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BEREA FEDERATION OF TEACHERS

2025-2028 CONTRACT

THE BEREA BOARD OF EDUCATION

July 1, 2025 to June 30, 2028

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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, school counselors, school counselor interns, administrative interns, tutors, pathologists, school psychologists (with the exception of part-time Snow School Psychologist), 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 "psychologist" when used herein shall refer to school psychologist.

The term "Early Childhood Education Teacher (ECE)" when used herein shall refer to personnel in the preschool 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 CBRR and BBRR when used herein shall refer to Community Based Resource Room and Behavior Based 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 initiated by the representatives of each team. All agreements are tentative, based upon the complete resolution of all issues.

2) The purpose of the "tentative agreements" is to develop a package that will be submitted to the teachers and the Board for ratification. Initialing of tentative agreements shall be done in good faith.

3) The committee of the BFT must affirm the acceptance of the contract by a teacher vote. If approved by the Board, the contract shall be binding.

4) Printed copies of the contract shall be made available to all certified staff. The cost for printing copies of the contract will be shared. The responsibility of distributing copies of the contract will be that of BFT.

j) Impasse

1) If agreement is not reached within sixty (60) days negotiations may be extended an additional thirty (30) days.

2) The mediator shall be supplied by the Federal Mediation and Conciliation Service or S.E.R.B. The cost shall be equally shared.

3) In the event mediation fails to help the teams reach agreement, the fact-finding process as provided by S.E.R.B. will be implemented on request either by the Board or BFT.

b. Traditional Collective Bargaining Approach

(1) Having chosen the Traditional Collective Bargaining Approach, negotiations shall begin within fifteen (15) working days.

(2) "Good faith" requires that the Board and the BFT be willing to react to each other's proposals. If a proposal is unacceptable, the other side is obligated to give reasons why. Nothing in this agreement shall compel either party to agree to a proposal or to make a concession.

(3) In the first negotiations sessions, lists shall be in form and detail specifying tha to which agreement is sought.

(4) The items proposed shall constitute the total negotiations. No new items may be submitted unless by mutual agreement of both teams. Any items not submitted for negotiations and in the current contract shall remain in full force and effect in the successor contract.

(5) Refer back to the Problem Solving Approach "this ARTICLE, Item C, Section 2, Part a(5)(e)" for the continuation of the Traditional Collective Bargaining Approach.

ARTICLE II
RIGHTS

A. Management Rights

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

1. Determine matters of inherent managerial policy which include, but are not limited to, areas of discretion or policy such as the functions and programs of the public employer, standards of services, its overall budget, utilization and technology, and organization structure;
2. Direct, supervise, and evaluate or hire employees;
3. Maintain and improve the efficiency and effectiveness of educational operations;
4. Determine the overall methods, process means or personnel by which educational operations are to be conducted;
5. Suspend, discipline, demote or discharge for just cause, or lay off, transfer, assign, schedule, promote or retain employees as outlined in the contract;
6. Determine the adequacy of the workforce;

7. Determine the overall mission of the employer as a unit of government;
8. Effectively manage the workforce;
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. <u>BFT Rights</u>

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.

4. BFT President's/Designee Daily Schedule
   The scheduled teaching time of the BFT President or his/her designee shall be mutually agreed to by the building administrator and the BFT President. The time not assigned to teaching and/or supervisory duties may be used to conduct BFT business. Under this provision, the reduction of teaching time for the BFT President or his/her designee will not exceed four-tenths (4/10) of a full time teaching load.

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

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

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

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

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

10. 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.

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

C. <u>The Board shall accord the following privileges to the BFT:</u>
Should another teacher organization desire to have these privileges accorded to them, they shall petition the Superintendent in writing at the beginning of each school year.

1. <u>School Bulletin Boards</u>
   A bulletin Board shall be available for posting BFT business in each school. Its location shall be in close proximity to a major teacher traffic area as determined by the building principal and BFT Building Representative. Items placed on the Board must bear the signature of the BFT Building Representative.
2. <u>Inter-School Mail Service</u>
   The BFT shall be permitted to transmit publications, notices, and letters from school to school on Board vehicles by following the standard procedures outlined by the Business Affairs Department for the transporting between buildings of other inter-school mail.
3. <u>Facilities for Meetings</u>
   The BFT shall have use of school buildings for purposes of membership meetings without charge but in accordance with other procedures as prescribed by the Department of Business Affairs.
4. <u>Access to School Mail Boxes</u>
   The BFT shall have the right to place in teacher and administration mail boxes printed matter. General distribution of mail in the building shall be the responsibility of the building principal.

Such material must bear the name of the organization, the person responsible for its publication and the date. Such material need not be addressed.

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

D. District Senate

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

1. Purpose: This District Senate will:
   a. serve as a filtering agenda for system-wide plans, programs, and reports.
   b. identify the impact of building-based decisions on system-wide progress.
   c. recommend system-wide plans, programs, and reports to be developed.
   d. review and recommend district policies.
   e. be a sounding board for district concerns.
   f. assess district climate.
   g. review, discuss and recommend a proposed calendar for the Superintendent to take to the Board.

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

E. BFT District Committee

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

F. Building Committee

1. Purpose/Function
   Each school will have a Building Committee. This Building Committee will be a vehicle to promote and encourage staff involvement and site-based decision making. The Building Committee will serve as the communication vehicle for each building. All issues brought before the Building Committee will be subject to the problem solving process. Consensus is reached 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 1 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 been unjustly reprimanded, demoted, or suspended shall have recourse through the grievance procedure. Such appeal shall begin with Level One of the Grievance Procedure.

e. During any disciplinary procedure the teacher has the right to representation by the BFT Building Representative or his/her BFT designee.

f. The Board recognizes that it is a constitutional right and an act of responsible citizenship for a teacher to sign a civil and/or criminal complaint against person or persons perpetrating a case of assault or vandalism against the teacher's person and/or property. There shall be no reprisal or act of prejudice on the part of the Board against a teacher pursuing such rights.

g. For any circumstance in which the Superintendent or other district administrator intends to report teacher misconduct to the Ohio Department of Education or other state agency, the Superintendent or designee shall provide the member an opportunity to meet and discuss the matter prior to reporting.

3. Complaints Against Teachers

a. When a complaint(s) concerning a teacher has been received from a parent, the administrator shall within two work days, notify the teacher in person or in writing about the nature of the complaint. When any complaint has been put in writing, the teacher will be given a copy of the complaint within two work days.

b. If a conference concerning the complaint is necessary, the teacher will be informed of this meeting and offered the opportunity to participate.

c. Conferences regarding such complaints will be held in private.

d. Whenever a complaint(s) concerning a teacher is received by an administrator other than the building principal, that person will refer the complaint(s) to the building principal where the teacher is assigned.

e. Issues concerning classroom performance will follow the procedure as outlined in ARTICLE IX.

4. Health and Safety

All teachers shall have the right to work in safe and healthful conditions. No teacher shall knowingly be given an assignment that jeopardizes his/her health and safety.

a. If a teacher is physically assaulted by a student, appropriate disciplinary actions will be taken by the administration.

(1) The principal may recommend expulsion to the Superintendent. If so, the Superintendent will hold a meeting involving the teacher and an officer of the BFT to discuss the incident. The BFT will have the right to waive the need for this meeting.

(2) Prior to the student's return to school after an expulsion or in the case where an expulsion has not occurred, a meeting will occur between the teacher(s) and administration to determine the student's placement.

b. If the student involved in a physical assault is on the caseload of an Intervention Specialist, a case conference will be held in accordance with Individuals with Disabilities Education Improvement Act (IDEIA).

c. When the personal property (clothing, eyeglasses, watch, etc.) of a teacher who is carrying out his/her assigned responsibilities is damaged by a student, the Board shall compensate the teacher for the cost of the repair or replacement of the damaged item(s) not paid for by the student's parent/guardian or by some form of insurance.

H. Personnel File

1. Access by Individual

a. A teacher shall have the right to examine the material in his/her personnel file except ratings, for reports or records obtained prior to his/her employment. The employee does have the right to review the report submitted by the Bureau of Criminal Identification and Investigation as a result of the new employee's criminal records check. The examination of the personnel file 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. If no prior appointment has been made, a teacher should be prepared to wait to examine his/her file when clerical staff are engaged in another assigned task.

b. A teacher may request copies of items in his/her personnel file by paying the established 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.

B. Informal Procedures

If a teacher has a complaint about a possible violation of the contract, he/she shall discuss it informally within twenty (20) working days of the occurrence with the administrator directly involved. At these meetings no written documentation (Appendices 2-5) will be used. The teacher

may be represented or accompanied by the BFT Building representative before the administrator, who may also have a representative present. The object of both parties shall be to resolve this matter as soon as possible in an informal manner.

C. Formal Procedures

Level One

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

Level Two

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

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Level Three

1. The BFT Grievance Committee (membership dictated by the BFT) will meet and decide if the grievance wil

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 1 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 inservice 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. One of the 186 contract days will be an 8 hour professional development day and will be scheduled by the Academic Affairs Department in conjunction with the BFT President designee by March 1st for the following school year. Summer Professional Development offerings 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. Staff members who do not attend will be charged personal leave unless documented extenuating circumstances occur. When planning all professional development, every effort shall be made to provide members implementation time, on that day, to apply new learning. 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. Employees shall perform their assigned duties remotely from either their home or an alternative location. This alternative location shall not be used for vacation or recreational purposes.

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.

Each newly hired teacher at the BA/MA Step 0 will be granted five (5) sick leave days at the beginning of their employment. These days will be available for use immediately upon hire. If a teacher resigns or is terminated before they are earned the total amount of sick leave granted upfront, the district reserves the right to deduct the value of any unearned sick leave from the teacher's final paycheck.

Monthly Accrual: Starting in December of the teacher's first year of employment, sick leave will accrue at a rate of 1.25 days per month for the remainder of the school year.

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. Any BFT member may donate to any member of BFT, OAPSE, or BASA.
   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 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 0-19 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 20-29 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. A staff member on Step 30 and above may be granted a total of three (3) unrestricted personal leave days 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 leave.
4. Request for the use of Restricted and Unrestricted 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.
5. Each Restricted and Unrestricted personal leave day used shall reduce the number of available non-medical custodial leave days.

6. All staff members who request to use a Restricted or Unrestricted personal leave day shall input their request in the absence reporting system to secure a substitute.
7. The reasons for the use of Restricted 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.
8. Limitations for the Use of Restricted and Unrestricted Personal Leave:
   a. Restricted and Unrestricted Personal leave is limited to one (1) day before or after a holiday, unless extenuating circumstances occur.
   b. Restricted and Unrestricted 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.
   d. Restricted and Unrestricted Personal Leave may not be used for professional development days or parent-teacher conferences without proper documentation.
9. The Superintendent and/or designee may grant the conversion of sick days to Restricted 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 Restricted 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.
10. No more than a maximum of 5% of the bargaining unit will be granted Restricted and Unrestricted personal leave on any given workday. Restricted and Unrestricted 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.
11. Misuse of the personal leave policy may subject a staff member to disciplinary actions.

E. <u>Professional Activities/Meeting Leave</u>

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.

F. Leaves of Absence

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

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

   A leave of absence without pay up to two (2) years will, upon the approval of the Superintendent, be granted to any teacher who joins the Peace Corps, VISTA, or serves as an exchange teacher and is a full-time participant in any of these programs. Upon return from such a leave, a teacher will be considered as if he/she had been actively employed by the Board during the leave and will be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent, provided he/she was engaged in teaching during the leave.
   a. Teachers will be assigned to positions in the district upon their return from leave as stated in this ARTICLE, Item E, Section 7, Part f.
   b. Teachers wishing to purchase service credit under the provisions of the S.T.R.S. system will follow the rules established in this ARTICLE, Item E, Section 7, Part e.
   c. Teachers who apply for a leave of absence and are denied may appeal this denial to the District Committee for review and discussion. The decision of the District Committee will be the final say in the approval or denial of this leave.
3. Absence for Jury Duty

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

   Any teacher served with a subpoena/warrant for professional obligations resulting in involuntary absence will be paid his/her full salary.
5. Military Leave
   a. Any teacher who enters any of the Armed Forces of the United States or the auxiliaries thereof, and who returns from such service with other than a dishonorable discharge, will be re-employed by the Board under the same type of contract held at the time of entering the armed forces. Application for reinstatement must be made not later than thirty (30) days prior to the beginning of a semester and not more than ninety (90) days after discharge or release from the Armed Forces.
   b. Years of absence for military service shall be counted as though teaching had been performed for the purposes of placement on the salary schedule. For salary purposes, the total months of duty shall be

divided by twelve (12) and salary credit given for each full year of service. A partial year of eight (8) months or more shall be counted as a year for salary purposes.

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

6. Professional Improvement

The Board shall pay the expenses (which could include registration, meals, lodging, and transportation) incurred by teachers who attend workshops, seminars, conferences, or other professional improvement sessions at the request and/or with the advance approval of the principal and the appropriate central office administrator for particular purposes of professional improvement for the school system and/or for the teacher participating.

7. Maternity/Paternity/Adoption Leave

a. A teacher shall be granted an unpaid maternity leave of absence for childbirth as provided for under the Family & Medical Leave Act of 1993. After the child is born, a member may use accumulated sick leave for the period of time determined by the member's physician.

b. A teacher will be granted, upon request, all or some of her accumulated sick leave with pay while pregnant or immediately following termination of pregnancy. The Board of Education reserves the right to have the teacher see a Board of Education appointed doctor.

c. A teacher shall be granted, upon request, unpaid maternity/paternity leave for the remaining part of the year in which she/he begins the leave, except when an earlier return is agreed to by the teacher and the Superintendent or designee at the commencement of the leave. At the teacher's option parental leave may be annually extended for up to an additional two school years. The second or third year cannot be a portion of a school year, except when agreed to by the Superintendent or designee. Written notification indicating the school year the teacher will return to service shall be stated to the Superintendent or designee no later than February 1st unless the delivery or adoption occurred subsequent to February 1st, in which case the teacher shall have until July 1st to notify the Superintendent or designee of his/her intent for the coming school year. If the delivery/adoption occurs in February or June, the teacher must notify the Superintendent or designee of his/her intent for the coming school year no later than April 1st or August 1st respectively. If the letter of intent is not received by the dates specified, it will be assumed that the teacher on leave is returning to employment with the Board. The effective date for such maternity leave shall be determined by her physician. The teacher shall notify the Superintendent or designee at least (30) days in advance of the effective date of said leave. When such notice cannot be given, the Superintendent or designee shall immediately be notified of the date of said leave by the attending physician.

d. If a return from maternity leave falls within the last 5 days before the end of a grading period, the member may submit a request to Personnel for the use of up to 5 additional days charged to sick leave.

e. If the teacher elects to purchase the service credit under the provisions of the State Teachers Retirement System for this year of service, the Board will pay its share of the cost and the teacher will incur the cost of the teacher's portion of the S.T.R.S. payment as defined by the S.T.R.S. The teacher may elect to purchase one (1) additional year of leave by completing the appropriate application. If the teacher elects to purchase this additional service credit under the State Teachers Retirement System, he/she must pay both their share and the Board's cost. The Board will assume no responsibility for any additional cost beyond the first year.

f. A teacher who leaves and returns in the same school year will return to his/her original position. Teachers returning at the beginning of the school year following the first full school year in which the maternity/paternity leave was granted returns to his/her original position. Any employee on general or maternity/paternity/adoption leave of absence must notify the Berea Board of Education in writing of his/her intent to return for the following school year by February 1st. If the employee does not notify the board by February 1st in writing, he/she will forfeit his/her staffing rights as outlined in ARTICLE V. If the teacher 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 teacher will be given a like position. The teacher returning at the beginning of any school year thereafter will be assigned to a like position.

