will make available the Berea City School District Base Medical Insurance Plan as outlined in the Appendices of the contract.

Each full time employee who chooses single coverage will pay 10% without participating in the wellness plan or 8% if participating in the wellness plan of the monthly cost. Each full-time employee who chooses family coverage will pay 10%, without participating in the wellness plan, and 8%, if participating in the wellness plan, of the monthly cost. An employee whose spouse is eligible for and entitled to benefits elsewhere and he/she elects to participate in the Berea Base Medical Insurance Plan, the employee will pay 18% for a family plan without participating in the wellness plan or 14% for a family plan if participating in the wellness plan. This requirement does not apply to any employee's spouse who works less than thirty (30) hours per week AND is required to pay more than fifty percent (50%) of the single premium to participate in his/her employer's group health insurance coverage and/or prescription drug insurance coverage.

Note: A full-time employee is a regular employee who is regularly scheduled to work at least thirty (30) hours per week for twelve weeks or more per school year.

Each part-time employee who is regularly scheduled to work 15-29 hours per week for twelve (12) weeks or more per year who chooses medical insurance will pay 38% without participating in the wellness plan of the full monthly cost. An employee whose spouse is eligible for and entitled to benefits elsewhere and he/she elects to participate in the Berea Base Medical Insurance Plan the employee will pay 46% for a family plan without participating in the wellness plan or 42% for a family plan if participating in the wellness plan. This requirement does not apply to any employee's spouse who works less than thirty (30) hours per week AND is required to pay more than fifty percent (50%) of the single premium to participate in his/her employer's group health insurance coverage and/or prescription drug insurance coverage.

A teacher who works less than 0.4 of a full teaching load who chooses medical insurance will pay the full amount of the monthly premium.

There are two (2) required activities a member/spouse must complete for a member to be considered Participating in the wellness plan. A Member (if taking a single plan) or a Member and their spouse (if taking a family plan and covering the spouse) must enroll in the on-line program and participate in a Biometric screening within ninety (90) days of July 1 of each year.

B. Dental Insurance

The Board will make available the Dental Insurance Program as outlined in the appendices. The teacher may elect single or family coverage. The Board will pay the full cost for each full time teacher who elects single coverage. The Board will only pay the amount of single coverage for teaches who elect family coverage. The amounts over the Board allotment will be paid by the full-time teacher on a payroll deduction basis.

C. Vision Plan

The Board will make available the Vision Insurance Program as outlined in the appendices. The teacher may elect single or family coverage. The Board will pay the full cost for each full time teacher who elects single coverage. The Board will pay the amount of single coverage for teachers who elect family coverage. The amounts over the Board allotment will be paid on a payroll deduction basis.

D. Claims Problems

Any teacher who has an insurance claim problem should contact the plan administrator.

1 E. Life Insurance

- 2 1. The Board will pay the full cost of group life insurance for each teacher who elects to receive it
3 in the amount equal to the full thousand dollar of salary (i.e., \$18, 845 = \$18,000 of insurance).
4 2. Teachers may elect to purchase, at their own expense, term life insurance through payroll
5 deduction as outlined in the appendices.

6 F. Professional Liability Insurance

7 The Board shall provide all teachers with professional liability insurance as required by the Ohio
8 Revised Code.

9 G. Changes in Health Care Provider(s)

10 The Board may change health care provider(s) for any of the insurance programs contained herein
11 provided that such coverage and services shall not be less than provided by the present health
12 care provider(s). The BFT shall be notified thirty (30) days in advance of any proposed change in
13 health care provider(s).

14 H. Married Employees

15 Married employees will pay 10% without participating in the wellness plan or 8% if participating in
16 the wellness plan of the monthly cost of single coverage for their family coverage of the medical
17 program as listed below:

- 18 1. One of the two family medical insurances (the couple must decide which one at enrollment
19 time);
20 2. One of the two family hospitalization insurances (the couple must decide which one at
21 enrollment time);
22 3. The Dental family insurance program;
23 4. The Vision family insurance program;
24 5. Life Insurance for both;
25 6. Professional Liability Insurance for both;
26 7. Will be responsible for family plan co-pays, deductible and out of pocket max.

27 I. District-Wide Health Benefits Committee

28 The BFT and the Board of Education agree to participate in a district-wide committee to study and
29 develop recommendations designed to cause the medical benefits program to become more cost
30 efficient without reducing services or benefits. This committee will include equal representation
31 from the Ohio Association of Public School Employees, the Berea Federation of Teachers, and the
32 Administration. This committee will meet as needed and will include, but not be limited, in its
33 studies to the following areas:

- 34 1. Developing an understanding of the medical benefits program.
35 2. Identifying, developing, and implementing various options to reduce the costs associated with
36 the program which do not affect the schedule of benefits located in the Appendices of the
37 contract.
38 3. Implement a quarterly health care report relative to the BCSD health care programs.
39 4. Wellness program as required by Ohio Revised Code.

40 The Berea Federation of Teacher members on the committee will be empowered to make
41 decisions regarding the development of the committee's recommendations regarding the medical
42 benefits program. These recommendations will be reviewed by the BCSD union presidents group
43 to determine if they are to be voted-on by the members of each of the bargaining units.

44 If the recommendations are contrary to provisions of this contract, then following ratification by the
45 BFT membership and the Board, the committee's recommendations will be written up in the form
46 of a Memorandum of Understanding.

47 J. Tax Sheltering Cafeteria Plan

48 This plan allows teachers to tax shelter costs that they pay for insurance, un-reimbursed medical
49 expenses, and child/dependent care expenses. The Board will make available to the teachers this
50 plan under the following guidelines:

1. Teachers will have the option to tax shelter any of the costs (payments) currently deducted from their pay for hospitalization, dental, vision, and life insurances.
2. Teachers will have the option to participate in the tax sheltering plan for both child/dependent care expenses they incur as well as un-reimbursed medical expenses (includes insurance deductibles, co-insurance, and medical and dental expenses not covered by insurance). This salary reduction plan will not affect the S.T.R.S. contributions made for teachers.

ARTICLE XVI
SUPPLEMENTALS

- A. The salary for a supplemental position shall be paid in a lump sum on the first scheduled pay following the completion of the assignment. The pay schedule for supplemental duties shall be as follows:
 1. The last pay in November;
 2. The last pay in March;
 3. The last pay in May.
- B. Teachers interested in receiving information about supplemental vacancies which become available during the months of June, July, and August shall notify the Personnel Office in writing between June 1 and June 15 each year.
- C. A limited contract must be issued to each teacher prior to performing a supplemental duty. This contract shall set forth the compensation to be paid for performing the duties delineated in the job description. Each teacher who is to perform a supplemental duty will be given a copy of the job description by the principal/designee.
- D. All current teachers who have a supplemental and who are being recommended for re-employment for the succeeding season will be asked if they want to continue. If they do, they will sign the Continuation of Supplemental Position form. All available athletic supplementals will be posted three times a year based on the season.
- E. All athletic supplemental contracts will be issued on or before the dates on the following schedule:

Fall and Winter Sports/Activities	July 1 st
Spring Sports/Activities	January 1 st
- F. All current teachers who have a non-athletic supplemental and who are being recommended for re-employment for the succeeding year will be asked if they want to continue. If they do, they will sign the Continuation of Supplemental Position Form. All available non-athletic supplementals will be posted on April 1st for the following school year.
- G. All non-athletic supplemental contracts will be issued on or before August 1st.
- H. On September 1st of each year, all available athletic and non-athletic supplemental positions for the current school year will be posted immediately.
- I. The grid figures for supplementals are located in the Appendices.
- J. Posting and Interviewing for Co-Curricular Positions
 1. All co-curricular positions will be posted for five (5) calendar days.
 2. The interview committee for all co-curricular positions will minimally consist of one administrator and one certificated staff member designated by the BFT building representative.
 3. All positions will be posted internally and externally at the same time. All internal candidates will be guaranteed an interview. Internal and external candidates will be interviewed in the same time period.

- K. A set amount of money will be provided annually for co-curricular activities. These funds may be used for salaries, supplies, transportation, etc., to support the co-curricular program as determined by the certified sub-committee of the Building Committee. The amount of money from all other sources being spent on the co-curricular/athletic program will be shared with the Building Committee before the co-curricular money is assigned.

High School 9-12	\$7,000.00
Middle School	\$7,500.00
Elementary	\$3,500.00

(Each elementary school will receive \$3,500.00, plus an additional \$1.00 for each student enrolled, as reported on the official October enrollment count.)

Supplemental positions will be filled or not filled according to student interest, financial conditions, and/or availability of qualified individuals, as determined by the principal.

SUPPLEMENTAL SALARY SCHEDULE ALL LEVELS CO-CURRICULAR

SUPPLEMENTAL SALARY SCHEDULE HIGH SCHOOL ATHLETIC/CO-CURRICULAR

SUPPLEMENTAL SALARY SCHEDULE MIDDLE SCHOOL ATHLETIC/CO-CURRICULAR

Salary schedules follow;

- L. The "Elementary Musical Productions" supplemental will be assessed using the following guidelines:
1. For each evening musical performance after the first, the music teachers involved will receive \$80.00 per performance. This amount will be charged to the "Musical Productions" supplemental.
 2. When staging a "story line musical," the music teacher and other personnel who may be involved will work with the principal to establish compensation. Such compensation will be provided from the monies available in the "Musical Productions" supplemental after payment is made for the evening musical performances as in Item #1 above.

ARTICLE XVII
SALARY SCHEDULES

Salary increase:

2022-2023	3%
2023-2024	2%
2024-2025	1%

NEW SUPPLEMENTAL SALARY SCHEDULES w/ base increase & additional changes

NEW SALARY SCHEDULES CERTIFIED STAFF

SUPPLEMENTAL SALARY SCHEDULE				
2022-2023 Bachelor 0 - \$42,176				
ALL LEVELS - CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Model UN	\$718	\$750	\$794	\$837
Orchestra Festival	\$837	\$875	\$926	\$977
Elementary Student Council	\$837	\$875	\$926	\$977
Elementary Dram Club	\$2,033	\$2,126	\$2,249	\$2,373
Connection - Asst. Editor	\$2,273	\$2,376	\$2,514	\$2,652
Connection Editor	\$2,512	\$2,626	\$2,778	\$2,931
*** Elementary Musical Productions: Each Music Teacher will be compensated \$250 per production (not to exceed 5 per year).				

SUPPLEMENTAL SALARY SCHEDULE				
2022-2023 Bachelor 0 - \$42,176				
MIDDLE SCHOOL ATHLETIC/CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Builders Club	\$718	\$750	\$794	\$837
7th Grade Fall Cheerleading	\$957	\$1,000	\$1,058	\$1,116
8th Grade Fall Cheerleading	\$957	\$1,000	\$1,058	\$1,116
7th Grade Winter Cheerleading	\$1,316	\$1,376	\$1,455	\$1,535
8th Grade Winter Cheerleading	\$1,316	\$1,376	\$1,455	\$1,535
WEB Coordinator	\$1,500	\$1,516	\$1,531	\$1,545
Drama Director	\$1,675	\$1,751	\$1,852	\$1,954
Class Advisors - Grades 7 & 8	\$1,675	\$1,751	\$1,852	\$1,954
Cross Country	\$2,273	\$2,376	\$2,514	\$2,652
Track	\$2,631	\$2,751	\$2,911	\$3,070
7th Grade Volleyball	\$2,871	\$3,001	\$3,175	\$3,349
8th Grade Volleyball	\$2,871	\$3,001	\$3,175	\$3,349
Student Council	\$2,871	\$3,001	\$3,175	\$3,349
7th Grade Football	\$3,110	\$3,251	\$3,440	\$3,629
8th Grade Football	\$3,110	\$3,251	\$3,440	\$3,629
Softball	\$3,110	\$3,251	\$3,440	\$3,629
Memory - Yearbook	\$3,170	\$3,371	\$3,708	\$3,908
Wrestling	\$3,469	\$3,627	\$3,837	\$4,047
7th Grade Basketball	\$3,588	\$3,752	\$3,969	\$4,187
8th Grade Basketball	\$3,588	\$3,752	\$3,969	\$4,187
Faculty Manager***	\$7,536	\$7,878	\$8,335	\$8,792
Middle School Music**	\$8,735	\$8,735	\$8,735	\$8,735
*** Faculty Manager: Grades 7-12 primary responsibility being the Middle School				
** Middle School Music: 8,735 per year; allocation for department member to be determined by instructional leader.				
* Assistant Middle School Coaches salaries are 75% of Middle School Head Coach position.				