An original position is defined to be:
(1) At high school, same department
(2) At middle school, same department, same grade
(3) At elementary school, same school, same grade

A like position is defined to be:
(1) One with the same extended time contract
(2) Full time to full time
(3) Not traveling to not traveling

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

g. For the purpose of facilitating the actual adoption process, a teacher adopting or assuming guardianship of a child shall be eligible to apply for up to a total of ten (10) paid contracted workdays to be charged against sick leave, based on the following guidelines.
   (1) A written preliminary notification of involvement in an adoption/guardianship process will be submitted to the Director of Personnel at least thirty (30) days prior to the starting date of the leave unless extenuating circumstances occur.
   (2) Specific leave request dates supported by documentation from the adoption agency/legal entity must be submitted in writing for approval or denial by the Director of Personnel. A response to the request will be done in a timely manner.
h. A teacher adopting or assuming guardianship of a child shall be eligible to apply for up to a total of thirty (30) paid contracted workdays to be charged against sick leave. Specific leave request dates supported by documentation from the adoption agency/legal entity/physician must be submitted in writing for approval by the Director of Personnel. A response to the request will be done in a timely manner.
i. Upon request, a teacher adopting or assuming guardianship of a child under age three (3) shall follow the provisions in this ARTICLE, Item E, Section 7, Parts c,e,f.
j. A teacher adopting or assuming guardianship of a child above age three (3), shall, upon request, be granted adoptive leave without pay up to one (1) year.

8. Assault/Contagious Disease Leave

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

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

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

a. Any employee who wishes to use these leaves must fill out the appropriate section of the teacher's accident report.
b. Any employee who is absent and wishes to use these leaves may use them upon approval 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 consecutive calendar 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 the 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. Failure to complete satisfactorily 1 the approved professional growth plan shall result in refunding the sum of hospitalization payments and the salary received from the Board during the leave, and forfeiting the "rights" for the year of professional leave to retirement, insurance, and automatic salary increase.

9. Application and Instruction

Appropriate forms for use in applying for professional leave and for verifying successful completion of the leave will be provided by the Superintendent. The completed application and required information for leaves for the following school year must be filed with the Superintendent by May 1. Each applicant will be notified of approval or disapproval of his/her application as soon as practicable but no later than June 15.

In addition, the Superintendent shall provide instructions regarding procedures to be observed in applying for a professional leave, and in filing verification of successful completion of the approved professional growth Plan.

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

H. Religious Leave

1. Religious leave may be granted with pay, upon approval, to teachers 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 using the Request for Use of Religious Leave Form (Appendix 8) must be submitted 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 teacher's accumulated sick leave or from the teacher's three (3) days of personal leave.
2. If religious leave is denied, the teacher may appeal the denial to the Superintendent and the President on the BFT. Their decision will be final and not subject to the grievance procedure.

I. Family and Medical Leave Act (FMLA)

1. In accordance with the Family and Medical Leave act of 1993, as amended, (FMLA), eligible staff members may take up to twelve (12) work weeks of job-protected, unpaid leave, or substitute appropriate paid leave if the staff member has earned or accrued it, for the following reasons:
   a. the birth and/care of a newborn child of the staff member, within one (1) year of the child's birth;
   b. the placement with a staff member of a child for adoption or foster care, within one (1) year of the child's placement; or
   c. the staff member is needed to provide physical and/or psychological care for a spouse, child or parent and a serious health condition; or
   d. the staff member's own serious health condition makes him/her unable to perform the functions of his/her position; or
   e. any qualifying exigency (as defined in applicable Federal regulations) arising out of the fact that the staff member's spouse, son, daughter or parent is on covered active duty (or has been notified of an impending call or order to covered active duty in the Armed Forces. Covered active duty means duty during deployment with the Armed Forces to a foreign country.
2. Staff members are eligible if they have worked for the Board for at least twelve (12) months, and for at least 1,250 hours over the twelve (12) month period prior to the leave request. All full-time instructional employees are deemed to meet the 1,250 hours requirement.
3. The twelve (12) month period is defined as the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e. the "leave year" is specific to each individual staff member).
4. Staff members may be permitted to take FMLA intermittently or on a reduced schedule for the birth and/care of a newborn child, for the care of a spouse, child, parent or self when medically necessary.
5. The Board shall require the staff member to "substitute" (i.e. run concurrently) any of his/her earned or accrued paid leave (e.g. sick, personal, or any other applicable leave) for unpaid FMLA leave. A staff member's ability to substitute accrued paid leave is determined by the terms and conditions of the District's normal leave policy and this agreement.
6. This is not the complete FMLA policy, additional information regarding FMLA can be found in Board Policy 3430.01 or with the Director of Personnel.

J. Unpaid Leave

1. When an emergency, or essential situation arises (absolutely necessary or extremely important), a teacher shall be eligible to apply for an unpaid leave of absence not to exceed five (5) contracted days per year. Unpaid leave may be used for one-time events that are beyond the member's control, and shall not be used for recreational or vacation activities.
2. An Unpaid Leave request form shall be submitted in writing to the Director of Personnel and Employee Relations at least fifteen (15) school days in advance of the absence or as soon as possible in cases of emergency/unexpected circumstances.

3. Approval or denial for the use of unpaid leave shall be in writing as determined at the discretion of the Director of Personnel and Employee Relations.
4. In the event the request is denied, the member may request an appeal with the Superintendent or designee and the BFT President or designee.
5. Final approval or denial from the appeal process shall be in writing from the Superintendent or designee.
6. A member shall be granted an unpaid leave of absence for up to 2 years for illness or other reasons of disability per ORC 3319.13.

ARTICLE VI
WORKING CONDITIONS

A. Teacher Facilities

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

B. Work Areas

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

C. Health and Safety

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

D. Telephones/Technology

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

E. Teacher Parking Facilities

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

F. Camp Mi-Bro-Be

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

G. Refund of Expenditures

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

H. Job Descriptions

All teacher positions in the school district shall have job descriptions. These job descriptions will provide the framework for teachers' responsibilities and shall be provided to each teacher upon appointment. The District Committee will appoint the people who will rewrite the designated job descriptions which need revision. The

re-writing committee will have equal membership divided between administrators and teachers. Upon completion, the job descriptions will be presented to the Board of Education for its approval and acceptance. This committee will meet annually to continue the process of job description review and creation. All job descriptions will be reviewed on a five year cycle. All job descriptions will be posted on the school district's personnel website.

I. Curriculum and Instruction

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

J. Diagnostic Testing

Staff development will be provided to train personnel on how to effectively administer diagnostic tests and create Reading Improvement and Monitoring Plans (RIMPs) and Dyslexia notifications. Student RIMPs and Dyslexia notifications will be developed and generated during building-level Response to Intervention (MTSS/RTI) data meetings.

ARTICLE VII
CLASS SIZE

A. High School

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

B. Middle School

1. The maximum number a teacher can work with is 28 times your team size, unless scheduling patterns necessitate at the beginning of the semester, without additional compensation.
   2 Person Team: Not to Exceed 56 Students
   3 Person Team: Not to Exceed 84 Students
   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 $150.00 per quarter per student.
   a. When a teacher on a team exceeds their maximum number of students plus two (2) the teacher shall receive $300.00 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 an instructional period opposite of the student lunch. Special area teachers will be assigned no more than five (5) classes and one (1) duty. Duties are equal to one class period unless the Building Committee agrees to change the length of time.
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 $150.00 per quarter per student.

1. When a teacher exceeds their maximum number of students plus two (2) the teacher shall receive $300.00 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.

4. This amount will be paid twice a year (last pay in February and last pay in June). When a teacher is on *continuous* leave (FMLA), they will not be compensated for class overage during the time of leave. The total sum of the stipend will be prorated to reflect time missed due to FMLA.

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).

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 $75.00/student/semester
Media Specialists will be paid $50.00/student/semester

This amount will be paid twice a year (last pay in February and last pay in June). When a teacher is on *continuous* leave (FMLA), they will not be compensated for class overage during the time of leave. The total sum of the stipend will be prorated to reflect time missed due to FMLA.

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

2. Each elementary building will be allocated aide time for the Media Center based upon building student enrollment.
3. The class size for a split class (a class with more than one (1) grade level in a traditional self-contained program) shall not exceed twenty-three (23) students in grades 2-3 split or twenty five (25) students in grades 3-4 split. No first grade students will be placed in a split class. No first year teacher will be placed in a split class.

4. A multi-section class (2 or more) in grades K-2 with an average enrollment in excess of thirty (30) will be split. A multi-section class (2 or more) in grades 3-4 with an average enrollment in excess of thirty-one (31) will be split.

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

   The alternative solution shall not exceed the cost incurred by the addition of a new staff member.
5. A classroom unit will be taught by the same vocal music, art, or physical education teacher respectively. Vocal music, art, and physical education classes shall not exceed one (1) classroom unit. If space for a class is unavailable, the administrator and teacher(s) involved will meet to discuss and reach mutual agreement on a solution. If the solution includes combining classes, the teachers involved will be provided common planning time during the student day.
6. Every elementary classroom (Grades K-4) shall receive one (1) forty-five (45) minute class of general music instruction every four (4) school days provided by a certified music teacher.
7. Every elementary classroom (Grades K-4) shall receive one (1) forty–five minute class of physical education instruction every four (4) school days provided by a certified physical education teacher.
8. Every elementary classroom (Grades K-4) shall receive one (1) forty-five (45) minute session of art instruction every four (4) school days provided by a certified art teacher. When scheduling demands cannot be met, the Building Committee shall meet with the art teacher to work out a plan. This plan shall be submitted to District Committee following ARTICLE XIX, Item D for approval.
9. Every elementary classroom (Grades K-4) shall receive one (1) forty-five (45) minute session of library time/media time every four (4) school days provided by or under the guidance of the library/media specialist. Elementary schedules will provide some regular contact time for all students to meet with the library/media specialist.
10. Any changes to the elementary special area offerings or time allocations will be mutually agreed upon by the BFT and the administration.
11. Reassignment of Elementary Teachers in August Due to Change in Enrollment Patterns:
    If during its August meeting the Building Committee recommends the transfer of a teacher because of an unforeseen reduction in class size from June and with the mutual agreement between the Administration and President of the BFT, the least senior teacher in the building may be transferred to another building in order to balance class size.

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 ¾ hours
Middle School 7 ¾ hours
High School 7 ¾ hours
Snow School 7 ¾ 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 for academic/team teachers 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/MTSS/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/MTSS/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/MTSS/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. A Teacher Based Team (TBT) is defined as follows: A Teacher Based Team is a collaborative group of teachers with structured time to focus on improving and implementing instruction. Working in coordination with administration and the Department of Academic Affairs, TBTs share, plan, develop, implement and refine instructional strategies to effectively support a targeted focus area. Through ongoing reflection and revision, TBTs assess the impact of teaching practices on student learning. The primary purpose of TBTs is to enhance student learning, use evidence to measure instructional effectiveness, and optimize educator performance.

In addition, TBTs responsibilities may include, but are not limited to, generating assessment instruments, collecting and analyzing student data, and implementing differentiated research-based instructional strategies.

TBTs will meet weekly. Each meeting will be the same length as an instructional period.

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.

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

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

All CBBR and BBRR IS will provide a detailed schedule to their perspective building principal no later than September 15. These IS will work collaboratively with their building principal and other IS 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.

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

D. <u>Traveling Teachers/Teachers Split Between Two Departments</u>

1. Teacher travel will be minimized during the school day to promote the best possible schedule. Unique situations may occur within the schedule of a traveling teacher that need to be resolved. These situations may be resolved by the teacher(s) and the Personnel department, the principals of the buildings and/or the Building Committee of the affected building.
2. Any elementary art/physical education/general music teacher with an assignment of .85 or greater, but less than 1.0 in one (1) building or between two (2) buildings, will be considered to have a full time schedule.
3. Elementary art/physical education/general music teaching assignments may be changed if that will help to assure one (1) full time person in a building.
4. Elementary traveling teachers and elementary-secondary traveling teachers will have instructional time up to 270 minutes with students on the day(s) they travel.
5. A traveling teacher who is split between the middle school and the high school will not be assigned more than five (5) classes per day. If it is necessary to assign that teacher a sixth class, he/she will be paid for this extra assignment at the rate listed in the additional class option (ARTICLE XIV, Item K, Section 3).
6. Teachers assigned to more than one (1) building per day will have a minimum of thirty (30) minutes, when the distance between buildings is greater than one (1) mile, to travel between their schools which will be counted as their duty. If an additional duty is assigned, it must be for the purpose of completing their teaching load. Elementary traveling teachers will not be assigned any bus supervision on days that they travel. All teachers required to travel within the school day will be paid mileage as listed on the mileage chart between schools and at the rate specified in this contract in ARTICLE XIV, Item A.
7. A Middle School or High School (7- 1 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 with 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 study

   If 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 indirect services.

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, teacher based team, 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. Limited Contract Evaluation & Ineffective First Year and Continuing Contract

1. First-year teachers with BCSD, teachers on an Improvement Plan, teachers applying for continuing contract status, and any teacher receiving a final holistic rating of Ineffective on his/her most recent evaluation may be subject to three formal observations.
2. All first-year teachers new to BCSD, teachers under a limited Resident Educator Program contract, and teachers completing an Alternative License Pathway are placed on a Full-Cycle Evaluation.
3. Teachers on a limited contract who do not fall into any of the aforementioned categories will be placed on an Evaluation Cycle that is consistent with their OTES final holistic rating from the previous school year.

C. Improvement Plans

1. Any educator with a Final Holistic Ineffective Rating will be placed on a Written Improvement Plan for the following year.
2. Administration may place a teacher on and Improvement Plan based on evidence indicating significant deficiencies within any criteria of the OTES 2.0 rubric.
3. The Improvement Plan process for a school year will be complete by May 1 and finalized with the teacher no later than May 10, including a recommendation regarding whether the teacher will remain on an Improvement Plan for the following school year.

D. 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 recertification 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.

E. 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 will be paid 6% of base salary per Resident Educator.

Resident Educator Mentor Facilitator for Year 2 Resident Educator will be paid 3% of base salary per Resident Educator not to exceed three (3).
If year 2 requirements change, BFT and Administration will convene to discuss workload and compensation. 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. The requirement for a mentor must be stated in the improvement plan.

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. <u>Measuring Length of Service</u>

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. <u>Later Offers of Re-Employment</u>

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).

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

3. Suspension of Continuing Contracts

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

C. Vacancies

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

The Personnel Office will communicate to the Building Principal, who will communicate openings to the Building Committee before internal postings. The Building Committee may fill this vacant position with any of the internal applicants, as long as the teacher remains in the same standard certification/licensure area. As new vacant teaching positions (a third grade position as opposed to a second fourth grade position) become available after the initial communication by the Building Committee, the Building Committee will communicate the new vacant teaching positions within their building prior to that position being posted by the Personnel Office. No position may be communicated more than once internally unless the position is changed.

2. Internal and external postings will occur at the same time. Internal candidates will be interviewed prior to external candidates. If an internal candidate is not selected for the position, the candidate will be notified prior to reviewing external candidates' application materials and interviewing external candidates.

3. Vacancies within the system for internal candidates:

All teachers interested in a vacancy in another teaching certification/licensure area or to another building must respond to the job posting in writing. All teachers applying must be interviewed by an interview team

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

a) A BFT building representative or his/her designee from each elementary building (K-4) or content area (5-12) for the certified Position;

b) Two administrative representatives;

c) Additional staff members, up to a total of nine (9) interview team members, may be added to the team by mutual consent of the interview team.

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

a) A BFT building representative or his/her designee;
b) Another employee with a site-based perspective selected by the BFT Representative;
c) The administrative head of the affected opening or his/her designee;
d) A second administrator or staff member with a site-based perspective 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.

The interview team should not be formed until the 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 three (3) 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 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.

4. Vacancies within the district filled externally:

If no internal applicant is chosen, one of the two interview team processes from 3 above will be utilized for external 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 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.

5. 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.

6. <u>Administrative Openings</u> (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.

7. General Procedures for Administrative Internships
   a. Administrative internships will be annual assignments limited to one (1) four-year internship during employment within the Berea City School District. At the end of the internship, that person will be reassigned to the classroom.
   b. Administrative interns may apply for other administrative intern vacancies while serving in a four-year internship. If chosen, the administrative intern will only be able to serve in the new position for the remainder of the initial four-year period.
   c. If a catastrophic event interrupts an internship, the Superintendent and the President of the BFT will mutually decide whether to offer that person a second intern assignment at a later date.
   d. Interns will be evaluated using the Administrative Evaluation. Interns returning to the classroom who were previously employed by the Berea City School District will return to their prior status in the Teacher Evaluation Program. Interns going into the classroom who were not previously employed the Berea City School District will be assigned a consulting teacher and begin at the entry level of the evaluation program
   e. Administrative internships will be four (4) years in duration.
   f. Interns returning to the classroom will be assigned to their original position. If the administrative intern 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 administrative intern will be given a like position as defined by the contract.
8. Positions for Specific Programming

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

D. Involuntary Transfers and Assignments

1. General Procedures for Involuntary Transfers
   a. Any teacher who is involuntarily transferred will be informed in a personal and private conference with the principal between April 1 and May 15, except for transfers covered in the section titled “Transfers Due to Performance or Personnel Problems.”
   b. The materials and supplies of the transferred teacher will be moved, if requested, to his/her new school by Board personnel and vehicles. The procedures to be followed are:
      (1) All materials to be transported must be boxed in cartons provided by the Board and labeled by the teacher. Privately owned valuable property will be transported, but with no liability incurred to the Board for loss or damage. (Non-standard furniture and equipment are not included.)
      (2) On or before the teacher’s last scheduled workday, boxes of materials to be moved shall be placed by the school district in a location designated by the building principal.
      (3) Materials and/or supplies being moved shall be delivered to the teacher’s new building at least two weeks prior to the teacher’s first scheduled workday.
   c. Needed basic supplies and curriculum materials will be available to the transferred teacher. The following list of basic items shall be provided:
      (1) Teacher desk and chair;
      (2) Curriculum guides;
      (3) A four-drawer file cabinet;
      (4) Teacher manuals and an adequate number of pupil books;
      (5) Teacher supplies, art supplies, and audio-visual equipment equivalent to those of other classrooms at that grade level in his/her building.
   d. If requested, a teacher being involuntarily transferred to another building or a teacher being involuntarily transferred to a new classroom and new grade level at the elementary school or middle school shall be granted up to two (2) extra workdays for the purpose of packing and/or unpacking materials. The teacher shall be paid at the current daily rate for staff development. This provision does not apply to transfers

under ARTICLE X, Item D, Section 2, Part b, Number 7.

2. Involuntary Transfers and Assignments may be initiated by the Superintendent or designee for three reasons: a) as a result of reduction or increase in student enrollment; b) as a result of district-wide and/or individual school staff or student needs, or staff strengths/weaknesses; and c) as a result of performance factors or personnel problems.

a. Transfers Due to Reductions or Increase in Enrollment

(1) The teacher(s) to be transferred involuntarily shall be informed in a private conference with the principal on or before May 15 of each year.

(2) The teacher(s) to be transferred may schedule a conference concerning the transfer(s) with the Superintendent's designee at any time.

(3) Teachers transferred involuntarily shall receive their assignments at the same time as other personnel.

(4) These involuntary transfers may not occur after May 15 except as noted in ARTICLE X, Item D, Section 2, Part b.

(5) Part time employees and employees on the recall list will be assigned during the staffing process to available full time positions for the next school year for which they are certified/licensed.

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

(1) It may be necessary to involuntarily transfer staff to meet district-wide and/or individual school staff or student needs, or staff strengths/weaknesses.

(2) It may be necessary to transfer staff based on changing enrollment patterns.

(3) At the elementary level, when a split class is to be eliminated for the upcoming school year, the teacher of the split class will be considered as a teacher from the grade level he/she taught before taking the split class and in compliance with the established seniority procedure.
Example: Teacher A is a second grade teacher. Teacher A takes a 2/3 split class. The split class is eliminated at the end of the year. Teacher A then goes back to the second grade seniority list at that building.

(4) All issues regarding the involuntary reassignment of teachers from a multi-age grade grouping team or looping pattern will be addressed initially by the Building Committee. If a resolution cannot be determined, a committee consisting of two (2) BFT representatives appointed by the President of the BFT and two (2) administrators appointed by the Superintendent will determine a solution.

(5) a. All issues regarding the involuntary reassignment of teachers from a looping team will be addressed by a committee consisting of two (2) BFT representatives appointed by the President of the BFT and two (2) administrators appointed by the Superintendent.

b. The seniority for elementary teachers entering a two-year looping cycle will be based upon the grade level he/she taught before entering the looping cycle.

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

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

c. Transfers Due to Performance Factors or Personnel Problems

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

(1) Performance Factors

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

(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.

F. Filing and Maintenance of Licenses/Certificates

1. Beginning with the 2025-2026 school year, as a condition of employment, the teacher shall maintain the certificates/licenses under which they were initially hired. This condition shall be maintained for certificates/licenses that have been assigned to teach within the past ten (10) years.

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 prorated 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 is 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. Non15 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 in accordance with the Operating Standards for the Education of Children with Disabilities and/or in accordance with state regulations. These responsibilities include providing indirect services to students with disabilities.Indirect services include special education documentation (examples include IEPs, ETRs, Progress Reports), consultation, cooperative planning, demonstrating strategies, progress monitoring, data collection, assistance with modifications, equipment, and materials to support staff working with students with disabilities.

Daily Schedules

a. Elementary: Non-CBRR and BBRR IS's daily schedule shall include;
   (1) 220 minutes – 245 minutes of direct instruction/services
   (2) Forty-five (45) minutes of coverage within a CBRR and BBRR for the CBRR and BBRR Intervention Specialists' daily planning time as needed on an annual rotating basis.
   (3) Thirty (30) minutes of indirect services during the student day
   (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-CBRR AND BBRR 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 student day.
   (3) Preparation time equal to one (1) class period during the student day.

c. High School: Non-CBRR and BBRR 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) 1 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. CBRR and BBRR teachers 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 or 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. Work may be required to 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. <u>Speech/Language Pathologists</u>

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

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

D. <u>Teachers Assigned to Snow School</u>

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 1 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. School Counselors

1. If a school counselor desires a change in the established extended time schedule, the school 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, school 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 school counselor will be involved in the disciplinary procedure of students. School 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.

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

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

J. MTSS/RTI (Response to Intervention) Process

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

K. School Psychologists

1. If a School Psychologist desires a change in the established extended time schedule, the School Psychologist and his/her immediate supervisor (Director of Pupil Services) will mutually agree upon an alternate schedule for the extended time.
2. In order to adequately perform their role and responsibilities within a building, School Psychologists will not be assigned regularly scheduled duties or supervision.
3. The primary role of a School Psychologist is understanding students' behavioral symptoms and academic issues via testing, researching, and assessing, then guiding the establishment of plans for addressing them accordingly.
4. Because of the inherently conflicting roles, no School Psychologist will be involved in the disciplinary procedure of students. School Psychologists 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. Those identified School Psychologists employed by Educational Service Center of Northeast Ohio and contracted to work in the Berea City School District during the 2022-23 school year, will be employed directly by the Berea City School District beginning with the 2023-24 contract year. Notwithstanding Article XIV, Paragraph F, these specific individuals will be granted their full employment experience for verified prior service as a school psychologist (minimum of 120 days) and be placed on their corresponding experience/education steps of the GY 2024 (186 days) "Teachers hired AFTER JULY 1, 2013" salary schedule. In addition, the parties agree to take all necessary steps to add/accrete the position of "school psychologist' into the bargaining unit.
6. Any other newly hired School Psychologist will follow the Article XVI, F. Service Credit contractual stipulations.

ARTICLE XII
INSTRUCTIONAL DELIVERY FOR STUDENTS

A. Section 1412 of the Individuals with Disabilities Education Improvement Act (IDEIA) mandates that children with disabilities are educated in the Least Restrictive Environment (LRE) to the maximum extent appropriate, as determined by the IEP team. The district is committed to ensuring that students with IEP's have equal access to the curriculum and are provided with appropriate accommodations and services in regular education settings to promote their success and integration.

B. Recognizing the importance of maintaining educational balance in regular classroom settings, the

assignment of students with Individualized Education Programs (IEPs) to regular education classes shall be made judiciously and with deliberate consideration. Every effort will be made to ensure that such assignments are in the best interest of the student, fostering an inclusive environment while meeting the student's unique educational needs.

C. Caseloads

Each building, grades K-12, will utilize ISs, the Intervention Specialist Instructional Leader and the Director of Pupil Services or his/her designee to establish caseloads and supports for students with disabilities based on the level of student needs.

D. Scheduling

Each building, grades K-12, will utilize ISs, School Counselors, and Administrators to schedule and place students with IEPs in the appropriate classes/classrooms as determined by the IEP. The process shall be completed prior to the scheduling and/or placement of students without IEPs. This process will begin at the start of the second semester of the current school for the following school year. After this initial process, a review of class rosters and/or placements of students with IEPs will be completed by Intervention Specialists, IS Instructional Leader, Special Education Supervisor and Counselors prior to the end of the current school year, to ensure educational balance in the regular education classroom settings

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

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

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

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.

H. 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.

I. 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.

J. 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.

K. 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.

L. The Operating Standards for the Education of Children with Disabilities limits the number of students on a caseload of an IS The team, including but not limited to: building administrator, Director of Pupil Services, building intervention specialists can reconvene at any time 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.

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

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

B. Elementary Grade Level Instructional Chair

1. Each school will have one grade level chairperson for each grade and one special education chairperson per building. A teacher must be staffed full-time at that grade level or in the area in a building to be eligible to apply for and retain this position.
2. Elementary grade level chairpersons will receive a stipend of 2.5% of the base salary plus $100.00 for each grade level member. Special education chairpersons will receive a stipend of 5% of the base salary plus $100.00 for each member of the elementary Special Education team in the building.

C. Elementary District Special Area Chairs

1. The District will have one district elementary art chairperson, one district elementary music chairperson, and one district elementary HPE chairperson. Teachers must be staffed in the area at the elementary level at least .5 to be eligible to apply for and retain this position.
2. The decision to recommend an elementary District Special Area Chairperson for re17 appointment each succeeding year shall be made by the Superintendent or his/her designee.
3. Elementary District Special Area Chairpersons will be paid 2.5% of the base salary and $100.00 per team member based on the staffing assignments in that area at the elementary level.

D. Middle School Team Leader

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

E. Middle School Building-Wide Instructional Chair

1. The Middle School will have building-wide instructional chairs in the following departments:
   Special Education
   Music
   Health Physical Education
   Art
   Computer Science/Family Consumer Science
   School Counselor

a. A certified member must be staffed at least .6 FTE at the middle school and in that area to be eligible to apply for and retain this position.

b. Certified members selected as middle school building-wide instructional chairs shall receive a stipend of 5% of the base salary and $100.00 for each member of the department. If there are fewer than 5 FTEs in the subject area, the instructional chair will be paid a stipend of 2.5% and $100.00 for each member of the department.

c. The special education middle school building-wide instructional chair will have .2 release time to deal with issues related specifically to the management, scheduling, and conferencing of students with disabilities within the building, to coordinate all IDEA rules and regulations related to IEPs and MFEs, and to coordinate all state mandated issues.

d. Middle school building-wide instructional chairs will be assigned no more than five (5) classes. Middle school building-wide instructional chairs will not be assigned non-curricular duties and supervisory assignments that fall outside the students' academic day.