SUPPLEMENTAL SALARY SCHEDULE				
2022-2023 Bachelor 0 - \$42,176				
HIGH SCHOOL ATHLETIC/CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Pep Band	\$478	\$500	\$529	\$558
SADD	\$718	\$750	\$794	\$837
International Club	\$718	\$750	\$794	\$837
Newspaper Advisor	\$718	\$750	\$794	\$837
Summer Band	\$837	\$875	\$926	\$977
National Honor Society	\$957	\$1,000	\$1,058	\$1,116
Track - INDOOR	\$1,256	\$1,314	\$1,390	\$1,466
Bowling Advisor	\$1,316	\$1,376	\$1,455	\$1,535
Choir/Choreographer	\$1,435	\$1,501	\$1,588	\$1,675
LINK Coordinator	\$1,545	\$1,561	\$1,578	\$1,594
Key Club Advisor	\$1,555	\$1,626	\$1,720	\$1,814
Assistant Choir Director	\$1,595	\$1,634	\$1,764	\$1,860
Grades 9 - 11 Class Advisor	\$1,675	\$1,751	\$1,852	\$1,954
Drama Director	\$1,794	\$1,876	\$1,985	\$2,093
Football Cheerleading	\$2,033	\$2,126	\$2,249	\$2,373
Cultural Diversity/PRIDE	\$2,153	\$2,250	\$2,382	\$2,512
Basketball Cheerleading	\$2,153	\$2,251	\$2,382	\$2,512
Dance Team	\$2,153	\$2,251	\$2,382	\$2,512
Student Council Advisor	\$2,153	\$2,251	\$2,382	\$2,512
Senior Class Advisor	\$2,273	\$2,376	\$2,514	\$2,652
High School Orchestra Director	\$2,512	\$2,626	\$2,778	\$2,931
Robotics	\$2,631	\$2,751	\$2,911	\$3,070
Academic Challenge	\$3,230	\$3,377	\$3,572	\$3,768
Golf	\$3,349	\$3,501	\$3,705	\$3,908
Gymnastics	\$3,349	\$3,501	\$3,705	\$3,908
Weight Room Supervisor	\$3,349	\$3,501	\$3,705	\$3,908
Musical Director	\$3,588	\$3,752	\$3,969	\$4,187
Pit Director	\$1,232	\$1,314	\$1,390	\$1,466
Tennis	\$3,947	\$4,127	\$4,366	\$4,605
Cross Country	\$3,947	\$4,127	\$4,366	\$4,605
Yearbook Advisor	\$4,426	\$4,627	\$4,895	\$5,164
Choir Director	\$4,784	\$5,002	\$5,292	\$5,582
Baseball	\$4,904	\$5,127	\$5,425	\$5,722
Swimming	\$4,904	\$5,127	\$5,425	\$5,722
Softball	\$4,904	\$5,127	\$5,425	\$5,722
Lacrosse	\$4,904	\$5,127	\$5,425	\$5,722
Track	\$5,024	\$5,252	\$5,557	\$5,862
Forensics Coach	\$5,143	\$5,377	\$5,689	\$6,001
Soccer	\$5,143	\$5,377	\$5,689	\$6,001
Volleyball	\$5,263	\$5,502	\$5,821	\$6,141
Basketball	\$5,885	\$6,151	\$6,507	\$6,862
Wrestling	\$5,885	\$6,151	\$6,507	\$6,862
Band Director	\$6,220	\$6,503	\$6,880	\$7,257
Football	\$7,296	\$7,628	\$8,071	\$8,513
Faculty Manager	\$7,536	\$7,878	\$8,335	\$8,792
Auxiliary Marching Band****	\$5,000	\$5,000	\$5,000	\$5,000
* Assistant High School Coaches are 75% of the High School Head Coach				
** Assistant Salaries are 75% of band director/yearbook editor				
*** The amount for the Drama Director is per play				

SUPPLEMENTAL SALARY SCHEDULE				
2023-2024 Bachelor 0 - \$43,019				
ALL LEVELS - CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Model UN	\$732	\$765	\$810	\$854
Orchestra Festival	\$854	\$893	\$945	\$996
Elementary Student Council	\$854	\$893	\$945	\$996
Elementary Dram Club	\$2,073	\$2,169	\$2,294	\$2,420
Connection - Asst. Editor	\$2,318	\$2,423	\$2,564	\$2,705
Connection Editor	\$2,562	\$2,679	\$2,834	\$2,989
*** Elementary Musical Productions: Each Music Teacher will be compensated \$250 per production (not to exceed 5 per year).				

SUPPLEMENTAL SALARY SCHEDULE				
2023-2024 Bachelor 0 - \$43,019				
MIDDLE SCHOOL ATHLETIC/CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Builders Club	\$732	\$765	\$810	\$854
7th Grade Fall Cheerleading	\$976	\$1,020	\$1,080	\$1,139
8th Grade Fall Cheerleading	\$976	\$1,020	\$1,080	\$1,139
7th Grade Winter Cheerleading	\$1,342	\$1,403	\$1,484	\$1,566
8th Grade Winter Cheerleading	\$1,342	\$1,403	\$1,484	\$1,566
WEB Coordinator	\$1,576	\$1,593	\$1,610	\$1,626
Drama Director	\$1,708	\$1,786	\$1,889	\$1,993
Class Advisors - Grades 7 & 8	\$1,708	\$1,786	\$1,889	\$1,993
Cross Country	\$2,318	\$2,423	\$2,564	\$2,705
Track	\$2,684	\$2,806	\$2,969	\$3,132
7th Grade Volleyball	\$2,928	\$3,061	\$3,239	\$3,416
8th Grade Volleyball	\$2,928	\$3,061	\$3,239	\$3,416
Student Council	\$2,928	\$3,061	\$3,239	\$3,416
7th Grade Football	\$3,172	\$3,316	\$3,509	\$3,701
8th Grade Football	\$3,172	\$3,316	\$3,509	\$3,701
Softball	\$3,172	\$3,316	\$3,509	\$3,701
Memory - Yearbook	\$3,233	\$3,438	\$3,782	\$3,986
Wrestling	\$3,538	\$3,699	\$3,914	\$4,128
7th Grade Basketball	\$3,660	\$3,827	\$4,049	\$4,270
8th Grade Basketball	\$3,660	\$3,827	\$4,049	\$4,270
Faculty Manager***	\$7,686	\$8,036	\$8,502	\$8,968
Middle School Music**	\$8,735	\$8,735	\$8,735	\$8,735
*** Faculty Manager: Grades 7-12 primary responsibility being the Middle School ** Middle School Music: 8,735 per year; allocation for department member to be determined by instructional leader. * Assistant Middle School Coaches salaries are 75% of Middle School Head Coach position.				

SUPPLEMENTAL SALARY SCHEDULE				
2023-2024 Bachelor 0 - \$43,019				
HIGH SCHOOL ATHLETIC/CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Pep Band	\$488	\$510	\$540	\$569
SADD	\$732	\$765	\$810	\$854
International Club	\$732	\$765	\$810	\$854
Newspaper Advisor	\$732	\$765	\$810	\$854
Summer Band	\$854	\$893	\$945	\$996
National Honor Society	\$976	\$1,020	\$1,080	\$1,139
Track - INDOOR	\$1,281	\$1,340	\$1,418	\$1,495
Bowling Advisor	\$1,342	\$1,403	\$1,484	\$1,566
Choir/Choreographer	\$1,464	\$1,531	\$1,619	\$1,708
LINK Coordinator	\$1,576	\$1,593	\$1,610	\$1,626
Key Club Advisor	\$1,586	\$1,658	\$1,754	\$1,851
Assistant Choir Director	\$1,626	\$1,667	\$1,799	\$1,897
Grades 9 - 11 Class Advisor	\$1,708	\$1,786	\$1,889	\$1,993
Drama Director	\$1,830	\$1,913	\$2,024	\$2,135
Football Cheerleading	\$2,074	\$2,168	\$2,294	\$2,420
Cultural Diversity/PRIDE	\$2,196	\$2,295	\$2,430	\$2,562
Basketball Cheerleading	\$2,196	\$2,296	\$2,429	\$2,562
Dance Team	\$2,196	\$2,296	\$2,429	\$2,562
Student Council Advisor	\$2,196	\$2,296	\$2,429	\$2,562
Senior Class Advisor	\$2,318	\$2,423	\$2,564	\$2,705
High School Orchestra Director	\$2,562	\$2,679	\$2,834	\$2,989
Robotics	\$2,684	\$2,806	\$2,969	\$3,132
Academic Challenge	\$3,295	\$3,444	\$3,644	\$3,843
Golf	\$3,416	\$3,571	\$3,779	\$3,986
Gymnastics	\$3,416	\$3,571	\$3,779	\$3,986
Weight Room Supervisor	\$3,416	\$3,571	\$3,779	\$3,986
Musical Director	\$3,660	\$3,827	\$4,049	\$4,270
Pit Director	\$1,281	\$1,340	\$1,418	\$1,495
Tennis	\$4,026	\$4,209	\$4,453	\$4,698
Cross Country	\$4,026	\$4,209	\$4,453	\$4,698
Yearbook Advisor	\$4,514	\$4,719	\$4,993	\$5,267
Choir Director	\$4,880	\$5,102	\$5,398	\$5,694
Baseball	\$5,002	\$5,230	\$5,533	\$5,836
Swimming	\$5,002	\$5,230	\$5,533	\$5,836
Softball	\$5,002	\$5,230	\$5,533	\$5,836
Lacrosse	\$5,002	\$5,230	\$5,533	\$5,836
Track	\$5,124	\$5,357	\$5,668	\$5,979
Forensics Coach	\$5,246	\$5,485	\$5,803	\$6,121
Soccer	\$5,246	\$5,485	\$5,803	\$6,121
Volleyball	\$5,368	\$5,612	\$5,938	\$6,263
Basketball	\$6,002	\$6,274	\$6,637	\$6,999
Wrestling	\$6,002	\$6,274	\$6,637	\$6,999
Band Director	\$6,344	\$6,633	\$7,017	\$7,402
Football	\$7,442	\$7,781	\$8,232	\$8,683
Faculty Manager	\$7,686	\$8,036	\$8,502	\$8,968
Auxiliary Marching Band****	\$5,000	\$5,000	\$5,000	\$5,000
* Assistant High School Coaches are 75% of the High School Head Coach				
** Assistant Salaries are 75% of band director/yearbook editor				
*** The amount for the Drama Director is per play				

SUPPLEMENTAL SALARY SCHEDULE				
2024-2025 Bachelor 0 - \$43,449				
ALL LEVELS - CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Model UN	\$739	\$773	\$818	\$863
Orchestra Festival	\$863	\$902	\$954	\$1,006
Elementary Student Council	\$863	\$902	\$954	\$1,006
Elementary Dram Club	\$2,094	\$2,190	\$2,317	\$2,444
Connection - Asst. Editor	\$2,341	\$2,448	\$2,590	\$2,732
Connection Editor	\$2,588	\$2,705	\$2,862	\$3,019
*** Elementary Musical Productions: Each Music Teacher will be compensated \$250 per production (not to exceed 5 per year).				