F. Middle School (Grades 5-8) Instructional Chairs

The primary expectation of this role is to serve as facilitator of the grade level TBT and collaborate monthly with the Coordinator of Academic Affairs for the Middle Level. The Middle School will have Instructional Chairs at each grade level (5-8) in the following departments as indicated below:

English/Language Arts (4)
Math (4)
Science (4)
Social Studies (4)

a. A certified member must be staffed at the middle school, in the grade and subject to be eligible to apply for and retain this position.
b. Chairs at each grade level shall receive a stipend of 2.5% of the base salary and $100.00 for each member of the department at their grade level.
c. Members who hold these positions will be expected to participate on the DLT on a Rotating Basis. All Middle School Instructional Chairs will serve on the BLT for one semester per school year. All grade level instructional chairs must attend the 1st BLT meeting of the year. Service on the BLT for the year will be decided upon at the initial BLT meeting. During the semester they are serving on the BLT, the Grade Level Instructional Chair will not be assigned non-curricular duties and supervisory assignments that fall outside the students' academic day.

G. High School/Snow School Instructional Chair

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

paid a stipend of 2.5% and $100.00 for each member of the department:

English/Language Arts
Math
Science
Social Studies
World Language
Special Education
Music
Health/Physical Education
Art
Career Tech: Computer Science, Business, and Family Consumer Science
School Counselor
Snow School

A teacher must be staffed at least .6 FTE at the high school and in that area in a building to be eligible to apply for and retain this position.

2. Snow School will have (1) instructional chair to represent Snow School teachers. The instructional chair shall receive a stipend of 5% of the base salary and $100.00 for each member at Snow School.

3. The special education high school instructional chair will have 0.2 release time to deal with issues related specifically to the management, scheduling, and conferencing of students with disabilities within the building, to coordinate all IDEA rules and regulations related to IEPs and MFEs, and to coordinate all state mandated issues.

4. High school instructional chairs will be assigned no more than five (5) classes. High school instructional chairs will not be assigned non-curricular duties.

H. Teacher-in-Charge

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

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

2. If a teacher is appointed as the administrative designee, he/she will receive a stipend of $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 2.5% 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.

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.

5. Tuition Reimbursement

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

Need of an endorsement area to be added to their certificate

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

Teachers are required to request prior approval for this reimbursement from the Director of Personnel and Employee Relations. Disagreements can be addressed utilizing the provisions outlined in this ARTICLE, Item B, Section 4. Payment shall be made to the teacher once a transcript or certificate of completion has been submitted to the Director of Personnel and Employee Relations verifying the credit has been granted for the course. Teachers who elect

this option must sign a waiver surrendering their right to use these hours towards advancement on the salary schedule. The amount available to a teacher shall not exceed $1,200.00 during any calendar year. Teachers who are requesting tuition reimbursement for pursuing a Master's Degree in a core content area (math, science, social studies, language arts, world language) are able to use those hours towards advancement on the salary schedule. Required documents are outlined in Appendix 10.

C. Camp Mi-Bro-Be

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

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

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

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

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

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

For Teacher Leadership Functions pay, as defined in Article XIII, or calculated off of the teacher salary schedule, the salary schedule for employees hired after July 1, 2013 will be used for all employees.

E. Extended Time

1. Teachers employed in the following positions shall be given a supplemental contract to work 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
School Psychologists	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

1. 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).
2. 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).
3. 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).
4. At the beginning of each year, Building Committee will develop a plan for covering unfilled teacher vacancies and intervention associate time that is determined to be priority when the vacancy is not filled voluntarily. Building special education leadership will determine priority intervention associate time. Building Committee will consider the need for intervention specialists to provide specially designed instruction (SDI) when developing the plan for covering unfilled vacancies.
5. If a teacher is pulled from an otherwise scheduled duty or current class assignment to cover a class there will be no compensation provided.
6. 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.
7. 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.
8. For all positions in the bargaining unit that do not have a set lunch or planning period (School Counselor, Instructional Coach, School Psychologist, etc..) they may not sub and get paid for more than two periods total in the same day.

I. Curriculum Writing

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

J. Mandatory Salary Reduction Plan

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

K. Additional Class Option

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

3. Additional Class Option Compensation

a. When a teacher accepts a single class vacancy under the provisions in Section 1 of Item K, Additional Class Option, he/she shall be compensated based on his/her position on the salary schedule.
b. Under the provisions of Section 2 of Item K, Additional Class Option, a teacher who accepts an additional class during the school year in lieu of his/her preparation/released time period shall be compensated at the rate of $5,000.00 ($2,500.00 per semester).
c. Under the provisions of Section 2 of Item K, Additional Class Option, a teacher who accepts an additional class during the school year in lieu of his/her duty period shall be compensated at the rate of $4,000.00 ($2,000.00 per semester).
d. An elementary art/physical education/general music/library teacher with a full assignment may be offered a stipend of $650.00 per semester to take an additional section in an elementary building in which they are assigned.

4. If a teacher believes his/her reduction in force was caused by the implementation of this ARTICLE, the teacher has the right to use the grievance procedure.

L. Independent Study

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

M. Daily Rates

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

N. Staff Development

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

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

O. Severance Pay

1. Retirement Severance Payment

a. Upon official retirement as defined in Ohio Revised Code, 124.39 and with ten (10) or more years of employment by a political subdivision in the State of Ohio, each employee shall be paid at his/her daily rate for one-fourth (1/4) of any unused sick leave up to a maximum of one hundred (100) days. The number of unused sick leave days subject to this provision shall be unlimited.

b. The payment of the retirement severance under this section will be made in two installments. The first will be in March of the calendar year following the year of retirement, and the second will be made in March of the calendar year following the first payment. Proof of having received an S.T.R.S. retirement check must be provided before receiving any retirement severance payment.

(1) If the Employee's last day of employment is in or after the calendar year the Employee attains (or will attain) age 55 they will participate in the BFT Severance Pay Deferral Program with the payment of the retirement severance under this sections will be made in two installments. The first will be in March of the calendar year following the year of retirement and the second will be made in March of the calendar year following the first payment. Proof of having received an S.T.R.S. retirement check must be provided before receiving any retirement severance payment.

(2) If the Employee's last day of employment is not in or after the calendar year the Employee attains (or will attain) age 55 then the employee will receive their payment of the retirement severance under this section within 30 days of the employee providing the district with proof that they received an S.T.R.S. retirement check.

c. A teacher's daily rate for the purpose of calculating severance will be determined by dividing the salary shown on the teacher's salary notice (salary with pick-up) by the teacher's contracted days (186 days for a teacher not working under an extended contract).

2. Non-Retirement Severance

a. Any teacher who resigns his/her position with the Berea Board of Education for reasons other than retirement shall be entitled to a severance payment. The payment of the severance under this section will be made in two installments. The first will be in March of the calendar year following the year of resignation and the second will be made in March of the calendar following the first payment.

b. Program Exclusions

(1) The teacher has less than ten (10) years of teaching in the Berea City Schools.

(2) The teacher has less than twenty (20) years of certified service credits in S.T.R.S.

(3) Berea City Schools terminates the teacher.

c. For teachers impacted by a reduction in force, the severance payment will be made in 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 members 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 may 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.

T. Middle School and High School Building Testing Coordinators

1. All certified staff will participate in annual State testing administration as designated by the building principal and in coordination with district level administration. Building Testing Coordinators will work in conjunction with the building principal or designee to support building level State testing.
2. The Building Testing Coordinator position will be filled by a school counselor staffed at the building full time.
3. The middle school and high school will each have a Building Testing Coordinator.
4. The Building Testing Coordinator at the high school shall receive a stipend of 5% of the base salary. The Building Testing Coordinator at the middle school shall receive a stipend of 3% of the base salary. Stipend will be calculated off of the teachers salary schedule, the salary schedule for employees hired after July 1, 2013 will be used for all employees. (NEW)
5. Each building will be allocated $2.00 per student based on the October EMIS Building Enrollment Report head count to be paid to BFT members who assist in test administration, including the Building Testing Coordinator. The allocation will be divided proportionately based on time worked.

U. High-School Science Lab Stipend

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

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 by April 15th 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 full38 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.

E. Life Insurance

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

F. Professional Liability Insurance

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

G. Changes in Health Care Provider(s)

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

H. Married Employees

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

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

I. District-Wide Health Benefits Committee

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

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

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

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

J. Tax Sheltering Cafeteria Plan

This plan allows teachers to tax shelter costs that they pay for insurance, un-reimbursed medical expenses, and child/dependent care expenses. The Board will make available to the teachers this 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 insurance.
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 re23 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 1st
Spring Sports/Activities	January 1st

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 1 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:

2025-2026	4%
2026-2027	4%
2027-2028	2%

The Berea Federation of Teachers, at its discretion, may elect to reopen the contract in the event there are at least a total of twenty-five (25) bargaining unit member retirements during the 25-26 and 26-27 school years combined. The district agrees to reopen and bargain over additional (beyond the existing 2%) compensation not to exceed a total of four percent (4%) in the final year of the three year agreement. BFT must notify the Superintendent in writing no later than June 1, 2027. The parties agree to meet no later than June 15, 2027. The District has the option of bringing at most, one (1) negotiation question.

With the start of the 2024-2025 school year, all ECE teachers will be placed on the 24-25 BFT Salary Schedule in a cell relative to the ECE teacher’s current wage without going under. The ECE teacher will remain in that cell for the 25-26 school year after the base wage has been added to the scale. Effective 26-27 school year the ECE teacher will advance through the schedule the same as any other teacher.

SUPPLEMENTAL SALARY SCHEDULE **2025-2026 Bachelor 0 - $49,706**				
ALL LEVELS - CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Model UN	$846	$884	$936	$987
Orchestra Festival	$987	$1,032	$1,091	$1,151
Elementary Student Council	$987	$1,032	$1,091	$1,151
Elementary Dram Club	$2,396	$2,506	$2,651	$2,796
Connection - Asst. Editor	$2,678	$2,800	$2,963	$3,125
Connection Editor	$2,960	$3,095	$3,274	$3,454

*** Elementary Musical Productions: Each Music Teacher will be compensated $250 per production (not to exceed 5 per year).

SUPPLEMENTAL SALARY SCHEDULE **2025-2026 Bachelor 0 - $49,706**				
MIDDLE SCHOOL ATHLETIC/CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Builders Club	$846	$884	$936	$987
7th Grade Fall Cheerleading	$1,128	$1,179	$1,247	$1,316
8th Grade Fall Cheerleading	$1,128	$1,179	$1,247	$1,316
Competition Cheerleading	**$1,179**	**$1,232**	**$1,304**	**$1,375**
7th Grade Winter Cheerleading	$1,551	$1,621	$1,715	$1,809
8th Grade Winter Cheerleading	$1,551	$1,621	$1,715	$1,809
WEB Coordinator	$1,821	$1,840	$1,860	$1,879
Drama Director	$1,974	$2,063	$2,183	$2,303
Class Advisors - Grades 7 & 8	$1,974	$2,063	$2,183	$2,303
Cross Country	$2,678	$2,800	$2,963	$3,125
Track	$3,101	$3,242	$3,430	$3,618
7th Grade Volleyball	$3,383	$3,537	$3,742	$3,947
8th Grade Volleyball	$3,383	$3,537	$3,742	$3,947
Student Council	$3,383	$3,537	$3,742	$3,947
7th Grade Football	$3,665	$3,832	$4,054	$4,276
8th Grade Football	$3,665	$3,832	$4,054	$4,276
Softball	$3,665	$3,832	$4,054	$4,276
Memory - Yearbook	$3,736	$3,973	$4,370	$4,605
Wrestling	$4,088	$4,274	$4,522	$4,770
7th Grade Basketball	$4,229	$4,421	$4,678	$4,934
8th Grade Basketball	$4,229	$4,421	$4,678	$4,934
Faculty Manager***	$8,881	$9,285	$9,823	$10,362
Middle School Music**	$8,735	$8,735	$8,735	$8,735

* BFT Assistant Middle School Coaches salaries are 75% of Middle School Head Coach position.

***Non BFT Head Middle School Coaches salaries are 90% of the BFT Middle School Head Coach position.**

***Non BFT Assistant Middle School Coaches salaries are 75% of the 90% Non BFT Middle School Head Coach position.**

** Faculty Manager: Grades 7-12 priamary responsibility being the Middle School.

*** Middle School Music: $8,735 per year; allocation for department member to be determined by instructional leader.

SUPPLEMENTAL SALARY SCHEDULE

2025-2026 Bachelor 0 - $49,706

HIGH SCHOOL ATHLETIC/CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Pep Band	$564	$590	$624	$658
SADD	$846	$884	$936	$987
International Club	$846	$884	$936	$987
Newspaper Advisor	$846	$884	$936	$987
Summer Band	$987	$1,032	$1,091	$1,151
National Honor Society	$1,128	$1,179	$1,247	$1,316
Track - INDOOR	$1,480	$1,548	$1,638	$1,728
Girls Flag Football	**$1,293**	**$1,353**	**$1,432**	**$1,510**
Bowling Advisor	$1,551	$1,621	$1,715	$1,809
Choir/Choreographer	$1,692	$1,769	$1,871	$1,974
Competition Cheerleading	**$1,572**	**$1,643**	**$1,738**	**$1,833**
LINK Coordinator	$1,821	$1,840	$1,860	$1,879
Key Club Advisor	$1,833	$1,916	$2,027	$2,138
Assistant Choir Director	$1,879	$1,926	$2,079	$2,192
Grades 9 - 11 Class Advisor	$1,974	$2,063	$2,183	$2,303
Drama Director	$2,114	$2,211	$2,339	$2,467
Football Cheerleading	$2,396	$2,505	$2,651	$2,796
LEAD	$2,537	$2,652	$2,807	$2,960
Basketball Cheerleading	$2,537	$2,653	$2,807	$2,961
Dance Team	$2,537	$2,653	$2,807	$2,961
Student Council Advisor	$2,537	$2,653	$2,807	$2,961
Senior Class Advisor	$2,678	$2,800	$2,963	$3,125
High School Orchestra Director	$2,960	$3,095	$3,274	$3,454
Robotics	$3,101	$3,242	$3,430	$3,618
Academic Challenge	$3,807	$3,980	$4,210	$4,441
Golf	$3,947	$4,127	$4,366	$4,605
Gymnastics	$3,947	$4,127	$4,366	$4,605
Weight Room Supervisor	$3,947	$4,127	$4,366	$4,605
Musical Director	$4,229	$4,421	$4,678	$4,934
Pit Director	$1,480	$1,548	$1,638	$1,728
Tennis	$4,652	$4,863	$5,146	$5,428
Cross Country	$4,652	$4,863	$5,146	$5,428
Yearbook Advisor	$5,216	$5,453	$5,769	$6,086
Choir Director	$5,639	$5,895	$6,237	$6,579
Baseball	$5,780	$6,043	$6,393	$6,744
Swimming	$5,780	$6,043	$6,393	$6,744
Softball	$5,780	$6,043	$6,393	$6,744
Lacrosse	$5,780	$6,043	$6,393	$6,744
Track	$5,921	$6,190	$6,549	$6,908
Forensics Coach	$6,062	$6,337	$6,705	$7,073
Soccer	$6,062	$6,337	$6,705	$7,073
Volleyball	$6,203	$6,485	$6,861	$7,237
Basketball	$6,935	$7,250	$7,668	$8,087
Wrestling	$6,935	$7,250	$7,668	$8,087
Band Director	$7,330	$7,664	$8,108	$8,553
Football	$8,599	$8,990	$9,512	$10,033
Faculty Manager	$8,881	$9,285	$9,823	$10,362
Auxiliary Marching Band****	$5,000	$5,000	$5,000	$5,000

* BFT Assistant High School Coaches are 75% of the High School Head Coach

***Non BFT Head High School Coaches salaries are 90% of the BFT High School Head Coach position.**

***Non BFT Assistant High School Coaches salaries are 75% of the 90% Non BFT High School Head Coach position.**

** Assistant Salaries are 75% of band director/yearbook advisor

*** The amount for the Drama Director is per play

**** Auxiliary Marching Band: $5,000 per year; allocation for department member to be determined by instructional leader.