SUPPLEMENTAL SALARY SCHEDULE				
2024-2025 Bachelor 0 - \$43,449				
MIDDLE SCHOOL ATHLETIC/CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Builders Club	\$739	\$773	\$818	\$863
7th Grade Fall Cheerleading	\$986	\$1,031	\$1,090	\$1,150
8th Grade Fall Cheerleading	\$986	\$1,031	\$1,090	\$1,150
7th Grade Winter Cheerleading	\$1,355	\$1,417	\$1,499	\$1,582
8th Grade Winter Cheerleading	\$1,355	\$1,417	\$1,499	\$1,582
WEB Coordinator	\$1,592	\$1,608	\$1,626	\$1,643
Drama Director	\$1,725	\$1,804	\$1,908	\$2,013
Class Advisors - Grades 7 & 8	\$1,725	\$1,804	\$1,908	\$2,013
Cross Country	\$2,341	\$2,448	\$2,590	\$2,732
Track	\$2,711	\$2,834	\$2,999	\$3,163
7th Grade Volleyball	\$2,957	\$3,092	\$3,271	\$3,451
8th Grade Volleyball	\$2,957	\$3,092	\$3,271	\$3,451
Student Council	\$2,957	\$3,092	\$3,271	\$3,451
7th Grade Football	\$3,204	\$3,349	\$3,544	\$3,738
8th Grade Football	\$3,204	\$3,349	\$3,544	\$3,738
Softball	\$3,204	\$3,349	\$3,544	\$3,738
Memory - Yearbook	\$3,265	\$3,473	\$3,820	\$4,026
Wrestling	\$3,573	\$3,736	\$3,953	\$4,169
7th Grade Basketball	\$3,697	\$3,865	\$4,089	\$4,313
8th Grade Basketball	\$3,697	\$3,865	\$4,089	\$4,313
Faculty Manager***	\$7,763	\$8,116	\$8,587	\$9,058
Middle School Music**	\$8,735	\$8,735	\$8,735	\$8,735
*** Faculty Manager: Grades 7-12 primary responsibility being the Middle School				
** Middle School Music: 8,735 per year; allocation for department member to be determined by instructional leader.				
* Assistant Middle School Coaches salaries are 75% of Middle School Head Coach position.				

SUPPLEMENTAL SALARY SCHEDULE				
2024-2025 Bachelor 0 - \$43,449				
HIGH SCHOOL ATHLETIC/CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Pep Band	\$493	\$515	\$545	\$575
SADD	\$739	\$773	\$818	\$863
International Club	\$739	\$773	\$818	\$863
Newspaper Advisor	\$739	\$773	\$818	\$863
Summer Band	\$863	\$902	\$954	\$1,006
National Honor Society	\$986	\$1,031	\$1,090	\$1,150
Track - INDOOR	\$1,293	\$1,353	\$1,432	\$1,510
Bowling Advisor	\$1,355	\$1,417	\$1,499	\$1,582
Choir/Choreographer	\$1,479	\$1,546	\$1,636	\$1,725
LINK Coordinator	\$1,592	\$1,608	\$1,626	\$1,643
Key Club Advisor	\$1,602	\$1,675	\$1,772	\$1,869
Assistant Choir Director	\$1,643	\$1,684	\$1,817	\$1,916
Grades 9 - 11 Class Advisor	\$1,725	\$1,804	\$1,908	\$2,013
Drama Director	\$1,848	\$1,932	\$2,044	\$2,157
Football Cheerleading	\$2,095	\$2,190	\$2,317	\$2,444
Cultural Diversity/PRIDE	\$2,218	\$2,318	\$2,454	\$2,588
Basketball Cheerleading	\$2,218	\$2,319	\$2,453	\$2,588
Dance Team	\$2,218	\$2,319	\$2,453	\$2,588
Student Council Advisor	\$2,218	\$2,319	\$2,453	\$2,588
Senior Class Advisor	\$2,341	\$2,448	\$2,590	\$2,732
High School Orchestra Director	\$2,588	\$2,705	\$2,862	\$3,019
Robotics	\$2,711	\$2,834	\$2,999	\$3,163
Academic Challenge	\$3,327	\$3,479	\$3,680	\$3,882
Golf	\$3,450	\$3,607	\$3,816	\$4,026
Gymnastics	\$3,450	\$3,607	\$3,816	\$4,026
Weight Room Supervisor	\$3,450	\$3,607	\$3,816	\$4,026
Musical Director	\$3,697	\$3,865	\$4,089	\$4,313
Pit Director	\$1,293	\$1,353	\$1,432	\$1,510
Tennis	\$4,066	\$4,251	\$4,498	\$4,745
Cross Country	\$4,066	\$4,251	\$4,498	\$4,745
Yearbook Advisor	\$4,559	\$4,767	\$5,043	\$5,320
Choir Director	\$4,929	\$5,153	\$5,452	\$5,751
Baseball	\$5,052	\$5,282	\$5,588	\$5,895
Swimming	\$5,052	\$5,282	\$5,588	\$5,895
Softball	\$5,052	\$5,282	\$5,588	\$5,895
Lacrosse	\$5,052	\$5,282	\$5,588	\$5,895
Track	\$5,175	\$5,411	\$5,725	\$6,038
Forensics Coach	\$5,299	\$5,540	\$5,861	\$6,182
Soccer	\$5,299	\$5,540	\$5,861	\$6,182
Volleyball	\$5,422	\$5,668	\$5,997	\$6,326
Basketball	\$6,062	\$6,337	\$6,703	\$7,069
Wrestling	\$6,062	\$6,337	\$6,703	\$7,069
Band Director	\$6,408	\$6,699	\$7,088	\$7,476
Football	\$7,517	\$7,858	\$8,314	\$8,770
Faculty Manager	\$7,763	\$8,116	\$8,587	\$9,058
Auxiliary Marching Band****	\$5,000	\$5,000	\$5,000	\$5,000
* Assistant High School Coaches are 75% of the High School Head Coach				
** Assistant Salaries are 75% of band director/yearbook editor				
*** The amount for the Drama Director is per play				

Tutors 2022-23					Tutors 2022-23			
Tutors hired before July 1, 2013					Tutors hired July 1, 2013 and after			
35,452	Base							
	<u>BA</u>		<u>MA</u>			<u>BA</u>		<u>MA</u>
0	35,452		39,296		0	38,997		43,226
1	36,225		40,375		1	39,847		44,413
2	36,997		41,454		2	40,697		45,599
3	37,770		42,533		3	41,547		46,786
4	38,543		43,612		4	42,397		47,973
5	39,315		44,695		5	43,247		49,165
6	40,111		45,796		6	44,122		50,376
7	40,907		46,897		7	44,998		51,587
8	41,703		47,998		8	45,873		52,798
9	42,499		49,099		9	46,749		54,009
10	43,297		50,205		10	47,627		55,225
11	44,004		51,541		11	48,405		56,695
12	44,711		52,877		12	49,183		58,164
13	45,419		54,213		13	49,960		59,634
14	46,126		55,549		14	50,738		61,103
15	46,836		56,886		15	51,520		62,574
16	46,836		56,886		16	51,520		62,574
17	47,545		58,304		17	52,299		64,134
18	47,545		58,304		18	52,299		64,134
19	47,545		58,304		19	52,299		64,134

Tutors 2023-24					Tutors 2023-24			
Tutors hired before July 1, 2013					Tutors hired July 1, 2013 and after			
36,161	Base							
	<u>BA</u>		<u>MA</u>			<u>BA</u>		<u>MA</u>
0	36,161		40,082		0	39,777		44,091
1	36,949		41,183		1	40,644		45,301
2	37,737		42,283		2	41,511		46,511
3	38,525		43,383		3	42,378		47,722
4	39,313		44,484		4	43,245		48,932
5	40,101		45,589		5	44,112		50,148
6	40,913		46,712		6	45,005		51,383
7	41,725		47,835		7	45,898		52,619
8	42,537		48,958		8	46,791		53,854
9	43,349		50,081		9	47,684		55,089
10	44,163		51,209		10	48,579		56,330
11	44,884		52,572		11	49,373		57,829
12	45,606		53,934		12	50,166		59,328
13	46,327		55,297		13	50,960		60,827
14	47,048		56,660		14	51,753		62,326
15	47,773		58,023		15	52,550		63,826
16	47,773		58,023		16	52,551		63,826
17	48,496		59,470		17	53,345		65,417
18	48,496		59,470		18	53,345		65,417
19	48,496		59,470		19	53,345		65,417

Tutors 2024-25					Tutors 2024-25			
Tutors hired before July 1, 2013					Tutors hired July 1, 2013 and after			
36,523	Base							
	<u>BA</u>		<u>MA</u>			<u>BA</u>		<u>MA</u>
0	36,523		40,483		0	40,175		44,531
1	37,319		41,594		1	41,051		45,754
2	38,115		42,706		2	41,926		46,976
3	38,911		43,817		3	42,802		48,199
4	39,706		44,929		4	43,677		49,422
5	40,502		46,045		5	44,553		50,649
6	41,322		47,179		6	45,455		51,897
7	42,142		48,313		7	46,357		53,145
8	42,962		49,448		8	47,259		54,392
9	43,782		50,582		9	48,161		55,640
10	44,605		51,721		10	49,065		56,893
11	45,333		53,097		11	49,867		58,407
12	46,062		54,474		12	50,668		59,921
13	46,790		55,850		13	51,469		61,435
14	47,519		57,226		14	52,271		62,949
15	48,251		58,604		15	53,076		64,464
16	48,250		58,604		16	53,076		64,464
17	48,981		60,065		17	53,879		66,071
18	48,981		60,065		18	53,879		66,071
19	48,981		60,065		19	53,879		66,071

ECE 2022-23					ECE 2022-23			
ECE hired before July 1, 2013					ECE hired July 1, 2013 and after			
37,713	Base							
	<u>BA</u>		<u>MA</u>			<u>BA</u>		<u>MA</u>
0	37,713		39,905		0	41,484		43,896
1	38,467		42,616		1	42,314		46,877
2	39,222		43,370		2	43,144		47,707
3	39,881		44,124		3	43,870		48,537
4	40,636		44,878		4	44,699		49,366
5	41,390		45,633		5	45,529		50,196
6	42,050		46,387		6	46,255		51,026
7	42,804		47,141		7	47,085		51,855
8	43,559		47,896		8	47,914		52,685
9	44,124		49,027		9	48,537		53,930
10	44,878		50,158		10	49,366		55,174
11	45,256		51,290		11	49,781		56,419
12	45,727		52,421		12	50,300		57,663
13	46,104		53,552		13	50,715		58,908
14	46,481		54,684		14	51,129		60,152
15	46,764		55,815		15	51,441		61,397
16	46,764		55,815		16	51,441		61,397
17	48,273		58,078		17	53,100		63,886
18	48,273		58,078		18	53,100		63,886
19	48,273		58,078		19	53,100		63,886

ECE 2023-24					ECE 2023-24			
ECE hired before July 1, 2013					ECE hired July 1, 2013 and after			
38,467	Base							
	<u>BA</u>		<u>MA</u>			<u>BA</u>		<u>MA</u>
0	38,467		40,703		0	42,314		44,773
1	39,236		43,468		1	43,160		47,814
2	40,006		44,237		2	44,006		48,661
3	40,679		45,006		3	44,747		49,507
4	41,448		45,776		4	45,593		50,353
5	42,218		46,545		5	46,439		51,200
6	42,891		47,314		6	47,180		52,046
7	43,660		48,084		7	48,026		52,892
8	44,429		48,853		8	48,872		53,738
9	45,006		50,007		9	49,507		55,008
10	45,776		51,161		10	50,353		56,277
11	46,160		52,315		11	50,776		57,547
12	46,641		53,469		12	51,305		58,816
13	47,026		54,623		13	51,728		60,085
14	47,411		55,777		14	52,152		61,355
15	47,699		56,931		15	52,469		62,624
16	47,699		56,931		16	52,469		62,624
17	49,238		59,239		17	54,162		65,163
18	49,238		59,239		18	54,162		65,163
19	49,238		59,239		19	54,162		65,163

ECE 2024-25					ECE 2024-25			
ECE hired before July 1, 2013					ECE hired July 1, 2013 and after			
38,852	Base							
	<u>BA</u>		<u>MA</u>			<u>BA</u>		<u>MA</u>
0	38,467		41,110		0	42,314		45,221
1	39,629		43,903		1	43,592		48,293
2	40,406		44,680		2	44,447		49,148
3	41,086		45,457		3	45,195		50,003
4	41,863		46,234		4	46,049		50,857
5	42,640		47,011		5	46,904		51,712
6	43,320		47,788		6	47,652		52,567
7	44,097		48,565		7	48,507		53,422
8	44,874		49,342		8	49,361		54,276
9	45,457		50,508		9	50,003		55,558
10	46,234		51,673		10	50,857		56,840
11	46,622		52,839		11	51,285		58,123
12	47,108		54,004		12	51,819		59,405
13	47,497		55,170		13	52,246		60,687
14	47,885		56,335		14	52,674		61,969
15	48,176		57,501		15	52,994		63,251
16	48,176		57,501		16	52,994		63,251
17	49,731		59,832		17	54,704		65,815
18	49,731		59,832		18	54,704		65,815
19	49,731		59,832		19	54,704		65,815

Berea City Schools

Teacher Salary Schedule

FY 2023 (186 days)

Teachers hired AFTER JULY 1 2013

Base:

\$44,285 (3% Increase on Base)

Experience	B.A.	BA+10	BA+20	BA+30	M.A.	MA+12	MA+24	MA+36	MA+48
0	\$ 46,393	\$ 47,558	\$ 48,713	\$ 49,870	\$ 51,433	\$ 52,556	\$ 53,678	\$ 54,803	\$ 55,931
1	\$ 46,393	\$ 47,558	\$ 48,713	\$ 49,870	\$ 51,433	\$ 52,556	\$ 53,678	\$ 54,803	\$ 55,931
2	\$ 48,501	\$ 49,724	\$ 50,928	\$ 52,132	\$ 54,152	\$ 55,293	\$ 56,427	\$ 57,571	\$ 58,721
3	\$ 50,608	\$ 51,888	\$ 53,142	\$ 54,395	\$ 56,870	\$ 58,030	\$ 59,178	\$ 60,338	\$ 61,511
4	\$ 52,716	\$ 54,054	\$ 55,356	\$ 56,657	\$ 59,589	\$ 60,767	\$ 61,929	\$ 63,105	\$ 64,302
5	\$ 54,825	\$ 56,219	\$ 57,571	\$ 58,921	\$ 62,309	\$ 63,504	\$ 64,678	\$ 65,874	\$ 67,092
6	\$ 56,933	\$ 58,385	\$ 59,784	\$ 61,184	\$ 65,028	\$ 66,241	\$ 67,428	\$ 68,641	\$ 69,882
7	\$ 59,041	\$ 60,551	\$ 61,999	\$ 63,446	\$ 67,746	\$ 68,978	\$ 70,179	\$ 71,409	\$ 72,672
8	\$ 61,149	\$ 62,716	\$ 64,213	\$ 65,710	\$ 70,466	\$ 71,715	\$ 72,928	\$ 74,178	\$ 75,461
9	\$ 63,256	\$ 64,882	\$ 66,427	\$ 67,973	\$ 73,185	\$ 74,452	\$ 75,678	\$ 76,945	\$ 78,251
10	\$ 65,364	\$ 67,048	\$ 68,641	\$ 70,235	\$ 75,904	\$ 77,188	\$ 78,429	\$ 79,712	\$ 81,041
11	\$ 67,472	\$ 69,212	\$ 70,856	\$ 72,499	\$ 78,624	\$ 79,925	\$ 81,178	\$ 82,481	\$ 83,831
12	\$ 69,581	\$ 71,378	\$ 73,069	\$ 74,762	\$ 81,342	\$ 82,662	\$ 83,929	\$ 85,248	\$ 86,621
13	\$ 71,689	\$ 73,544	\$ 75,284	\$ 77,024	\$ 84,061	\$ 85,399	\$ 86,679	\$ 88,016	\$ 89,412
14	\$ 73,795	\$ 75,709	\$ 77,499	\$ 79,288	\$ 86,781	\$ 88,136	\$ 89,428	\$ 90,785	\$ 92,200
15	\$ 73,795	\$ 75,709	\$ 77,499	\$ 79,288	\$ 89,500	\$ 90,873	\$ 92,179	\$ 93,552	\$ 94,990
16	\$ 73,795	\$ 75,709	\$ 77,499	\$ 79,288	\$ 89,500	\$ 90,873	\$ 92,209	\$ 93,552	\$ 94,990
17	\$ 73,795	\$ 75,709	\$ 77,499	\$ 79,288	\$ 89,500	\$ 90,873	\$ 92,209	\$ 93,552	\$ 94,990
18	\$ 75,235	\$ 77,149	\$ 78,937	\$ 80,728	\$ 90,938	\$ 92,311	\$ 93,617	\$ 94,990	\$ 96,430
19	\$ 75,235	\$ 77,149	\$ 78,937	\$ 80,728	\$ 90,938	\$ 92,311	\$ 93,617	\$ 94,990	\$ 96,430
20	\$ 75,235	\$ 77,149	\$ 78,937	\$ 80,728	\$ 90,938	\$ 92,311	\$ 93,617	\$ 94,990	\$ 96,430
21	\$ 75,235	\$ 77,149	\$ 78,937	\$ 80,728	\$ 90,938	\$ 92,311	\$ 93,617	\$ 94,990	\$ 96,430
22	\$ 76,675	\$ 78,587	\$ 80,377	\$ 82,166	\$ 92,378	\$ 93,751	\$ 95,057	\$ 96,430	\$ 97,869
23	\$ 76,675	\$ 78,587	\$ 80,377	\$ 82,166	\$ 92,378	\$ 93,751	\$ 95,057	\$ 96,430	\$ 97,869
24	\$ 76,675	\$ 78,587	\$ 80,377	\$ 82,166	\$ 92,378	\$ 93,751	\$ 95,057	\$ 96,430	\$ 97,869
25	\$ 76,675	\$ 78,587	\$ 80,377	\$ 82,166	\$ 92,378	\$ 93,751	\$ 95,057	\$ 96,430	\$ 97,869
26	\$ 78,114	\$ 80,027	\$ 81,816	\$ 83,606	\$ 93,817	\$ 95,190	\$ 96,496	\$ 97,869	\$ 99,309
27	\$ 78,114	\$ 80,027	\$ 81,816	\$ 83,606	\$ 93,817	\$ 95,190	\$ 96,496	\$ 97,869	\$ 99,309
28	\$ 79,554	\$ 81,466	\$ 83,256	\$ 85,044	\$ 95,257	\$ 96,630	\$ 97,936	\$ 99,309	\$ 100,747
29	\$ 79,554	\$ 81,466	\$ 83,256	\$ 85,044	\$ 95,257	\$ 96,630	\$ 97,936	\$ 99,309	\$ 100,747
30	\$ 79,554	\$ 81,466	\$ 83,256	\$ 85,044	\$ 95,257	\$ 96,630	\$ 97,936	\$ 99,309	\$ 100,747

Berea City Schools

Teacher Salary Schedule FY 2023 (186 days) Teachers Before July 1,2013

Base:

\$ 40,259 (3% Increase on Base)

Experience	B.A.	BA+10	BA+20	BA+30	M.A.	MA+12	MA+24	MA+36	MA+48
0	\$ 42,176	\$ 43,234	\$ 44,284	\$ 45,336	\$ 46,757	\$ 47,779	\$ 48,798	\$ 49,821	\$ 50,846
1	\$ 42,176	\$ 43,234	\$ 44,284	\$ 45,336	\$ 46,757	\$ 47,779	\$ 48,798	\$ 49,821	\$ 50,846
2	\$ 44,092	\$ 45,203	\$ 46,298	\$ 47,393	\$ 49,229	\$ 50,267	\$ 51,298	\$ 52,337	\$ 53,383
3	\$ 46,007	\$ 47,171	\$ 48,311	\$ 49,450	\$ 51,700	\$ 52,755	\$ 53,798	\$ 54,853	\$ 55,920
4	\$ 47,924	\$ 49,140	\$ 50,323	\$ 51,507	\$ 54,172	\$ 55,243	\$ 56,299	\$ 57,368	\$ 58,456
5	\$ 49,840	\$ 51,108	\$ 52,337	\$ 53,564	\$ 56,645	\$ 57,731	\$ 58,798	\$ 59,885	\$ 60,993
6	\$ 51,757	\$ 53,077	\$ 54,349	\$ 55,622	\$ 59,116	\$ 60,219	\$ 61,298	\$ 62,401	\$ 63,529
7	\$ 53,674	\$ 55,046	\$ 56,362	\$ 57,678	\$ 61,588	\$ 62,707	\$ 63,799	\$ 64,917	\$ 66,066
8	\$ 55,590	\$ 57,014	\$ 58,376	\$ 59,736	\$ 64,060	\$ 65,195	\$ 66,298	\$ 67,434	\$ 68,601
9	\$ 57,505	\$ 58,983	\$ 60,388	\$ 61,794	\$ 66,532	\$ 67,683	\$ 68,799	\$ 69,950	\$ 71,137
10	\$ 59,422	\$ 60,952	\$ 62,401	\$ 63,850	\$ 69,003	\$ 70,171	\$ 71,299	\$ 72,466	\$ 73,674
11	\$ 61,338	\$ 62,920	\$ 64,415	\$ 65,908	\$ 71,476	\$ 72,659	\$ 73,798	\$ 74,983	\$ 76,210
12	\$ 63,255	\$ 64,889	\$ 66,427	\$ 67,966	\$ 73,948	\$ 75,147	\$ 76,299	\$ 77,499	\$ 78,747
13	\$ 65,172	\$ 66,858	\$ 68,440	\$ 70,022	\$ 76,419	\$ 77,636	\$ 78,799	\$ 80,014	\$ 81,283
14	\$ 67,087	\$ 68,826	\$ 70,454	\$ 72,080	\$ 78,892	\$ 80,124	\$ 81,298	\$ 82,531	\$ 83,818
15	\$ 67,087	\$ 68,826	\$ 70,454	\$ 72,080	\$ 81,364	\$ 82,612	\$ 83,799	\$ 85,047	\$ 86,355
16	\$ 67,087	\$ 68,826	\$ 70,454	\$ 72,080	\$ 81,364	\$ 82,612	\$ 83,827	\$ 85,047	\$ 86,355
17	\$ 67,087	\$ 68,826	\$ 70,454	\$ 72,080	\$ 81,364	\$ 82,612	\$ 83,827	\$ 85,047	\$ 86,355
18	\$ 68,396	\$ 70,135	\$ 71,761	\$ 73,389	\$ 82,671	\$ 83,919	\$ 85,107	\$ 86,355	\$ 87,664
19	\$ 68,396	\$ 70,135	\$ 71,761	\$ 73,389	\$ 82,671	\$ 83,919	\$ 85,107	\$ 86,355	\$ 87,664
20	\$ 68,396	\$ 70,135	\$ 71,761	\$ 73,389	\$ 82,671	\$ 83,919	\$ 85,107	\$ 86,355	\$ 87,664
21	\$ 68,396	\$ 70,135	\$ 71,761	\$ 73,389	\$ 82,671	\$ 83,919	\$ 85,107	\$ 86,355	\$ 87,664
22	\$ 69,705	\$ 71,443	\$ 73,070	\$ 74,696	\$ 83,980	\$ 85,228	\$ 86,416	\$ 87,664	\$ 88,972
23	\$ 69,705	\$ 71,443	\$ 73,070	\$ 74,696	\$ 83,980	\$ 85,228	\$ 86,416	\$ 87,664	\$ 88,972
24	\$ 69,705	\$ 71,443	\$ 73,070	\$ 74,696	\$ 83,980	\$ 85,228	\$ 86,416	\$ 87,664	\$ 88,972
25	\$ 69,705	\$ 71,443	\$ 73,070	\$ 74,696	\$ 83,980	\$ 85,228	\$ 86,416	\$ 87,664	\$ 88,972
26	\$ 71,013	\$ 72,752	\$ 74,378	\$ 76,005	\$ 85,288	\$ 86,536	\$ 87,723	\$ 88,972	\$ 90,281
27	\$ 71,013	\$ 72,752	\$ 74,378	\$ 76,005	\$ 85,288	\$ 86,536	\$ 87,723	\$ 88,972	\$ 90,281
28	\$ 72,322	\$ 74,060	\$ 75,687	\$ 77,313	\$ 86,597	\$ 87,845	\$ 89,033	\$ 90,281	\$ 91,588
29	\$ 72,322	\$ 74,060	\$ 75,687	\$ 77,313	\$ 86,597	\$ 87,845	\$ 89,033	\$ 90,281	\$ 91,588
30	\$ 72,322	\$ 74,060	\$ 75,687	\$ 77,313	\$ 86,597	\$ 87,845	\$ 89,033	\$ 90,281	\$ 91,588