SUPPLEMENTAL SALARY SCHEDULE **2026-2027 Bachelor 0 - $51,694**				
ALL LEVELS - CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Model UN	$880	$920	$973	$1,026
Orchestra Festival	$1,026	$1,073	$1,135	$1,197
Elementary Student Council	$1,026	$1,073	$1,135	$1,197
Elementary Dram Club	$2,491	$2,606	$2,757	$2,908
Connection - Asst. Editor	$2,785	$2,912	$3,081	$3,250
Connection Editor	$3,079	$3,219	$3,405	$3,592

*** Elementary Musical Productions: Each Music Teacher will be compensated $250 per production (not to exceed 5 per year).

SUPPLEMENTAL SALARY SCHEDULE **2026-2027 Bachelor 0 - $51,694**				
MIDDLE SCHOOL ATHLETIC/CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Builders Club	$880	$920	$973	$1,026
7th Grade Fall Cheerleading	$1,173	$1,226	$1,297	$1,368
8th Grade Fall Cheerleading	$1,173	$1,226	$1,297	$1,368
Competition Cheerleading	**$1,179**	**$1,232**	**$1,304**	**$1,375**
7th Grade Winter Cheerleading	$1,613	$1,686	$1,784	$1,882
8th Grade Winter Cheerleading	$1,613	$1,686	$1,784	$1,882
WEB Coordinator	$1,894	$1,914	$1,934	$1,954
Drama Director	$2,052	$2,146	$2,270	$2,395
Class Advisors - Grades 7 & 8	$2,052	$2,146	$2,270	$2,395
Cross Country	$2,785	$2,912	$3,081	$3,250
Track	$3,225	$3,372	$3,568	$3,763
7th Grade Volleyball	$3,519	$3,679	$3,892	$4,105
8th Grade Volleyball	$3,519	$3,679	$3,892	$4,105
Student Council	$3,519	$3,679	$3,892	$4,105
7th Grade Football	$3,812	$3,985	$4,216	$4,447
8th Grade Football	$3,812	$3,985	$4,216	$4,447
Softball	$3,812	$3,985	$4,216	$4,447
Memory - Yearbook	$3,885	$4,132	$4,544	$4,790
Wrestling	$4,252	$4,445	$4,703	$4,961
7th Grade Basketball	$4,398	$4,598	$4,865	$5,132
8th Grade Basketball	$4,398	$4,598	$4,865	$5,132
Faculty Manager***	$9,236	$9,656	$10,216	$10,776
Middle School Music**	$8,735	$8,735	$8,735	$8,735

* BFT Assistant Middle School Coaches salaries are 75% of Middle School Head Coach position.

***Non BFT Head Middle School Coaches salaries are 90% of the BFT Middle School Head Coach position.**

***Non BFT Assistant Middle School Coaches salaries are 75% of the 90% Non BFT Middle School Head Coach position.**

** Faculty Manager: Grades 7-12 priamary responsibility being the Middle School.

*** Middle School Music: $8,735 per year; allocation for department member to be determined by instructional leader.

SUPPLEMENTAL SALARY SCHEDULE

2026-2027 Bachelor 0 - $51,694

HIGH SCHOOL ATHLETIC/CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Pep Band	$586	$613	$649	$684
SADD	$880	$920	$973	$1,026
International Club	$880	$920	$973	$1,026
Newspaper Advisor	$880	$920	$973	$1,026
Summer Band	$1,026	$1,073	$1,135	$1,197
National Honor Society	$1,173	$1,226	$1,297	$1,368
Track - INDOOR	$1,539	$1,610	$1,703	$1,797
Girls Flag Football	**$1,293**	**$1,353**	**$1,432**	**$1,510**
Bowling Advisor	$1,613	$1,686	$1,784	$1,882
Choir/Choreographer	$1,759	$1,839	$1,946	$2,053
Competition Cheerleading	**$1,572**	**$1,643**	**$1,738**	**$1,833**
LINK Coordinator	$1,894	$1,914	$1,934	$1,954
Key Club Advisor	$1,906	$1,993	$2,108	$2,224
Assistant Choir Director	$1,954	$2,003	$2,162	$2,280
Grades 9 - 11 Class Advisor	$2,052	$2,146	$2,270	$2,395
Drama Director	$2,199	$2,299	$2,432	$2,566
Football Cheerleading	$2,492	$2,606	$2,757	$2,908
LEAD	$2,639	$2,758	$2,920	$3,079
Basketball Cheerleading	$2,639	$2,759	$2,919	$3,079
Dance Team	$2,639	$2,759	$2,919	$3,079
Student Council Advisor	$2,639	$2,759	$2,919	$3,079
Senior Class Advisor	$2,785	$2,912	$3,081	$3,250
High School Orchestra Director	$3,079	$3,219	$3,405	$3,592
Robotics	$3,225	$3,372	$3,568	$3,763
Academic Challenge	$3,959	$4,139	$4,378	$4,618
Golf	$4,105	$4,292	$4,541	$4,790
Gymnastics	$4,105	$4,292	$4,541	$4,790
Weight Room Supervisor	$4,105	$4,292	$4,541	$4,790
Musical Director	$4,398	$4,598	$4,865	$5,132
Pit Director	$1,539	$1,610	$1,703	$1,797
Tennis	$4,838	$5,058	$5,351	$5,645
Cross Country	$4,838	$5,058	$5,351	$5,645
Yearbook Advisor	$5,424	$5,671	$6,000	$6,329
Choir Director	$5,864	$6,131	$6,487	$6,842
Baseball	$6,011	$6,284	$6,649	$7,013
Swimming	$6,011	$6,284	$6,649	$7,013
Softball	$6,011	$6,284	$6,649	$7,013
Lacrosse	$6,011	$6,284	$6,649	$7,013
Track	$6,157	$6,437	$6,811	$7,184
Forensics Coach	$6,304	$6,591	$6,973	$7,355
Soccer	$6,304	$6,591	$6,973	$7,355
Volleyball	$6,451	$6,744	$7,135	$7,526
Basketball	$7,213	$7,540	$7,975	$8,411
Wrestling	$7,213	$7,540	$7,975	$8,411
Band Director	$7,623	$7,970	$8,433	$8,895
Football	$8,943	$9,350	$9,892	$10,434
Faculty Manager	$9,236	$9,656	$10,216	$10,776
Auxiliary Marching Band****	$5,000	$5,000	$5,000	$5,000

* BFT Assistant High School Coaches are 75% of the High School Head Coach

***Non BFT Head High School Coaches salaries are 90% of the BFT High School Head Coach position.**

***Non BFT Assistant High School Coaches salaries are 75% of the 90% Non BFT High School Head Coach position.**

** Assistant Salaries are 75% of band director/yearbook advisor

*** The amount for the Drama Director is per play

**** Auxiliary Marching Band: $5,000 per year; allocation for department member to be determined by instructional leader.

SUPPLEMENTAL SALARY SCHEDULE **2027-2028 Bachelor 0 - $52,332**				
ALL LEVELS - CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Model UN	$890	$931	$985	$1,039
Orchestra Festival	$1,039	$1,086	$1,149	$1,212
Elementary Student Council	$1,039	$1,086	$1,149	$1,212
Elementary Dram Club	$2,522	$2,638	$2,791	$2,944
Connection - Asst. Editor	$2,820	$2,948	$3,119	$3,290
Connection Editor	$3,117	$3,258	$3,447	$3,636

*** Elementary Musical Productions: Each Music Teacher will be compensated $250 per production (not to exceed 5 per year).

SUPPLEMENTAL SALARY SCHEDULE **2027-2028 Bachelor 0 - $52,332**				
MIDDLE SCHOOL ATHLETIC/CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Builders Club	$890	$931	$985	$1,039
7th Grade Fall Cheerleading	$1,187	$1,241	$1,313	$1,385
8th Grade Fall Cheerleading	$1,187	$1,241	$1,313	$1,385
Competition Cheerleading	**$1,179**	**$1,232**	**$1,304**	**$1,375**
7th Grade Winter Cheerleading	$1,633	$1,707	$1,806	$1,905
8th Grade Winter Cheerleading	$1,633	$1,707	$1,806	$1,905
WEB Coordinator	$1,917	$1,937	$1,958	$1,978
Drama Director	$2,078	$2,172	$2,298	$2,424
Class Advisors - Grades 7 & 8	$2,078	$2,172	$2,298	$2,424
Cross Country	$2,820	$2,948	$3,119	$3,290
Track	$3,265	$3,414	$3,612	$3,810
7th Grade Volleyball	$3,562	$3,724	$3,940	$4,156
8th Grade Volleyball	$3,562	$3,724	$3,940	$4,156
Student Council	$3,562	$3,724	$3,940	$4,156
7th Grade Football	$3,859	$4,034	$4,268	$4,502
8th Grade Football	$3,859	$4,034	$4,268	$4,502
Softball	$3,859	$4,034	$4,268	$4,502
Memory - Yearbook	$3,933	$4,183	$4,600	$4,849
Wrestling	$4,304	$4,500	$4,761	$5,022
7th Grade Basketball	$4,452	$4,655	$4,925	$5,195
8th Grade Basketball	$4,452	$4,655	$4,925	$5,195
Faculty Manager***	$9,350	$9,775	$10,342	$10,909
Middle School Music**	$8,735	$8,735	$8,735	$8,735

* BFT Assistant Middle School Coaches salaries are 75% of Middle School Head Coach position.

***Non BFT Head Middle School Coaches salaries are 90% of the BFT Middle School Head Coach position.**

***Non BFT Assistant Middle School Coaches salaries are 75% of the 90% Non BFT Middle School Head Coach position.**

** Faculty Manager: Grades 7-12 priamary responsibility being the Middle School.

*** Middle School Music: $8,735 per year; allocation for department member to be determined by instructional leader.

SUPPLEMENTAL SALARY SCHEDULE

2027-2028 Bachelor 0 - $52,332

HIGH SCHOOL ATHLETIC/CO-CURRICULAR	0-2 YEARS	3-4 YEARS	5-6 YEARS	7+ YEARS
Pep Band	$594	$621	$657	$693
SADD	$890	$931	$985	$1,039
International Club	$890	$931	$985	$1,039
Newspaper Advisor	$890	$931	$985	$1,039
Summer Band	$1,039	$1,086	$1,149	$1,212
National Honor Society	$1,187	$1,241	$1,313	$1,385
Track - INDOOR	$1,558	$1,630	$1,724	$1,819
Girls Flag Football	**$1,293**	**$1,353**	**$1,432**	**$1,510**
Bowling Advisor	$1,633	$1,707	$1,806	$1,905
Choir/Choreographer	$1,781	$1,862	$1,970	$2,078
Competition Cheerleading	**$1,572**	**$1,643**	**$1,738**	**$1,833**
LINK Coordinator	$1,917	$1,937	$1,958	$1,978
Key Club Advisor	$1,929	$2,017	$2,134	$2,251
Assistant Choir Director	$1,979	$2,028	$2,189	$2,308
Grades 9 - 11 Class Advisor	$2,078	$2,172	$2,298	$2,424
Drama Director	$2,226	$2,327	$2,462	$2,597
Football Cheerleading	$2,523	$2,638	$2,791	$2,944
LEAD	$2,671	$2,792	$2,956	$3,117
Basketball Cheerleading	$2,671	$2,793	$2,955	$3,117
Dance Team	$2,671	$2,793	$2,955	$3,117
Student Council Advisor	$2,671	$2,793	$2,955	$3,117
Senior Class Advisor	$2,820	$2,948	$3,119	$3,290
High School Orchestra Director	$3,117	$3,258	$3,447	$3,636
Robotics	$3,265	$3,414	$3,612	$3,810
Academic Challenge	$4,008	$4,190	$4,432	$4,675
Golf	$4,156	$4,345	$4,597	$4,849
Gymnastics	$4,156	$4,345	$4,597	$4,849
Weight Room Supervisor	$4,156	$4,345	$4,597	$4,849
Musical Director	$4,452	$4,655	$4,925	$5,195
Pit Director	$1,558	$1,630	$1,724	$1,819
Tennis	$4,898	$5,120	$5,417	$5,714
Cross Country	$4,898	$5,120	$5,417	$5,714
Yearbook Advisor	$5,491	$5,741	$6,074	$6,407
Choir Director	$5,937	$6,207	$6,567	$6,927
Baseball	$6,085	$6,362	$6,731	$7,100
Swimming	$6,085	$6,362	$6,731	$7,100
Softball	$6,085	$6,362	$6,731	$7,100
Lacrosse	$6,085	$6,362	$6,731	$7,100
Track	$6,233	$6,517	$6,895	$7,273
Forensics Coach	$6,382	$6,672	$7,059	$7,446
Soccer	$6,382	$6,672	$7,059	$7,446
Volleyball	$6,530	$6,827	$7,223	$7,619
Basketball	$7,302	$7,633	$8,074	$8,515
Wrestling	$7,302	$7,633	$8,074	$8,515
Band Director	$7,718	$8,069	$8,537	$9,005
Football	$9,053	$9,465	$10,014	$10,563
Faculty Manager	$9,350	$9,775	$10,342	$10,909
Auxiliary Marching Band****	$5,000	$5,000	$5,000	$5,000

* BFT Assistant High School Coaches are 75% of the High School Head Coach

***Non BFT Head High School Coaches salaries are 90% of the BFT High School Head Coach position.**

***Non BFT Assistant High School Coaches salaries are 75% of the 90% Non BFT High School Head Coach position.**

** Assistant Salaries are 75% of band director/yearbook advisor

*** The amount for the Drama Director is per play

**** Auxiliary Marching Band: $5,000 per year; allocation for department member to be determined by instructional leader.