Berea City Schools

Teacher Salary Schedule

FY 2024 (186 days)

Teachers hired AFTER JULY 1 2013

Base:

\$45,170 (2% Increase on Base)

Experience	B.A.	BA+10	BA+20	BA+30	M.A.	MA+12	MA+24	MA+36	MA+48
0	\$ 47,321	\$ 48,509	\$ 49,687	\$ 50,867	\$ 52,462	\$ 53,607	\$ 54,752	\$ 55,899	\$ 57,050
1	\$ 47,321	\$ 48,509	\$ 49,687	\$ 50,867	\$ 52,462	\$ 53,607	\$ 54,752	\$ 55,899	\$ 57,050
2	\$ 49,471	\$ 50,718	\$ 51,946	\$ 53,174	\$ 55,234	\$ 56,399	\$ 57,556	\$ 58,722	\$ 59,895
3	\$ 51,620	\$ 52,926	\$ 54,205	\$ 55,483	\$ 58,007	\$ 59,191	\$ 60,361	\$ 61,544	\$ 62,741
4	\$ 53,770	\$ 55,135	\$ 56,463	\$ 57,790	\$ 60,780	\$ 61,982	\$ 63,167	\$ 64,367	\$ 65,587
5	\$ 55,921	\$ 57,343	\$ 58,722	\$ 60,099	\$ 63,555	\$ 64,774	\$ 65,971	\$ 67,191	\$ 68,433
6	\$ 58,071	\$ 59,552	\$ 60,979	\$ 62,408	\$ 66,328	\$ 67,565	\$ 68,776	\$ 70,014	\$ 71,279
7	\$ 60,222	\$ 61,762	\$ 63,238	\$ 64,715	\$ 69,101	\$ 70,357	\$ 71,582	\$ 72,837	\$ 74,125
8	\$ 62,372	\$ 63,970	\$ 65,497	\$ 67,024	\$ 71,875	\$ 73,149	\$ 74,386	\$ 75,661	\$ 76,970
9	\$ 64,521	\$ 66,179	\$ 67,755	\$ 69,332	\$ 74,648	\$ 75,940	\$ 77,192	\$ 78,483	\$ 79,816
10	\$ 66,671	\$ 68,388	\$ 70,014	\$ 71,639	\$ 77,421	\$ 78,732	\$ 79,997	\$ 81,306	\$ 82,662
11	\$ 68,821	\$ 70,596	\$ 72,273	\$ 73,948	\$ 80,196	\$ 81,523	\$ 82,801	\$ 84,130	\$ 85,507
12	\$ 70,972	\$ 72,805	\$ 74,530	\$ 76,257	\$ 82,969	\$ 84,315	\$ 85,607	\$ 86,953	\$ 88,353
13	\$ 73,122	\$ 75,015	\$ 76,790	\$ 78,564	\$ 85,742	\$ 87,107	\$ 88,412	\$ 89,776	\$ 91,199
14	\$ 75,271	\$ 77,223	\$ 79,049	\$ 80,873	\$ 88,516	\$ 89,898	\$ 91,216	\$ 92,600	\$ 94,044
15	\$ 75,271	\$ 77,223	\$ 79,049	\$ 80,873	\$ 91,289	\$ 92,690	\$ 94,022	\$ 95,423	\$ 96,890
16	\$ 75,271	\$ 77,223	\$ 79,049	\$ 80,873	\$ 91,289	\$ 92,690	\$ 94,053	\$ 95,423	\$ 96,890
17	\$ 75,271	\$ 77,223	\$ 79,049	\$ 80,873	\$ 91,289	\$ 92,690	\$ 94,053	\$ 95,423	\$ 96,890
18	\$ 76,740	\$ 78,691	\$ 80,516	\$ 82,342	\$ 92,757	\$ 94,157	\$ 95,489	\$ 96,890	\$ 98,359
19	\$ 76,740	\$ 78,691	\$ 80,516	\$ 82,342	\$ 92,757	\$ 94,157	\$ 95,489	\$ 96,890	\$ 98,359
20	\$ 76,740	\$ 78,691	\$ 80,516	\$ 82,342	\$ 92,757	\$ 94,157	\$ 95,489	\$ 96,890	\$ 98,359
21	\$ 76,740	\$ 78,691	\$ 80,516	\$ 82,342	\$ 92,757	\$ 94,157	\$ 95,489	\$ 96,890	\$ 98,359
22	\$ 78,209	\$ 80,159	\$ 81,985	\$ 83,809	\$ 94,225	\$ 95,626	\$ 96,958	\$ 98,359	\$ 99,826
23	\$ 78,209	\$ 80,159	\$ 81,985	\$ 83,809	\$ 94,225	\$ 95,626	\$ 96,958	\$ 98,359	\$ 99,826
24	\$ 78,209	\$ 80,159	\$ 81,985	\$ 83,809	\$ 94,225	\$ 95,626	\$ 96,958	\$ 98,359	\$ 99,826
25	\$ 78,209	\$ 80,159	\$ 81,985	\$ 83,809	\$ 94,225	\$ 95,626	\$ 96,958	\$ 98,359	\$ 99,826
26	\$ 79,676	\$ 81,627	\$ 83,452	\$ 85,278	\$ 95,693	\$ 97,093	\$ 98,425	\$ 99,826	\$ 101,295
27	\$ 79,676	\$ 81,627	\$ 83,452	\$ 85,278	\$ 95,693	\$ 97,093	\$ 98,425	\$ 99,826	\$ 101,295
28	\$ 81,145	\$ 83,095	\$ 84,921	\$ 86,745	\$ 97,161	\$ 98,562	\$ 99,894	\$ 101,295	\$ 102,762
29	\$ 81,145	\$ 83,095	\$ 84,921	\$ 86,745	\$ 97,161	\$ 98,562	\$ 99,894	\$ 101,295	\$ 102,762
30	\$ 81,145	\$ 83,095	\$ 84,921	\$ 86,745	\$ 97,161	\$ 98,562	\$ 99,894	\$ 101,295	\$ 102,762

Berea City Schools

Teacher Salary Schedule FY 2024 (186 days) Teachers Before July 1, 2013

Base:

\$ 41,064 (2% Increase on Base)

Experience	B.A.	BA+10	BA+20	BA+30	M.A.	MA+12	MA+24	MA+36	MA+48
0	\$ 43,019	\$ 44,099	\$ 45,170	\$ 46,243	\$ 47,692	\$ 48,734	\$ 49,774	\$ 50,817	\$ 51,863
1	\$ 43,019	\$ 44,099	\$ 45,170	\$ 46,243	\$ 47,692	\$ 48,734	\$ 49,774	\$ 50,817	\$ 51,863
2	\$ 44,974	\$ 46,107	\$ 47,224	\$ 48,340	\$ 50,213	\$ 51,272	\$ 52,323	\$ 53,383	\$ 54,450
3	\$ 46,927	\$ 48,114	\$ 49,277	\$ 50,439	\$ 52,734	\$ 53,810	\$ 54,874	\$ 55,949	\$ 57,038
4	\$ 48,882	\$ 50,123	\$ 51,330	\$ 52,536	\$ 55,255	\$ 56,347	\$ 57,424	\$ 58,515	\$ 59,625
5	\$ 50,837	\$ 52,130	\$ 53,383	\$ 54,635	\$ 57,777	\$ 58,885	\$ 59,974	\$ 61,083	\$ 62,212
6	\$ 52,792	\$ 54,138	\$ 55,436	\$ 56,734	\$ 60,298	\$ 61,423	\$ 62,524	\$ 63,649	\$ 64,799
7	\$ 54,747	\$ 56,147	\$ 57,489	\$ 58,832	\$ 62,819	\$ 63,961	\$ 65,075	\$ 66,215	\$ 67,387
8	\$ 56,702	\$ 58,154	\$ 59,543	\$ 60,930	\$ 65,341	\$ 66,499	\$ 67,624	\$ 68,783	\$ 69,972
9	\$ 58,655	\$ 60,163	\$ 61,595	\$ 63,029	\$ 67,862	\$ 69,037	\$ 70,174	\$ 71,349	\$ 72,560
10	\$ 60,610	\$ 62,171	\$ 63,649	\$ 65,127	\$ 70,383	\$ 71,574	\$ 72,725	\$ 73,915	\$ 75,147
11	\$ 62,565	\$ 64,178	\$ 65,703	\$ 67,226	\$ 72,905	\$ 74,112	\$ 75,274	\$ 76,482	\$ 77,734
12	\$ 64,520	\$ 66,187	\$ 67,755	\$ 69,325	\$ 75,426	\$ 76,650	\$ 77,824	\$ 79,048	\$ 80,321
13	\$ 66,475	\$ 68,195	\$ 69,809	\$ 71,422	\$ 77,947	\$ 79,188	\$ 80,375	\$ 81,614	\$ 82,909
14	\$ 68,428	\$ 70,202	\$ 71,862	\$ 73,521	\$ 80,470	\$ 81,726	\$ 82,924	\$ 84,182	\$ 85,494
15	\$ 68,428	\$ 70,202	\$ 71,862	\$ 73,521	\$ 82,990	\$ 84,264	\$ 85,475	\$ 86,748	\$ 88,082
16	\$ 68,428	\$ 70,202	\$ 71,862	\$ 73,521	\$ 82,990	\$ 84,264	\$ 85,503	\$ 86,748	\$ 88,082
17	\$ 68,428	\$ 70,202	\$ 71,862	\$ 73,521	\$ 82,990	\$ 84,264	\$ 85,503	\$ 86,748	\$ 88,082
18	\$ 69,763	\$ 71,538	\$ 73,196	\$ 74,856	\$ 84,324	\$ 85,597	\$ 86,808	\$ 88,082	\$ 89,417
19	\$ 69,763	\$ 71,538	\$ 73,196	\$ 74,856	\$ 84,324	\$ 85,597	\$ 86,808	\$ 88,082	\$ 89,417
20	\$ 69,763	\$ 71,538	\$ 73,196	\$ 74,856	\$ 84,324	\$ 85,597	\$ 86,808	\$ 88,082	\$ 89,417
21	\$ 69,763	\$ 71,538	\$ 73,196	\$ 74,856	\$ 84,324	\$ 85,597	\$ 86,808	\$ 88,082	\$ 89,417
22	\$ 71,099	\$ 72,872	\$ 74,531	\$ 76,190	\$ 85,660	\$ 86,933	\$ 88,144	\$ 89,417	\$ 90,751
23	\$ 71,099	\$ 72,872	\$ 74,531	\$ 76,190	\$ 85,660	\$ 86,933	\$ 88,144	\$ 89,417	\$ 90,751
24	\$ 71,099	\$ 72,872	\$ 74,531	\$ 76,190	\$ 85,660	\$ 86,933	\$ 88,144	\$ 89,417	\$ 90,751
25	\$ 71,099	\$ 72,872	\$ 74,531	\$ 76,190	\$ 85,660	\$ 86,933	\$ 88,144	\$ 89,417	\$ 90,751
26	\$ 72,433	\$ 74,207	\$ 75,865	\$ 77,525	\$ 86,993	\$ 88,266	\$ 89,478	\$ 90,751	\$ 92,086
27	\$ 72,433	\$ 74,207	\$ 75,865	\$ 77,525	\$ 86,993	\$ 88,266	\$ 89,478	\$ 90,751	\$ 92,086
28	\$ 73,768	\$ 75,541	\$ 77,201	\$ 78,859	\$ 88,329	\$ 89,602	\$ 90,813	\$ 92,086	\$ 93,420
29	\$ 73,768	\$ 75,541	\$ 77,201	\$ 78,859	\$ 88,329	\$ 89,602	\$ 90,813	\$ 92,086	\$ 93,420
30	\$ 73,768	\$ 75,541	\$ 77,201	\$ 78,859	\$ 88,329	\$ 89,602	\$ 90,813	\$ 92,086	\$ 93,420

Berea City Schools

Teacher Salary Schedule

FY 2025 (186 days)

Teachers hired AFTER JULY 1 2013

Base:

\$45,623 (1% Increase on Base)

Experience		B.A.		BA+10		BA+20		BA+30		M.A.		MA+12		MA+24		MA+36		MA+48
0	\$	47,794	\$	48,994	\$	50,184	\$	51,376	\$	52,987	\$	54,144	\$	55,300	\$	56,458	\$	57,620
1	\$	47,794	\$	48,994	\$	50,184	\$	51,376	\$	52,987	\$	54,144	\$	55,300	\$	56,458	\$	57,620
2	\$	49,966	\$	51,226	\$	52,466	\$	53,706	\$	55,787	\$	56,963	\$	58,132	\$	59,309	\$	60,495
3	\$	52,137	\$	53,455	\$	54,748	\$	56,038	\$	58,588	\$	59,783	\$	60,965	\$	62,160	\$	63,369
4	\$	54,309	\$	55,687	\$	57,028	\$	58,369	\$	61,389	\$	62,603	\$	63,799	\$	65,011	\$	66,244
5	\$	56,480	\$	57,917	\$	59,309	\$	60,700	\$	64,191	\$	65,422	\$	66,631	\$	67,864	\$	69,118
6	\$	58,652	\$	60,148	\$	61,590	\$	63,032	\$	66,992	\$	68,242	\$	69,465	\$	70,715	\$	71,993
7	\$	60,824	\$	62,380	\$	63,871	\$	65,363	\$	69,793	\$	71,061	\$	72,298	\$	73,566	\$	74,867
8	\$	62,996	\$	64,610	\$	66,153	\$	67,694	\$	72,595	\$	73,881	\$	75,131	\$	76,418	\$	77,740
9	\$	65,166	\$	66,841	\$	68,433	\$	70,026	\$	75,396	\$	76,700	\$	77,964	\$	79,269	\$	80,614
10	\$	67,338	\$	69,073	\$	70,715	\$	72,357	\$	78,196	\$	79,520	\$	80,798	\$	82,120	\$	83,489
11	\$	69,510	\$	71,303	\$	72,996	\$	74,688	\$	80,999	\$	82,339	\$	83,630	\$	84,972	\$	86,363
12	\$	71,682	\$	73,534	\$	75,276	\$	77,020	\$	83,799	\$	85,159	\$	86,464	\$	87,823	\$	89,238
13	\$	73,854	\$	75,766	\$	77,558	\$	79,351	\$	86,600	\$	87,979	\$	89,297	\$	90,674	\$	92,112
14	\$	76,024	\$	77,996	\$	79,840	\$	81,682	\$	89,402	\$	90,798	\$	92,129	\$	93,527	\$	94,985
15	\$	76,024	\$	77,996	\$	79,840	\$	81,682	\$	92,203	\$	93,618	\$	94,963	\$	96,378	\$	97,860
16	\$	76,024	\$	77,996	\$	79,840	\$	81,682	\$	92,203	\$	93,618	\$	94,994	\$	96,378	\$	97,860
17	\$	76,024	\$	77,996	\$	79,840	\$	81,682	\$	92,203	\$	93,618	\$	94,994	\$	96,378	\$	97,860
18	\$	77,508	\$	79,479	\$	81,322	\$	83,166	\$	93,685	\$	95,100	\$	96,445	\$	97,860	\$	99,343
19	\$	77,508	\$	79,479	\$	81,322	\$	83,166	\$	93,685	\$	95,100	\$	96,445	\$	97,860	\$	99,343
20	\$	77,508	\$	79,479	\$	81,322	\$	83,166	\$	93,685	\$	95,100	\$	96,445	\$	97,860	\$	99,343
21	\$	77,508	\$	79,479	\$	81,322	\$	83,166	\$	93,685	\$	95,100	\$	96,445	\$	97,860	\$	99,343
22	\$	78,991	\$	80,961	\$	82,805	\$	84,648	\$	95,169	\$	96,583	\$	97,929	\$	99,343	\$	100,825
23	\$	78,991	\$	80,961	\$	82,805	\$	84,648	\$	95,169	\$	96,583	\$	97,929	\$	99,343	\$	100,825
24	\$	78,991	\$	80,961	\$	82,805	\$	84,648	\$	95,169	\$	96,583	\$	97,929	\$	99,343	\$	100,825
25	\$	78,991	\$	80,961	\$	82,805	\$	84,648	\$	95,169	\$	96,583	\$	97,929	\$	99,343	\$	100,825
26	\$	80,473	\$	82,444	\$	84,287	\$	86,131	\$	96,650	\$	98,065	\$	99,410	\$	100,825	\$	102,308
27	\$	80,473	\$	82,444	\$	84,287	\$	86,131	\$	96,650	\$	98,065	\$	99,410	\$	100,825	\$	102,308
28	\$	81,957	\$	83,926	\$	85,771	\$	87,613	\$	98,134	\$	99,548	\$	100,894	\$	102,308	\$	103,790
29	\$	81,957	\$	83,926	\$	85,771	\$	87,613	\$	98,134	\$	99,548	\$	100,894	\$	102,308	\$	103,790
30	\$	81,957	\$	83,926	\$	85,771	\$	87,613	\$	98,134	\$	99,548	\$	100,894	\$	102,308	\$	103,790

Berea City Schools

Teacher Salary Schedule FY 2025 (186 days) Teachers Before July 1,2013

Base:

\$ 41,475 (1% Increase on Base)

Experience	B.A.	BA+10	BA+20	BA+30	M.A.	MA+12	MA+24	MA+36	MA+48
0	\$ 43,449	\$ 44,540	\$ 45,622	\$ 46,706	\$ 48,170	\$ 49,222	\$ 50,272	\$ 51,326	\$ 52,382
1	\$ 43,449	\$ 44,540	\$ 45,622	\$ 46,706	\$ 48,170	\$ 49,222	\$ 50,272	\$ 51,326	\$ 52,382
2	\$ 45,424	\$ 46,569	\$ 47,696	\$ 48,824	\$ 50,716	\$ 51,785	\$ 52,847	\$ 53,918	\$ 54,995
3	\$ 47,397	\$ 48,596	\$ 49,771	\$ 50,944	\$ 53,262	\$ 54,348	\$ 55,423	\$ 56,509	\$ 57,609
4	\$ 49,371	\$ 50,625	\$ 51,843	\$ 53,062	\$ 55,808	\$ 56,911	\$ 57,999	\$ 59,101	\$ 60,222
5	\$ 51,346	\$ 52,652	\$ 53,918	\$ 55,182	\$ 58,356	\$ 59,475	\$ 60,574	\$ 61,694	\$ 62,835
6	\$ 53,320	\$ 54,680	\$ 55,990	\$ 57,302	\$ 60,902	\$ 62,038	\$ 63,150	\$ 64,286	\$ 65,448
7	\$ 55,295	\$ 56,709	\$ 58,065	\$ 59,420	\$ 63,448	\$ 64,601	\$ 65,726	\$ 66,878	\$ 68,061
8	\$ 57,269	\$ 58,736	\$ 60,139	\$ 61,540	\$ 65,995	\$ 67,164	\$ 68,301	\$ 69,471	\$ 70,673
9	\$ 59,242	\$ 60,765	\$ 62,212	\$ 63,660	\$ 68,541	\$ 69,728	\$ 70,877	\$ 72,063	\$ 73,286
10	\$ 61,217	\$ 62,793	\$ 64,286	\$ 65,779	\$ 71,088	\$ 72,291	\$ 73,453	\$ 74,654	\$ 75,899
11	\$ 63,191	\$ 64,821	\$ 66,360	\$ 67,899	\$ 73,635	\$ 74,854	\$ 76,027	\$ 77,248	\$ 78,512
12	\$ 65,166	\$ 66,849	\$ 68,433	\$ 70,018	\$ 76,181	\$ 77,417	\$ 78,603	\$ 79,839	\$ 81,125
13	\$ 67,140	\$ 68,878	\$ 70,507	\$ 72,137	\$ 78,727	\$ 79,980	\$ 81,179	\$ 82,431	\$ 83,738
14	\$ 69,113	\$ 70,905	\$ 72,582	\$ 74,257	\$ 81,275	\$ 82,544	\$ 83,754	\$ 85,024	\$ 86,350
15	\$ 69,113	\$ 70,905	\$ 72,582	\$ 74,257	\$ 83,821	\$ 85,107	\$ 86,330	\$ 87,616	\$ 88,963
16	\$ 69,113	\$ 70,905	\$ 72,582	\$ 74,257	\$ 83,821	\$ 85,107	\$ 86,359	\$ 87,616	\$ 88,963
17	\$ 69,113	\$ 70,905	\$ 72,582	\$ 74,257	\$ 83,821	\$ 85,107	\$ 86,359	\$ 87,616	\$ 88,963
18	\$ 70,462	\$ 72,254	\$ 73,929	\$ 75,605	\$ 85,168	\$ 86,454	\$ 87,677	\$ 88,963	\$ 90,312
19	\$ 70,462	\$ 72,254	\$ 73,929	\$ 75,605	\$ 85,168	\$ 86,454	\$ 87,677	\$ 88,963	\$ 90,312
20	\$ 70,462	\$ 72,254	\$ 73,929	\$ 75,605	\$ 85,168	\$ 86,454	\$ 87,677	\$ 88,963	\$ 90,312
21	\$ 70,462	\$ 72,254	\$ 73,929	\$ 75,605	\$ 85,168	\$ 86,454	\$ 87,677	\$ 88,963	\$ 90,312
22	\$ 71,810	\$ 73,601	\$ 75,277	\$ 76,952	\$ 86,517	\$ 87,803	\$ 89,026	\$ 90,312	\$ 91,659
23	\$ 71,810	\$ 73,601	\$ 75,277	\$ 76,952	\$ 86,517	\$ 87,803	\$ 89,026	\$ 90,312	\$ 91,659
24	\$ 71,810	\$ 73,601	\$ 75,277	\$ 76,952	\$ 86,517	\$ 87,803	\$ 89,026	\$ 90,312	\$ 91,659
25	\$ 71,810	\$ 73,601	\$ 75,277	\$ 76,952	\$ 86,517	\$ 87,803	\$ 89,026	\$ 90,312	\$ 91,659
26	\$ 73,158	\$ 74,950	\$ 76,625	\$ 78,301	\$ 87,864	\$ 89,150	\$ 90,373	\$ 91,659	\$ 93,008
27	\$ 73,158	\$ 74,950	\$ 76,625	\$ 78,301	\$ 87,864	\$ 89,150	\$ 90,373	\$ 91,659	\$ 93,008
28	\$ 74,506	\$ 76,297	\$ 77,973	\$ 79,648	\$ 89,213	\$ 90,499	\$ 91,722	\$ 93,008	\$ 94,355
29	\$ 74,506	\$ 76,297	\$ 77,973	\$ 79,648	\$ 89,213	\$ 90,499	\$ 91,722	\$ 93,008	\$ 94,355
30	\$ 74,506	\$ 76,297	\$ 77,973	\$ 79,648	\$ 89,213	\$ 90,499	\$ 91,722	\$ 93,008	\$ 94,355