Tutors 2025-26					Tutors 2025-26			
Tutors hired before July 1, 2013					Tutors hired July 1, 2013 and after			
37,984	Base							
	BA		MA			BA		MA
0	37,984		42,102		0	41,782		46,313
1	38,811		43,258		1	42,693		47,584
2	39,639		44,414		2	43,603		48,856
3	40,467		45,570		3	44,514		50,127
4	41,295		46,726		4	45,424		51,398
5	42,122		47,887		5	46,335		52,675
6	42,975		49,066		6	47,273		53,973
7	43,828		50,246		7	48,211		55,271
8	44,681		51,426		8	49,149		56,568
9	45,534		52,605		9	50,087		57,866
10	46,389		53,790		10	51,028		59,169
11	47,147		55,221		11	51,861		60,743
12	47,904		56,653		12	52,695		62,318
13	48,662		58,084		13	53,528		63,892
14	49,419		59,515		14	54,361		65,467
15	50,181		60,948		15	55,199		67,043
16	50,181		60,948		16	55,199		67,043
17	50,940		62,467		17	56,034		68,714
18	50,940		62,467		18	56,034		68,714
19	50,940		62,467		19	56,034		68,714

Tutors 2026-27					Tutors 2026-27			
Tutors hired before July 1, 2013					Tutors hired July 1, 2013 and after			
39,503	Base							
	BA		MA			BA		MA
0	39,503		43,787		0	43,453		48,165
1	40,364		44,989		1	44,400		49,487
2	41,225		46,191		2	45,347		50,810
3	42,086		47,393		3	46,294		52,132
4	42,947		48,595		4	47,241		53,454
5	43,807		49,802		5	48,188		54,782
6	44,694		51,029		6	49,164		56,132
7	45,581		52,256		7	50,139		57,481
8	46,468		53,483		8	51,115		58,831
9	47,355		54,709		9	52,091		60,180
10	48,244		55,941		10	53,069		61,536
11	49,032		57,430		11	53,936		63,173
12	49,820		58,919		12	54,802		64,810
13	50,608		60,407		13	55,669		66,448
14	51,396		61,896		14	56,536		68,085
15	52,188		63,386		15	57,407		69,724
16	52,188		63,386		16	57,407		69,724
17	52,978		64,966		17	58,275		71,462
18	52,978		64,966		18	58,275		71,462
19	52,978		64,966		19	58,275		71,462

Tutors 2027-28					Tutors 2027-28			
Tutors hired before July 1, 2013					Tutors hired July 1, 2013 and after			
40,293	Base							
	BA		MA			BA		MA
0	40,293		44,662		0	44,322		49,128
1	41,171		45,888		1	45,288		50,477
2	42,049		47,115		2	46,254		51,826
3	42,927		48,341		3	47,220		53,175
4	43,805		49,567		4	48,186		54,523
5	44,684		50,798		5	49,152		55,878
6	45,588		52,050		6	50,147		57,254
7	46,493		53,301		7	51,142		58,631
8	47,397		54,552		8	52,137		60,007
9	48,302		55,804		9	53,132		61,384
10	49,209		57,060		10	54,130		62,766
11	50,013		58,579		11	55,014		64,436
12	50,817		60,097		12	55,898		66,107
13	51,620		61,615		13	56,782		67,777
14	52,424		63,134		14	57,667		69,447
15	53,232		64,653		15	58,555		71,119
16	53,232		64,653		16	58,555		71,119
17	54,037		66,265		17	59,441		72,892
18	54,037		66,265		18	59,441		72,892
19	54,037		66,265		19	59,441		72,892

Berea City Schools

Teacher Salary Schedule FY 2026 (186 days) Teachers hired AFTER JULY 1 2013

Base:

$47,447 (4% Increase on Base)

Experience	B.A.	BA+10	BA+20	BA+30	M.A.	MA+12	MA+24	MA+36	MA+48
0	$ 49,706	$ 50,954	$ 52,192	$ 53,431	$ 55,106	$ 56,310	$ 57,512	$ 58,717	$ 59,925
1	$ 49,706	$ 50,954	$ 52,192	$ 53,431	$ 55,106	$ 56,310	$ 57,512	$ 58,717	$ 59,925
2	$ 51,965	$ 53,275	$ 54,565	$ 55,855	$ 58,019	$ 59,242	$ 60,457	$ 61,682	$ 62,915
3	$ 54,222	$ 55,594	$ 56,938	$ 58,280	$ 60,932	$ 62,174	$ 63,404	$ 64,647	$ 65,904
4	$ 56,481	$ 57,914	$ 59,309	$ 60,703	$ 63,844	$ 65,107	$ 66,351	$ 67,612	$ 68,894
5	$ 58,740	$ 60,234	$ 61,682	$ 63,128	$ 66,759	$ 68,039	$ 69,296	$ 70,578	$ 71,883
6	$ 60,998	$ 62,554	$ 64,053	$ 65,554	$ 69,671	$ 70,971	$ 72,243	$ 73,543	$ 74,872
7	$ 63,257	$ 64,875	$ 66,426	$ 67,977	$ 72,584	$ 73,904	$ 75,190	$ 76,508	$ 77,862
8	$ 65,516	$ 67,194	$ 68,799	$ 70,402	$ 75,499	$ 76,836	$ 78,136	$ 79,475	$ 80,850
9	$ 67,773	$ 69,515	$ 71,170	$ 72,827	$ 78,411	$ 79,768	$ 81,083	$ 82,440	$ 83,839
10	$ 70,032	$ 71,836	$ 73,543	$ 75,251	$ 81,324	$ 82,701	$ 84,030	$ 85,405	$ 86,828
11	$ 72,291	$ 74,155	$ 75,916	$ 77,676	$ 84,239	$ 85,633	$ 86,975	$ 88,371	$ 89,818
12	$ 74,549	$ 76,476	$ 78,287	$ 80,101	$ 87,151	$ 88,565	$ 89,922	$ 91,336	$ 92,807
13	$ 76,808	$ 78,796	$ 80,660	$ 82,525	$ 90,064	$ 91,498	$ 92,869	$ 94,301	$ 95,797
14	$ 79,065	$ 81,115	$ 83,033	$ 84,950	$ 92,979	$ 94,430	$ 95,815	$ 97,268	$ 98,784
15	$ 79,065	$ 81,115	$ 83,033	$ 84,950	$ 95,891	$ 97,362	$ 98,762	$ 100,233	$ 101,774
16	$ 79,065	$ 81,115	$ 83,033	$ 84,950	$ 95,891	$ 97,362	$ 98,794	$ 100,233	$ 101,774
17	$ 79,065	$ 81,115	$ 83,033	$ 84,950	$ 95,891	$ 97,362	$ 98,794	$ 100,233	$ 101,774
18	$ 80,608	$ 82,658	$ 84,575	$ 86,492	$ 97,432	$ 98,904	$ 100,303	$ 101,774	$ 103,317
19	$ 80,608	$ 82,658	$ 84,575	$ 86,492	$ 97,432	$ 98,904	$ 100,303	$ 101,774	$ 103,317
20	$ 80,608	$ 82,658	$ 84,575	$ 86,492	$ 97,432	$ 98,904	$ 100,303	$ 101,774	$ 103,317
21	$ 80,608	$ 82,658	$ 84,575	$ 86,492	$ 97,432	$ 98,904	$ 100,303	$ 101,774	$ 103,317
22	$ 82,151	$ 84,199	$ 86,117	$ 88,034	$ 98,975	$ 100,446	$ 101,846	$ 103,317	$ 104,858
23	$ 82,151	$ 84,199	$ 86,117	$ 88,034	$ 98,975	$ 100,446	$ 101,846	$ 103,317	$ 104,858
24	$ 82,151	$ 84,199	$ 86,117	$ 88,034	$ 98,975	$ 100,446	$ 101,846	$ 103,317	$ 104,858
25	$ 82,151	$ 84,199	$ 86,117	$ 88,034	$ 98,975	$ 100,446	$ 101,846	$ 103,317	$ 104,858
26	$ 83,692	$ 85,742	$ 87,659	$ 89,576	$ 100,516	$ 101,988	$ 103,387	$ 104,858	$ 106,401
27	$ 83,692	$ 85,742	$ 87,659	$ 89,576	$ 100,516	$ 101,988	$ 103,387	$ 104,858	$ 106,401
28	$ 85,235	$ 87,283	$ 89,201	$ 91,118	$ 102,059	$ 103,530	$ 104,930	$ 106,401	$ 107,942
29	$ 85,235	$ 87,283	$ 89,201	$ 91,118	$ 102,059	$ 103,530	$ 104,930	$ 106,401	$ 107,942
30	$ 85,235	$ 87,283	$ 89,201	$ 91,118	$ 102,059	$ 103,530	$ 104,930	$ 106,401	$ 107,942

Berea City Schools

Teacher Salary Schedule FY 2026 (186 days) Teachers Before July 1,2013

Base:

$ 43,134 (4% Increase on Base)

Experience	B.A.	BA+10	BA+20	BA+30	M.A.	MA+12	MA+24	MA+36	MA+48
0	$ 45,187	$ 46,322	$ 47,447	$ 48,574	$ 50,096	$ 51,191	$ 52,283	$ 53,379	$ 54,478
1	$ 45,187	$ 46,322	$ 47,447	$ 48,574	$ 50,096	$ 51,191	$ 52,283	$ 53,379	$ 54,478
2	$ 47,241	$ 48,431	$ 49,604	$ 50,777	$ 52,744	$ 53,856	$ 54,961	$ 56,074	$ 57,195
3	$ 49,293	$ 50,540	$ 51,761	$ 52,982	$ 55,392	$ 56,522	$ 57,640	$ 58,770	$ 59,913
4	$ 51,346	$ 52,649	$ 53,917	$ 55,185	$ 58,040	$ 59,188	$ 60,319	$ 61,465	$ 62,631
5	$ 53,400	$ 54,758	$ 56,074	$ 57,389	$ 60,690	$ 61,854	$ 62,997	$ 64,162	$ 65,348
6	$ 55,453	$ 56,868	$ 58,230	$ 59,594	$ 63,338	$ 64,519	$ 65,676	$ 66,857	$ 68,066
7	$ 57,507	$ 58,977	$ 60,387	$ 61,797	$ 65,986	$ 67,185	$ 68,355	$ 69,553	$ 70,783
8	$ 59,560	$ 61,086	$ 62,545	$ 64,002	$ 68,635	$ 69,851	$ 71,033	$ 72,250	$ 73,500
9	$ 61,612	$ 63,195	$ 64,700	$ 66,207	$ 71,283	$ 72,517	$ 73,712	$ 74,945	$ 76,217
10	$ 63,665	$ 65,305	$ 66,857	$ 68,410	$ 73,931	$ 75,182	$ 76,391	$ 77,641	$ 78,935
11	$ 65,719	$ 67,413	$ 69,015	$ 70,614	$ 76,581	$ 77,848	$ 79,068	$ 80,338	$ 81,653
12	$ 67,772	$ 69,523	$ 71,170	$ 72,819	$ 79,228	$ 80,514	$ 81,747	$ 83,033	$ 84,370
13	$ 69,826	$ 71,633	$ 73,328	$ 75,022	$ 81,876	$ 83,180	$ 84,427	$ 85,728	$ 87,088
14	$ 71,878	$ 73,741	$ 75,485	$ 77,227	$ 84,526	$ 85,845	$ 87,104	$ 88,425	$ 89,804
15	$ 71,878	$ 73,741	$ 75,485	$ 77,227	$ 87,174	$ 88,511	$ 89,783	$ 91,121	$ 92,522
16	$ 71,878	$ 73,741	$ 75,485	$ 77,227	$ 87,174	$ 88,511	$ 89,813	$ 91,121	$ 92,522
17	$ 71,878	$ 73,741	$ 75,485	$ 77,227	$ 87,174	$ 88,511	$ 89,813	$ 91,121	$ 92,522
18	$ 73,280	$ 75,144	$ 76,886	$ 78,630	$ 88,575	$ 89,912	$ 91,184	$ 92,522	$ 93,924
19	$ 73,280	$ 75,144	$ 76,886	$ 78,630	$ 88,575	$ 89,912	$ 91,184	$ 92,522	$ 93,924
20	$ 73,280	$ 75,144	$ 76,886	$ 78,630	$ 88,575	$ 89,912	$ 91,184	$ 92,522	$ 93,924
21	$ 73,280	$ 75,144	$ 76,886	$ 78,630	$ 88,575	$ 89,912	$ 91,184	$ 92,522	$ 93,924
22	$ 74,683	$ 76,545	$ 78,289	$ 80,031	$ 89,978	$ 91,315	$ 92,587	$ 93,924	$ 95,325
23	$ 74,683	$ 76,545	$ 78,289	$ 80,031	$ 89,978	$ 91,315	$ 92,587	$ 93,924	$ 95,325
24	$ 74,683	$ 76,545	$ 78,289	$ 80,031	$ 89,978	$ 91,315	$ 92,587	$ 93,924	$ 95,325
25	$ 74,683	$ 76,545	$ 78,289	$ 80,031	$ 89,978	$ 91,315	$ 92,587	$ 93,924	$ 95,325
26	$ 76,084	$ 77,948	$ 79,690	$ 81,433	$ 91,379	$ 92,716	$ 93,988	$ 95,325	$ 96,728
27	$ 76,084	$ 77,948	$ 79,690	$ 81,433	$ 91,379	$ 92,716	$ 93,988	$ 95,325	$ 96,728
28	$ 77,486	$ 79,349	$ 81,092	$ 82,834	$ 92,781	$ 94,118	$ 95,391	$ 96,728	$ 98,129
29	$ 77,486	$ 79,349	$ 81,092	$ 82,834	$ 92,781	$ 94,118	$ 95,391	$ 96,728	$ 98,129
30	$ 77,486	$ 79,349	$ 81,092	$ 82,834	$ 92,781	$ 94,118	$ 95,391	$ 96,728	$ 98,129