ARTICLE XVIII
SPECIAL WORKS PROGRAMS

A. Job Share Program

1. The purpose of the Job Share Program is to provide two (2) full time teachers who are certified in the same subject area with the opportunity to share one (1) full time teaching assignment.
2. For those teachers certified/licensed for Grades 4-9, their certificate/license must complement each other so that all subject areas are covered. Both teachers must be designated as "Highly Qualified" based upon the Federal Highly Qualified Teacher (HQT) definition and certified/licensed for each class they will teach.
3. Preference for a Job Share position will be given to two (2) teachers who jointly apply to participate in the Job Share Program from the same building and are certified in the same subject area.
4. Teachers interested in participating in the Job Share Program shall submit a written plan to the Director of Personnel and Employee Relations for approval on or before February 15th prior to the school year in which the Job Share Assignment is to be implemented. The plan must include the following elements:
 - a. The plan will be in effect for a full school year.
 - b. The area of teaching assignment, including grade level, building, and position they are sharing and courses to be shared.
 - c. A full description of the teaching techniques, methods and grading practices employed by each teacher with a full explanation of the steps the participants will employ to insure compatibility of such techniques and practices.
 - d. A percentage of the regular full-time workday each participant proposes to teach.
 - e. Written approval from the building principal.
5. Each teacher who participates in the Job Share Program will be assigned to a 0.5 position and be eligible to receive one-half (.5) of their salary during the year they participate in the program. A job split other than 50/50 may be instituted if it is approved by the Director of Personnel and Employee Relations.
6. The Board shall pay the adjusted cost of insurances for each teacher participating in the Job Share Program, as stated in ARTICLE XV, Item A, if they elect to receive them.
7. Each teacher shall return to full time status effective with the next school year, unless, prior to February 15th, another jointly written request for the next school year is approved by the Director of Personnel and Employee Relations.
8. The teachers returning to full time status after participating in the Job Share Program shall be assigned to their original positions or like positions (ARTICLE V, Item E, Section 7, Part f).
9. When a teacher who is participating in a job share position cannot or will not perform his/her duties, the remaining teacher shall assume the responsibility for the full time position, unless the Director of Personnel and Employee Relations can make arrangements to assign a teacher to the vacant position of the Job Share position.

B. Optional Work Year Program

1. Purpose
A teacher interested in exploring opportunities of travel, study, professional growth and/or personal growth may request approval to participate in the Optional Work Year Program.
2. Program Format
The Optional Work Year Program is organized on a four year cycle. The teacher who participates in the program will teach his/her regular schedule during the first three years of the program and receive seventy five percent (75%) of his/her salary. During the fourth year of the program (option year) the teacher will be permitted to use this year of the program to pursue his/her personal or professional goals. The teacher will receive seventy five percent (75%) of his/her salary during the option year and will be entitled to receive full benefits. At the completion of the option (fourth) year of the program the teacher shall be assigned to a position in the Berea City School District for which he/she is qualified and which is comparable to the position he/she held immediately prior to the option (fourth) year of the program.
3. Benefits
A teacher who participates in the Optional Work Year Program is entitled to receive full benefits during each of the four years he/she participates in the program.

1 4. Eligibility

2 A teacher who has completed six (6) consecutive years of service (a year consists of a
3 minimum of 120 school days) in the Berea City School District immediately preceding his/her
4 application, shall be eligible to participate in the Optional Work Year Program.

5 5. Participation Limitations

- 6 a. Authorization to participate in the program will be granted to no more than two (2) percent
7 of the teaching staff during any given year.
8 b. If requests to participate in the Optional Work Year Program exceed two (2) percent of the
9 teaching staff for that year, seniority in the Berea City School District will be the
10 determining factor as to which teachers will be permitted to participate in the program.
11 c. Participation in the Optional Work Year Program will be limited to twice (two four year
12 cycles) for each teacher during his/her employment in the Berea City School District.
13 d. The teacher must return to full time teaching status the year immediately following the
14 option (fourth) year.
15 e. If the teacher fails to return to full time status for one year following the option year, he/she
16 will be responsible to pay a penalty equal to five (5%) percent of the salary he/she would
17 have received in his/her initial year back to teaching.

18 6. Timeline

- 19 a. A teacher interested in participating in the Optional Work Year Program must submit a
20 written request to the Director of Personnel and Employee Relations by April 30th of the
21 year prior to the year he/she will participate in the program.
22 b. Teachers who apply to participate in the Optional Work Year Program shall be notified of
23 their acceptance or rejection no later than June 15.
24 c. If a teacher chooses to withdraw from the Optional Work Year Program at any time during
25 the first three years that they are in preceding the program, he/she will be reimbursed the
26 full amount of money deducted from his/her salary based on the provisions of this program
27 during the period of his/her participation. This reimbursement shall be made within sixty
28 (60) days of his/her written notification of withdrawal.

29 7. Exclusions

- 30 a. During the option (fourth) year a teacher may not accept a position during the normal
31 school day which is covered by the Ohio State Teachers' Retirement System.
32 b. A teacher placed on intervention at any time during the first three years of the program will
33 not be permitted to continue in the program. All money withheld from the teacher will be
34 reimbursed in accordance with the procedure outlined in Section 5, Part c, above.

35 **ARTICLE XIX**

36 **ONGOING CONTRACT CONSIDERATIONS**

- 37 A. This contract shall supersede any rules, regulations or practices of the Board which shall be
38 contrary to or inconsistent with its terms and shall constitute the full and complete commitment of
39 both parties.
- 40 B. Our District faces many challenges every year. It is extremely important to do what we can in each
41 area of our District operation to optimize the system to its full potential and to carry out each
42 function in a more total quality manner. The District Committee (as defined in ARTICLE II, Item E)
43 may review a function to determine whether or not it should be studied. During the term of this
44 contract, if it is determined appropriate to study a function(s), the District Committee will utilize the
45 Total Quality Schools principles and the problem solving process to address it.
- 46 C. A solution recommended to resolve an issue studied must be ratified by the Board and the BFT
47 Executive Council before becoming a written and signed addendum to the collective bargaining
48 contract.
- 49 D. If a Building Committee desires to modify a contractual provision, their request shall be reviewed
50 by the District Committee. If the District Committee approves the request to modify the contractual
51 provision, it shall be forwarded to the Board of Education and the BFT Executive Council for
52 approval. Upon approval of these parties, this modification shall be reduced to writing and be
53 applicable only at the requesting school.

- 1 E. The Board of Education and the Berea Federation of Teachers recognize the importance of
2 continuous improvement and the delivery of instructional service in a cost effective manner;
3 however, no member of the bargaining unit as defined in ARTICLE I, Item A, shall have his/her
4 teaching contract non-renewed or suspended due the sub-contracting of his/her duties.

5 **ARTICLE XX**

6 **DURATION**

- 7 A. This contract shall become effective on July 1, 2022 and shall continue in effect to and including
8 June 30, 2025.
- 9 B. In the event a successor contract is not adopted prior to the termination date, this contract shall
10 remain in full force and effect until such time as a successor contract is adopted.

11 **ARTICLE XXI**

12 **PAYCHECKS AND DEDUCTIONS**

- 13 A. Teachers shall receive their salary in twenty-four (24) equal paychecks. Paychecks shall be issued
14 on the 16th and last day of the month. All teachers will be required to receive their pay through
15 direct deposit to the bank of their choice. When a payday falls on a Saturday or Sunday, the
16 paycheck will be issued on the preceding Friday. When a payday falls during a holiday period, the
17 paycheck will be issued on the last working day proceeding the holiday period with the exception
18 of Christmas, New Years, and Easter holidays.
- 19 B. Teachers who retire at the end of the school year shall receive the remainder of the salary due to
20 them on the regular summer pay schedule (July through August) unless they request full payment
21 on June 30. Teachers who retire during the school year shall receive the remainder of the salary
22 owed to them in the first pay following their effective date of retirement.
- 23 C. By teacher request, deductions will be made for BFT dues, BFT COPE, Berea School Employees
24 Credit Union, United Way, Educational Community Foundation Committee for Good Schools, tax-
25 sheltered annuities, and other items mutually agreed upon by the BFT and the Board. At the point
26 in time when computer capacity allows for additional deductions, the Board and BFT will meet to
27 mutually agree upon additional deductions.
- 28 D. The Berea Federation of Teachers and the Berea Board of Education support the voluntary
29 employee payroll deduction program. The proceeds of this program will go to the Committee for
30 Good Schools.
- 31 E. A request to change the deduction amount for a tax-sheltered annuity must be filed in the
32 Personnel Office by the fifteenth (15th) of the month prior to the month in which it is to become
33 effective.
- 34 F. All teachers will receive their W-2 forms no later than January 31st.
- 35 G. Overpayment/Underpayment
- 36 1. An overpayment/underpayment will be corrected in a timely manner. An
37 underpayment/overpayment, including pay or HRA reimbursement expenses which have
38 developed over a period of time and involve three hundred (300.00) dollars or more, will be
39 rectified on a payment schedule which is worked out between the teacher and the Treasurer's
40 Office. In any such case the resolution will not extend beyond the end of the fiscal year (June
41 30). Prior to any monies being deducted from an employee's paycheck, the employee will be
42 notified in writing.
- 43 2. Teachers are expected to report any concern they have about the accuracy of their paycheck
44 to the Treasurer's Office as soon as possible.

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2
3
4

ARTICLE XXII
INCENTIVE PROGRAM

There will be no incentive program offered during the term of this contract.

APPENDIX 1

BEREA CITY SCHOOL DISTRICT

Department of Personnel and Employee Relations
Access to Personnel File
(other than Berea City School District Administration)

Date of Request _____ Time _____

Party Making Request for Access: Name _____

Signature _____

Home Address _____ Telephone _____

Business Address _____ Telephone _____

Employee Record to be Reviewed

Reason(s) for Access:

FOR OFFICE USE ONLY

Date Employee Contacted _____ Time _____

Employee Requests Presence: Yes _____ No _____

Employee Requests Representation: Yes _____ No _____

Name of Representative

Date of Review _____ Time _____

Parties Present:

General Comments:

Employee Signature _____ Date _____

One copy will be provided to the teacher and one copy to the Director of Personnel and Employee Relations. All reviews will occur at the Administration Building.
06/98

APPENDIX 2

BEREA FEDERATION OF TEACHERS

BEREA CITY SCHOOL DISTRICT

COMPLAINT BY THE AGGRIEVED
(type or print)

Aggrieved Person _____ Date of Formal
Presentation _____

Home Address of
Aggrieved Person _____

Phone _____

Principal _____

Name of BFT
Building Representative(s) _____

STATEMENT OF GRIEVANCE:

ACTION REQUESTED:

(Signature of Aggrieved)

Duplicate copies to:
Building Principal
Grievance Chairperson
Form A – BCS

APPENDIX 3

DECISION OF PRINCIPAL

(To be completed by building principal within five (5) days after hearing.)

Aggrieved Person _____ Date of Formal
Presentation _____

School _____

Principal
(or other administrator) _____

DECISION OF PRINCIPAL (OR OTHER ADMINISTRATOR) AND REASONS THEREFORE:

Date of Decision _____

(Signature of Principal)

AGGRIEVED PERSON'S RESPONSE: (To be completed by aggrieved within
five (5) days of decision.)

_____ I accept the above decision of the principal (or other administrator).

_____ I hereby refer the above decision to the BFT Grievance Committee for review

Date of Response _____

(Signature of Aggrieved)

APPENDIX 4

DECISION OF SUPERINTENDENT'S DESIGNEE

(To be completed by Superintendent's designee within five (5) days after hearing with aggrieved and/or BFT Grievance Committee representative.)

Aggrieved Person _____ Date of Formal
Presentation _____

Date Appeal Received by
Superintendent's Designee _____

Date Hearing Held by
Superintendent's Designee _____

DECISION OF SUPERINTENDENT'S DESIGNEE AND REASONS THEREFORE:

Date of Decision _____

(Signature of Superintendent's Designee)

AGGRIEVED PERSON'S RESPONSE: (To be completed by aggrieved within
five (5) days of decision.)

_____ I accept the above decision of the Superintendent's Designee.

_____ I hereby appeal, through the BFT Grievance Committee, for a
binding opinion of this grievance.

Date of Response _____

(Signature of Aggrieved)

APPENDIX 5

REQUEST FOR A LEVEL 3 HEARING

(To be completed by the BFT Grievance Committee within five (5) days after receipt of the grievant's request for a Level 3 hearing.)

Aggrieved Person _____ Date of Formal
Presentation _____

Date Level Written Decision
Received by Grievant _____

Date BFT Grievance Committee
Received Grievant's Request _____

The BFT Grievance Committee has decided to submit this grievance to an arbitrator from the American Arbitration Association.

Date _____

(Signature of the Chairperson of BFT Grievance Committee or His/Her Designee)



BEREA CITY SCHOOL DISTRICT
PERSONNEL DEPARTMENT

APPENDIX 6

EMPLOYEE'S REQUEST FOR CATASTROPHIC/NON-CATASTROPHIC LEAVE

This form is to officially make a request to be considered for catastrophic leave per the OAPSE Contract, Article 19 or the BFT Contract, Article V, 4.

Employees name requesting catastrophic/non-catastrophic leave

Date of Request

Building/Position

Bargaining unit: _____BFT _____OAPSE _____BASA

Statement of reason for request for catastrophic/non-catastrophic leave: (attach any doctor's documentation necessary)

Please keep in mind you have a right to privacy as to the detail of the information you provide which may be shared with the membership of the unions.

_____ I authorize the above information may be shared with BASA, BFT, and OAPSE members.

_____ I authorize the following information (if different from statement of reason above) may be shared with BASA, BFT, and OAPSE members:

Signature

Return completed form to: Vincenzo Ruggiero
Director of Personnel and Employee Relations
390 Fair Street
Berea, OH 44017
216-898-8300, ext. 6200

For Personnel Office Use Only:

APPROVED / NOT APPROVED - _____ Non catastrophic _____ Catastrophic



PROFESSIONAL ACTIVITIES / MEETINGS APPLICATION
Certified and Classified Staff

APPENDIX 7

Employees are encouraged to weigh the value of the professional activity against the detriment that absence will cause to the quality of instruction.

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE EVENT

Name: _____ Building: _____
☐ Certified _____ ☐ Classified _____
Grade Level / Subject Area *Position*
Title of Event _____ Location _____
Date(s) of Event _____ Period/Time of Event _____

SUBSTITUTE

PERSONNEL WILL POST A SUBSTITUTE REQUEST UPON APPROVAL OF THIS FORM, HOWEVER, IT IS YOUR RESPONSIBILITY TO CHECK AESOP TO CONFIRM THE POSTING.

If your professional activity is cancelled or rescheduled, please notify the Personnel Department.

SUBSTITUTE WAGES CHARGED TO:

- ☐ District Approved Staff Development –Account # *(if available)* _____
☐ Approved by Pupil Services – Account # *(if available)* _____
☐ Approved by Academic Affairs – Account # *(if available)* _____
☐ Building Reserve Teacher Allocation ☐ DRB (Teacher Evaluation Program)
☐ Other _____ Account # _____
☐ No Substitute Needed (Reimbursement)

REIMBURSEMENT *(Check one and sign on the line below.)*

- ☐ I understand there will be **NO REIMBURSEMENT** for any expenses incurred. *(Excludes mileage reported on monthly mileage form)*
☐ I have expenses to be reimbursed and will complete the reverse side of this form.

Signature: _____

EVENT DESCRIPTION

Please check the reason which applies

Professional Growth Activities

- ☐ District supported staff development *(Out of District)*
☐ Building supported staff development *(Out of District)*
☐ Visitation *Explain* _____
☐ Non-Required Co-Curricular Activity
Explain _____
☐ Other *Explain* _____

B.F.T. / O.A.P.S.E. Activities

- ☐ Convention / Conference / Meeting

President's Signature _____

Student Centered Activities

- ☐ Field Trip Chaperone
☐ Required Co-Curricular Activity
☐ Other
Explain _____

Teacher Evaluation Program

- ☐ Observation
☐ Meeting with District Review Board
☐ Other
Explain _____

APPROVED BY: _____ Date _____

Principal/Supervisor

APPROVED BY: _____ Date _____

Assistant Superintendent

PROFESSIONAL MEETING EXPENSES

Please follow the Guidelines for Reimbursement of Expenses when submitting receipts for reimbursement. A copy of the guidelines is available in your building.

Directions:

1. Refer to the Staff Development and Professional Growth Guidelines and Procedures Handbook for reimbursement information.
2. Complete only the estimated expense section before the event. Included here are only the expenses you will be personally reimbursed for. Do not include fees paid by the District directly to vendors.
3. This section requires the signature of the person authorized to permit expenditures/reimbursements from this account.
4. All information must be provided (**including the account number**) for approval.

Estimated Expenses

Registration	\$ _____
Travel Expenses (mileage)	\$ _____
Lodging	\$ _____
Meals	\$ _____
Other _____	\$ _____
<u>TOTAL ESTIMATED EXPENSES</u>	\$ _____

These estimated expenses are to be charged to:

Account Number:

_____ - _____ - _____ - 0000-000000 _____ - 00 _____

Signature of Person Authorizing Expenditure _____ Date _____

ACTUAL REIMBURSEMENT

After attending the event, complete this section and submit all supporting receipts (pursuant to the Staff Development and Professional Growth Guidelines and Procedures Handbook).

Reimbursable Expenses

Registration	\$ _____
Travel Expenses (mileage)	\$ _____
Lodging	\$ _____
Meals	\$ _____
Other _____	\$ _____
<u>TOTAL EXPENSES</u>	\$ _____

Signature of Participant: _____ Date _____

Signature of Person Authorizing Reimbursement: _____ Date _____

BEREA CITY SCHOOL DISTRICT

APPENDIX 8

Please **PRINT** _____
Last Name First

_____ Classified

_____ Certified

POSITION _____

BUILDING _____

REQUEST FOR USE OF RELIGIOUS LEAVE

Request must be received in the Personnel Office 1 month prior to the date of the religious holiday

Religious leave may be granted with pay, upon approval, to employees who must be absent from work on a religious holiday(s). A maximum of two (2) days per year may be granted upon request. The request for religious leave must be submitted in writing to the Director of Personnel and Employee Relations at least one (1) month prior to the day(s) requested. Religious leave when granted will not be deducted from the employee's accumulated sick leave or from the employee's three (3) days of personal leave.

I request religious leave to be used on _____ for the following
religious holiday: _____.

Employee Signature

Date

FALSIFICATION OF THIS STATEMENT OR MISUSE OF RELIGIOUS LEAVE CAN RESULT IN DISCIPLINARY ACTION AS
DEFINED BY ORC. 3319.16, 3319.01, AND 124.38

.....
Request for use of religious holiday is:

_____ **Approved**

_____ **Not Approved**

Director of Personnel & Employee Relations

Date

If religious leave is denied, the employee may appeal the denial to the Superintendent and the
OAPSE/BFT President. Their decision will be final and not subject to the grievance procedure.

APPENDIX 9

ACKNOWLEDGEMENT OF UNDERSTANDING OF RE-EMPLOYMENT PROCEDURES

I hereby acknowledge my full understanding that by declining the offer of part-time employment made to me by the Berea City School District on _____(date) the following conditions apply:

- (1) Should a vacancy or addition to the part-time position become available, the teacher assigned to the existing part-time position will be offered the full-time position or addition ahead of me.
- (2) My name will remain on the recall list without forfeiture of my position on the list.
- (3) I will be offered full or part-time employment when positions for which I am qualified and certified become available through the second September after my nonrenewal.
- (4) If I am offered full-time employment and decline the position, my name will be removed from the recall list.

Employee Signature

Date

Director of Personnel & Employee Relations

Date

APPENDIX 10

College Credit

TUITION REIMBURSEMENT FORM

I, _____, request prior approval and tuition reimbursement for the following college course:

Course Title: _____
Please attach college course descriptor

College/University: _____

Tuition Cost: _____ (cost CANNOT exceed \$1,200.00)

Projected Completion Date: _____

<p>I understand that the college course must enhance my education career, and credit received cannot be used for advancement on the salary schedule.</p>

Payment shall be made AFTER:

1. Verification that the course has been successfully completed. Verification must be submitted to the Personnel Office on an **official transcript**.
2. Invoice/bill from College/University showing tuition cost and proof of payment.

Teacher

Date

Director of Personnel &
Employee Relations

Approved Date

***Return a copy of this form with official transcript.**

Revised 10/2018

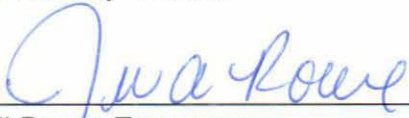
ON BEHALF OF THE BOARD



Ana Chapman, President
Berea Board of Education



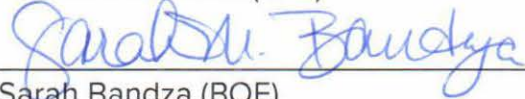
Tracy Wheeler, Superintendent
Berea City Schools



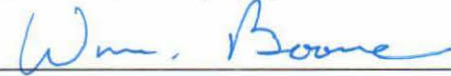
Jill Rowe, Treasurer
Berea City Schools



Thomas Andrews (BFT)



Sarah Bandza (BOE)



William Boone (BFT)



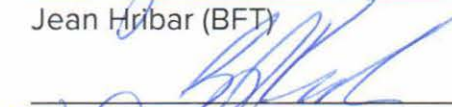
Nicola Discenza (BOE)



Michael Draves (BOE)



Jean Hribar (BFT)



Brian Kessler (BFT)

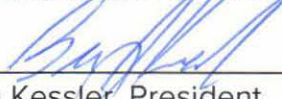


Kim Luther (BFT)



Matthew Petrus (BFT)

**ON BEHALF OF THE BEREA
FEDERATION OF TEACHERS**



Brian Kessler, President
Berea Federation of Teachers

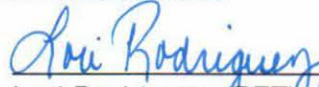


Jean Hribar, Treasurer
Berea Federation of Teachers

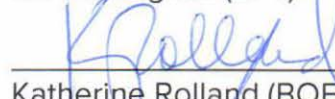


Kim Luther, Coordinator of Field Services
Ohio Federation of Teachers

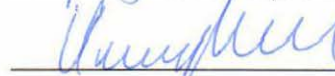
BARGAINING TEAM MEMBERS



Lori Rodriguez (BFT)



Katherine Rolland (BOE)



Vincenzo Ruggiero (BOE)



Lori Sancin (BOE)



Mark Smithberger (BOE)



LaVerne Thomas (BFT)



Tracy Wheeler (BOE)



Jennifer Zuccaro (BFT)

Ratified by the Berea Federation of Teachers

DATE: April 29, 2022

Ratified by the Berea Board of Education

DATE: May 9, 2022