Berea City Schools

Teacher Salary Schedule FY 2027 (186 days) Teachers hired AFTER JULY 1 2013

Base:

$49,345 (4% Increase on Base)

Experience	B.A.	BA+10	BA+20	BA+30	M.A.	MA+12	MA+24	MA+36	MA+48
0	$ 51,694	$ 52,992	$ 54,279	$ 55,568	$ 57,310	$ 58,562	$ 59,812	$ 61,066	$ 62,322
1	$ 51,694	$ 52,992	$ 54,279	$ 55,568	$ 57,310	$ 58,562	$ 59,812	$ 61,066	$ 62,322
2	$ 54,044	$ 55,406	$ 56,747	$ 58,089	$ 60,340	$ 61,612	$ 62,875	$ 64,149	$ 65,431
3	$ 56,391	$ 57,817	$ 59,215	$ 60,611	$ 63,369	$ 64,661	$ 65,940	$ 67,233	$ 68,540
4	$ 58,740	$ 60,231	$ 61,681	$ 63,131	$ 66,398	$ 67,711	$ 69,005	$ 70,316	$ 71,649
5	$ 61,089	$ 62,643	$ 64,149	$ 65,654	$ 69,429	$ 70,761	$ 72,068	$ 73,401	$ 74,758
6	$ 63,438	$ 65,056	$ 66,615	$ 68,176	$ 72,458	$ 73,810	$ 75,133	$ 76,485	$ 77,867
7	$ 65,788	$ 67,470	$ 69,083	$ 70,696	$ 75,488	$ 76,860	$ 78,198	$ 79,569	$ 80,976
8	$ 68,137	$ 69,882	$ 71,551	$ 73,218	$ 78,519	$ 79,909	$ 81,261	$ 82,654	$ 84,084
9	$ 70,484	$ 72,296	$ 74,017	$ 75,740	$ 81,548	$ 82,959	$ 84,326	$ 85,737	$ 87,193
10	$ 72,833	$ 74,709	$ 76,485	$ 78,261	$ 84,577	$ 86,009	$ 87,391	$ 88,821	$ 90,302
11	$ 75,182	$ 77,121	$ 78,953	$ 80,783	$ 87,608	$ 89,058	$ 90,454	$ 91,906	$ 93,411
12	$ 77,531	$ 79,535	$ 81,419	$ 83,305	$ 90,637	$ 92,108	$ 93,519	$ 94,990	$ 96,520
13	$ 79,881	$ 81,948	$ 83,887	$ 85,826	$ 93,667	$ 95,158	$ 96,584	$ 98,073	$ 99,629
14	$ 82,228	$ 84,360	$ 86,355	$ 88,348	$ 96,698	$ 98,207	$ 99,647	$ 101,158	$ 102,736
15	$ 82,228	$ 84,360	$ 86,355	$ 88,348	$ 99,727	$ 101,257	$ 102,712	$ 104,242	$ 105,845
16	$ 82,228	$ 84,360	$ 86,355	$ 88,348	$ 99,727	$ 101,257	$ 102,746	$ 104,242	$ 105,845
17	$ 82,228	$ 84,360	$ 86,355	$ 88,348	$ 99,727	$ 101,257	$ 102,746	$ 104,242	$ 105,845
18	$ 83,833	$ 85,965	$ 87,958	$ 89,952	$ 101,330	$ 102,860	$ 104,315	$ 105,845	$ 107,449
19	$ 83,833	$ 85,965	$ 87,958	$ 89,952	$ 101,330	$ 102,860	$ 104,315	$ 105,845	$ 107,449
20	$ 83,833	$ 85,965	$ 87,958	$ 89,952	$ 101,330	$ 102,860	$ 104,315	$ 105,845	$ 107,449
21	$ 83,833	$ 85,965	$ 87,958	$ 89,952	$ 101,330	$ 102,860	$ 104,315	$ 105,845	$ 107,449
22	$ 85,437	$ 87,567	$ 89,562	$ 91,555	$ 102,934	$ 104,464	$ 105,919	$ 107,449	$ 109,052
23	$ 85,437	$ 87,567	$ 89,562	$ 91,555	$ 102,934	$ 104,464	$ 105,919	$ 107,449	$ 109,052
24	$ 85,437	$ 87,567	$ 89,562	$ 91,555	$ 102,934	$ 104,464	$ 105,919	$ 107,449	$ 109,052
25	$ 85,437	$ 87,567	$ 89,562	$ 91,555	$ 102,934	$ 104,464	$ 105,919	$ 107,449	$ 109,052
26	$ 87,040	$ 89,172	$ 91,165	$ 93,160	$ 104,537	$ 106,067	$ 107,522	$ 109,052	$ 110,657
27	$ 87,040	$ 89,172	$ 91,165	$ 93,160	$ 104,537	$ 106,067	$ 107,522	$ 109,052	$ 110,657
28	$ 88,644	$ 90,775	$ 92,769	$ 94,762	$ 106,142	$ 107,672	$ 109,127	$ 110,657	$ 112,260
29	$ 88,644	$ 90,775	$ 92,769	$ 94,762	$ 106,142	$ 107,672	$ 109,127	$ 110,657	$ 112,260
30	$ 88,644	$ 90,775	$ 92,769	$ 94,762	$ 106,142	$ 107,672	$ 109,127	$ 110,657	$ 112,260

Berea City Schools

Teacher Salary Schedule FY 2027 (186 days) Teachers Before July 1,2013

Base:

$ 44,859 (4% Increase on Base)

Experience	B.A.	BA+10	BA+20	BA+30	M.A.	MA+12	MA+24	MA+36	MA+48
0	$ 46,995	$ 48,175	$ 49,345	$ 50,517	$ 52,100	$ 53,238	$ 54,375	$ 55,514	$ 56,657
1	$ 46,995	$ 48,175	$ 49,345	$ 50,517	$ 52,100	$ 53,238	$ 54,375	$ 55,514	$ 56,657
2	$ 49,131	$ 50,369	$ 51,588	$ 52,808	$ 54,854	$ 56,011	$ 57,159	$ 58,317	$ 59,483
3	$ 51,265	$ 52,561	$ 53,832	$ 55,101	$ 57,608	$ 58,783	$ 59,946	$ 61,121	$ 62,309
4	$ 53,400	$ 54,755	$ 56,074	$ 57,392	$ 60,362	$ 61,555	$ 62,732	$ 63,924	$ 65,136
5	$ 55,536	$ 56,948	$ 58,317	$ 59,685	$ 63,117	$ 64,328	$ 65,517	$ 66,729	$ 67,962
6	$ 57,671	$ 59,142	$ 60,559	$ 61,978	$ 65,871	$ 67,100	$ 68,303	$ 69,532	$ 70,788
7	$ 59,807	$ 61,336	$ 62,803	$ 64,269	$ 68,625	$ 69,873	$ 71,089	$ 72,335	$ 73,615
8	$ 61,942	$ 63,529	$ 65,046	$ 66,562	$ 71,381	$ 72,645	$ 73,874	$ 75,140	$ 76,440
9	$ 64,076	$ 65,723	$ 67,288	$ 68,855	$ 74,134	$ 75,417	$ 76,660	$ 77,943	$ 79,266
10	$ 66,212	$ 67,917	$ 69,532	$ 71,146	$ 76,888	$ 78,190	$ 79,446	$ 80,746	$ 82,092
11	$ 68,348	$ 70,110	$ 71,775	$ 73,439	$ 79,644	$ 80,962	$ 82,231	$ 83,551	$ 84,919
12	$ 70,483	$ 72,304	$ 74,017	$ 75,732	$ 82,398	$ 83,734	$ 85,017	$ 86,354	$ 87,745
13	$ 72,619	$ 74,498	$ 76,261	$ 78,023	$ 85,152	$ 86,507	$ 87,804	$ 89,157	$ 90,571
14	$ 74,753	$ 76,691	$ 78,504	$ 80,316	$ 87,907	$ 89,279	$ 90,588	$ 91,962	$ 93,396
15	$ 74,753	$ 76,691	$ 78,504	$ 80,316	$ 90,661	$ 92,052	$ 93,375	$ 94,765	$ 96,223
16	$ 74,753	$ 76,691	$ 78,504	$ 80,316	$ 90,661	$ 92,052	$ 93,405	$ 94,765	$ 96,223
17	$ 74,753	$ 76,691	$ 78,504	$ 80,316	$ 90,661	$ 92,052	$ 93,405	$ 94,765	$ 96,223
18	$ 76,211	$ 78,150	$ 79,961	$ 81,775	$ 92,118	$ 93,509	$ 94,832	$ 96,223	$ 97,681
19	$ 76,211	$ 78,150	$ 79,961	$ 81,775	$ 92,118	$ 93,509	$ 94,832	$ 96,223	$ 97,681
20	$ 76,211	$ 78,150	$ 79,961	$ 81,775	$ 92,118	$ 93,509	$ 94,832	$ 96,223	$ 97,681
21	$ 76,211	$ 78,150	$ 79,961	$ 81,775	$ 92,118	$ 93,509	$ 94,832	$ 96,223	$ 97,681
22	$ 77,670	$ 79,607	$ 81,420	$ 83,232	$ 93,577	$ 94,967	$ 96,290	$ 97,681	$ 99,138
23	$ 77,670	$ 79,607	$ 81,420	$ 83,232	$ 93,577	$ 94,967	$ 96,290	$ 97,681	$ 99,138
24	$ 77,670	$ 79,607	$ 81,420	$ 83,232	$ 93,577	$ 94,967	$ 96,290	$ 97,681	$ 99,138
25	$ 77,670	$ 79,607	$ 81,420	$ 83,232	$ 93,577	$ 94,967	$ 96,290	$ 97,681	$ 99,138
26	$ 79,127	$ 81,065	$ 82,877	$ 84,690	$ 95,034	$ 96,425	$ 97,748	$ 99,138	$ 100,597
27	$ 79,127	$ 81,065	$ 82,877	$ 84,690	$ 95,034	$ 96,425	$ 97,748	$ 99,138	$ 100,597
28	$ 80,586	$ 82,523	$ 84,336	$ 86,148	$ 96,492	$ 97,883	$ 99,206	$ 100,597	$ 102,054
29	$ 80,586	$ 82,523	$ 84,336	$ 86,148	$ 96,492	$ 97,883	$ 99,206	$ 100,597	$ 102,054
30	$ 80,586	$ 82,523	$ 84,336	$ 86,148	$ 96,492	$ 97,883	$ 99,206	$ 100,597	$ 102,054

Berea City Schools

Teacher Salary Schedule FY 2028 (186 days) Teachers hired AFTER JULY 1 2013

Base:

$50,332 (2% Increase on Base)

Experience	B.A.	BA+10	BA+20	BA+30	M.A.	MA+12	MA+24	MA+36	MA+48
0	$ 52,728	$ 54,052	$ 55,365	$ 56,680	$ 58,456	$ 59,733	$ 61,008	$ 62,287	$ 63,569
1	$ 52,728	$ 54,052	$ 55,365	$ 56,680	$ 58,456	$ 59,733	$ 61,008	$ 62,287	$ 63,569
2	$ 55,124	$ 56,514	$ 57,882	$ 59,251	$ 61,546	$ 62,844	$ 64,133	$ 65,432	$ 66,740
3	$ 57,519	$ 58,974	$ 60,399	$ 61,823	$ 64,636	$ 65,955	$ 67,259	$ 68,577	$ 69,911
4	$ 59,915	$ 61,436	$ 62,915	$ 64,394	$ 67,726	$ 69,065	$ 70,385	$ 71,722	$ 73,082
5	$ 62,311	$ 63,896	$ 65,432	$ 66,967	$ 70,818	$ 72,176	$ 73,510	$ 74,869	$ 76,253
6	$ 64,707	$ 66,358	$ 67,948	$ 69,539	$ 73,908	$ 75,286	$ 76,636	$ 78,015	$ 79,425
7	$ 67,103	$ 68,819	$ 70,465	$ 72,110	$ 76,997	$ 78,397	$ 79,762	$ 81,160	$ 82,596
8	$ 69,499	$ 71,280	$ 72,982	$ 74,683	$ 80,089	$ 81,508	$ 82,886	$ 84,307	$ 85,765
9	$ 71,894	$ 73,741	$ 75,497	$ 77,255	$ 83,179	$ 84,618	$ 86,013	$ 87,452	$ 88,936
10	$ 74,290	$ 76,203	$ 78,015	$ 79,826	$ 86,269	$ 87,729	$ 89,139	$ 90,597	$ 92,108
11	$ 76,686	$ 78,663	$ 80,532	$ 82,399	$ 89,360	$ 90,839	$ 92,263	$ 93,744	$ 95,279
12	$ 79,082	$ 81,125	$ 83,047	$ 84,971	$ 92,450	$ 93,950	$ 95,389	$ 96,889	$ 98,450
13	$ 81,478	$ 83,587	$ 85,565	$ 87,542	$ 95,540	$ 97,061	$ 98,516	$ 100,035	$ 101,621
14	$ 83,873	$ 86,047	$ 88,082	$ 90,115	$ 98,632	$ 100,171	$ 101,640	$ 103,182	$ 104,791
15	$ 83,873	$ 86,047	$ 88,082	$ 90,115	$ 101,721	$ 103,282	$ 104,766	$ 106,327	$ 107,962
16	$ 83,873	$ 86,047	$ 88,082	$ 90,115	$ 101,721	$ 103,282	$ 104,801	$ 106,327	$ 107,962
17	$ 83,873	$ 86,047	$ 88,082	$ 90,115	$ 101,721	$ 103,282	$ 104,801	$ 106,327	$ 107,962
18	$ 85,509	$ 87,684	$ 89,717	$ 91,751	$ 103,356	$ 104,917	$ 106,401	$ 107,962	$ 109,598
19	$ 85,509	$ 87,684	$ 89,717	$ 91,751	$ 103,356	$ 104,917	$ 106,401	$ 107,962	$ 109,598
20	$ 85,509	$ 87,684	$ 89,717	$ 91,751	$ 103,356	$ 104,917	$ 106,401	$ 107,962	$ 109,598
21	$ 85,509	$ 87,684	$ 89,717	$ 91,751	$ 103,356	$ 104,917	$ 106,401	$ 107,962	$ 109,598
22	$ 87,146	$ 89,319	$ 91,353	$ 93,386	$ 104,993	$ 106,553	$ 108,038	$ 109,598	$ 111,233
23	$ 87,146	$ 89,319	$ 91,353	$ 93,386	$ 104,993	$ 106,553	$ 108,038	$ 109,598	$ 111,233
24	$ 87,146	$ 89,319	$ 91,353	$ 93,386	$ 104,993	$ 106,553	$ 108,038	$ 109,598	$ 111,233
25	$ 87,146	$ 89,319	$ 91,353	$ 93,386	$ 104,993	$ 106,553	$ 108,038	$ 109,598	$ 111,233
26	$ 88,781	$ 90,955	$ 92,988	$ 95,023	$ 106,628	$ 108,188	$ 109,673	$ 111,233	$ 112,870
27	$ 88,781	$ 90,955	$ 92,988	$ 95,023	$ 106,628	$ 108,188	$ 109,673	$ 111,233	$ 112,870
28	$ 90,417	$ 92,590	$ 94,625	$ 96,658	$ 108,264	$ 109,825	$ 111,309	$ 112,870	$ 114,505
29	$ 90,417	$ 92,590	$ 94,625	$ 96,658	$ 108,264	$ 109,825	$ 111,309	$ 112,870	$ 114,505
30	$ 90,417	$ 92,590	$ 94,625	$ 96,658	$ 108,264	$ 109,825	$ 111,309	$ 112,870	$ 114,505

Berea City Schools

Teacher Salary Schedule FY 2028 (186 days) Teachers Before July 1,2013

Base:

$ 45,757 (2% Increase on Base)

Experience	B.A.	BA+10	BA+20	BA+30	M.A.	MA+12	MA+24	MA+36	MA+48
0	$ 47,935	$ 49,138	$ 50,332	$ 51,527	$ 53,142	$ 54,303	$ 55,462	$ 56,624	$ 57,790
1	$ 47,935	$ 49,138	$ 50,332	$ 51,527	$ 53,142	$ 54,303	$ 55,462	$ 56,624	$ 57,790
2	$ 50,113	$ 51,376	$ 52,620	$ 53,864	$ 55,951	$ 57,131	$ 58,303	$ 59,484	$ 60,673
3	$ 52,290	$ 53,613	$ 54,908	$ 56,203	$ 58,760	$ 59,959	$ 61,145	$ 62,343	$ 63,556
4	$ 54,468	$ 55,851	$ 57,195	$ 58,540	$ 61,569	$ 62,786	$ 63,987	$ 65,202	$ 66,438
5	$ 56,646	$ 58,087	$ 59,484	$ 60,879	$ 64,380	$ 65,614	$ 66,827	$ 68,063	$ 69,321
6	$ 58,825	$ 60,325	$ 61,770	$ 63,217	$ 67,189	$ 68,442	$ 69,669	$ 70,922	$ 72,204
7	$ 61,003	$ 62,563	$ 64,059	$ 65,555	$ 69,998	$ 71,270	$ 72,511	$ 73,782	$ 75,087
8	$ 63,181	$ 64,800	$ 66,347	$ 67,893	$ 72,808	$ 74,098	$ 75,351	$ 76,643	$ 77,968
9	$ 65,358	$ 67,038	$ 68,634	$ 70,232	$ 75,617	$ 76,926	$ 78,193	$ 79,502	$ 80,851
10	$ 67,536	$ 69,276	$ 70,922	$ 72,569	$ 78,426	$ 79,754	$ 81,035	$ 82,361	$ 83,734
11	$ 69,715	$ 71,512	$ 73,211	$ 74,908	$ 81,237	$ 82,581	$ 83,876	$ 85,222	$ 86,617
12	$ 71,893	$ 73,750	$ 75,498	$ 77,247	$ 84,046	$ 85,409	$ 86,718	$ 88,081	$ 89,500
13	$ 74,071	$ 75,988	$ 77,786	$ 79,584	$ 86,855	$ 88,237	$ 89,560	$ 90,941	$ 92,383
14	$ 76,248	$ 78,225	$ 80,074	$ 81,922	$ 89,665	$ 91,065	$ 92,400	$ 93,801	$ 95,264
15	$ 76,248	$ 78,225	$ 80,074	$ 81,922	$ 92,474	$ 93,893	$ 95,242	$ 96,661	$ 98,147
16	$ 76,248	$ 78,225	$ 80,074	$ 81,922	$ 92,474	$ 93,893	$ 95,274	$ 96,661	$ 98,147
17	$ 76,248	$ 78,225	$ 80,074	$ 81,922	$ 92,474	$ 93,893	$ 95,274	$ 96,661	$ 98,147
18	$ 77,736	$ 79,713	$ 81,561	$ 83,410	$ 93,960	$ 95,379	$ 96,728	$ 98,147	$ 99,635
19	$ 77,736	$ 79,713	$ 81,561	$ 83,410	$ 93,960	$ 95,379	$ 96,728	$ 98,147	$ 99,635
20	$ 77,736	$ 79,713	$ 81,561	$ 83,410	$ 93,960	$ 95,379	$ 96,728	$ 98,147	$ 99,635
21	$ 77,736	$ 79,713	$ 81,561	$ 83,410	$ 93,960	$ 95,379	$ 96,728	$ 98,147	$ 99,635
22	$ 79,223	$ 81,199	$ 83,048	$ 84,896	$ 95,448	$ 96,867	$ 98,216	$ 99,635	$ 101,121
23	$ 79,223	$ 81,199	$ 83,048	$ 84,896	$ 95,448	$ 96,867	$ 98,216	$ 99,635	$ 101,121
24	$ 79,223	$ 81,199	$ 83,048	$ 84,896	$ 95,448	$ 96,867	$ 98,216	$ 99,635	$ 101,121
25	$ 79,223	$ 81,199	$ 83,048	$ 84,896	$ 95,448	$ 96,867	$ 98,216	$ 99,635	$ 101,121
26	$ 80,710	$ 82,687	$ 84,535	$ 86,384	$ 96,934	$ 98,353	$ 99,702	$ 101,121	$ 102,609
27	$ 80,710	$ 82,687	$ 84,535	$ 86,384	$ 96,934	$ 98,353	$ 99,702	$ 101,121	$ 102,609
28	$ 82,198	$ 84,173	$ 86,023	$ 87,871	$ 98,422	$ 99,841	$ 101,190	$ 102,609	$ 104,095
29	$ 82,198	$ 84,173	$ 86,023	$ 87,871	$ 98,422	$ 99,841	$ 101,190	$ 102,609	$ 104,095
30	$ 82,198	$ 84,173	$ 86,023	$ 87,871	$ 98,422	$ 99,841	$ 101,190	$ 102,609	$ 104,095

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.

4. Eligibility

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

5. Participation Limitations

a. Authorization to participate in the program will be granted to no more than two (2) percent of the teaching staff during any given year.

b. If requests to participate in the Optional Work Year Program exceed two (2) percent of the teaching staff for that year, seniority in the Berea City School District will be the determining factor as to which teachers will be permitted to participate in the program.

c. Participation in the Optional Work Year Program will be limited to twice (two four year cycles) for each teacher during his/her employment in the Berea City School District.

d. The teacher must return to full time teaching status the year immediately following the option (fourth) year.

e. If the teacher fails to return to full time status for one year following the option year, he/she will be responsible to pay a penalty equal to five (5%) percent of the salary he/she would have received in his/her initial year back to teaching.

6. Timeline

a. A teacher interested in participating in the Optional Work Year Program must submit a written request to the Director of Personnel and Employee Relations by April 30th of the year prior to the year he/she will participate in the program.

b. Teachers who apply to participate in the Optional Work Year Program shall be notified of their acceptance or rejection no later than June 15.

c. If a teacher chooses to withdraw from the Optional Work Year Program at any time during the first three years that they are in preceding the program, he/she will be reimbursed the full amount of money deducted from his/her salary based on the provisions of this program during the period of his/her participation. This reimbursement shall be made within sixty (60) days of his/her written notification of withdrawal.

7. Exclusions

a. During the option (fourth) year a teacher may not accept a position during the normal school day which is covered by the Ohio State Teachers' Retirement System.

b. A teacher placed on intervention at any time during the first three years of the program will not be permitted to continue in the program. All money withheld from the teacher will be reimbursed in accordance with the procedure outlined in Section 5, Part c, above.

ARTICLE XIX
ONGOING CONTRACT CONSIDERATIONS

A. This contract shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms and shall constitute the full and complete commitment of both parties.

B. Our District faces many challenges every year. It is extremely important to do what we can in each area of our District operation to optimize the system to its full potential and to carry out each function in a more total quality manner. The District Committee (as defined in ARTICLE II, Item E) may review a function to determine whether or not it should be studied. During the term of this contract, if it is determined appropriate to study a function(s), the District Committee will utilize the Total Quality Schools principles and the problem solving process to address it.

C. A solution recommended to resolve an issue studied must be ratified by the Board and the BFT Executive Council before becoming a written and signed addendum to the collective bargaining Contract.

D. If a Building Committee desires to modify a contractual provision, their request shall be reviewed by the District Committee. If the District Committee approves the request to modify the contractual

provision, it shall be forwarded to the Board of Education and the BFT Executive Council for approval. Upon approval of these parties, this modification shall be reduced to writing and be applicable only at the requesting school.

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

ARTICLE XX
DURATION

A. This contract shall become effective on July 1,2025 and shall continue in effect to and including June 30, 2028.

B. In the event a successor contract is not adopted prior to the termination date, this contract shall remain in full force and effect until such time as a successor contract is adopted.

ARTICLE XXI
PAYCHECKS AND DEDUCTIONS

A. Teachers shall receive their salary in twenty-four (24) equal paychecks. Paychecks shall be issued on the 16th and last day of the month. All teachers will be required to receive their pay through direct deposit to the bank of their choice. When a payday falls on a Saturday or Sunday, the paycheck will be issued on the preceding Friday. When a payday falls during a holiday period, the paycheck will be issued on the last working day preceding the holiday period with the exception of Christmas, New Years, and Easter holidays.

B. Teachers who retire at the end of the school year shall receive the remainder of the salary due to them on the regular summer pay schedule (July through August) unless they request full payment on June 30. Teachers who retire during the school year shall receive the remainder of the salary owed to them in the first pay following their effective date of retirement.

C. By teacher request, deductions will be made for BFT dues, BFT COPE, Berea School Employees Credit Union, United Way, Educational Community Foundation Committee for Good Schools, tax25 sheltered annuities, and other items mutually agreed upon by the BFT and the Board. At the point in time when computer capacity allows for additional deductions, the Board and BFT will meet to mutually agree upon additional deductions.

D. The Berea Federation of Teachers and the Berea Board of Education support the voluntary employee payroll deduction program. The proceeds of this program will go to the Committee for Good Schools.

E. A request to change the deduction amount for a tax-sheltered annuity must be filed in the Personnel Office by the fifteenth (15th) of the month prior to the month in which it is to become effective.

F. All teachers will receive their W-2 forms no later than January 31st.

G. Overpayment/Underpayment

1. An overpayment/underpayment will be corrected in a timely manner. An underpayment/overpayment, including pay or HRA reimbursement expenses which have developed over a period of time and involve three hundred (300.00) dollars or more, will be rectified on a payment schedule which is worked out between the teacher and the Treasurer’s Office. In any such case the resolution will not extend beyond the end of the fiscal year (June 30). Prior to any monies being deducted from an employee’s paycheck, the

employee will be notified in writing.

2. Teachers are expected to report any concern they have about the accuracy of their paycheck to the Treasurer's Office as soon as possible.

ARTICLE XXII
INCENTIVE PROGRAM

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

ARTICLE XXIII
EMPLOYMENT OF RETIRED BEREA TEACHERS

The following terms and conditions apply to the reemployment of retired Berea teachers only following such teachers' service (STRS) retirement. Specifically, the parties agree that:

A. Except as otherwise specifically set forth herein, the Board is under no obligation to employ any retired teacher and the parties hereto explicitly agree that there is no expectation of continued employment or reemployment when a teacher retires from the Berea City Schools. Such teachers do not need to be interviewed by the Board for any vacant positions for which they apply. Teachers employed after retirement will be assigned to positions that are within their certification/licensure area(s). Except as otherwise set forth herein, retired Berea teachers re-employed by the Board are considered bargaining unit members and subject to the terms of the current collective bargaining agreement, including the right to Board-provided health care benefits on par with other employees.

B. A teacher must discuss their interest in returning to BCSD upon retirement and meet with the Superintendent to discuss if there is a possibility of being re-employed. If the Superintendent agrees to the re-employment, the employee must submit their letter of resignation by the 1st day of February, unless the Superintendent choses to waive the date, effective on the last day of the school calendar year.

C. Notwithstanding Revised Code Section 3317.13, salary placement for years of service granted for retired teachers previously employed by the Berea City School District Board of Education shall be at BA 0 of the "after July 1, 2013" salary schedule. Any salary schedule placement determination as set forth herein shall not be subject to the grievance procedure or otherwise challengeable, and the parties expressly agree and fully intend this provision to supersede and take precedence over any and all other inconsistent or contrary state or federal statutes, laws and/or regulations, including, but not limited to, Revised Code 3317.13.

D. The employment of retired teachers previously employed by the Berea City School District Board of Education will be under a limited, one-year contract which shall automatically expire at the end of the contract year without further notice to the employee. Any subsequent reemployment will be as set forth herein. For purposes of these teachers, the parties specifically agree that to the extent that it does not conflict with the requirements of the statutes, this provision supersedes and takes the place of Ohio Revised Code Section 3319.11 and differs from the rights of other teachers contained within the terms of the collective bargaining agreement.

E. Seniority for re-employed retired Berea teachers will be zero (0) upon such employment and any subsequent reemployment.

F. Teachers employed by the Board after retirement shall waive and not be eligible for tenure as an express condition of reemployment.

G. Teachers employed by the Board after retirement will not be subject to OTES. However, the District maintains the right to evaluate the re-employed retired teacher with or without prior notification.

H. For purposes of reduction in force, Berea teachers employed by the Board after retirement shall be considered in a similar fashion as any other limited contract teacher with zero (0) seniority except that such teachers will not have any of the bumping rights set forth in the negotiated agreement.

I. There will be no severance pay available for teachers employed by the Board after service retirement, nor may such teachers participate in any retirement incentive of any kind; however, such teachers will accrue sick leave at a rate of 1 ¼ days per month and be provided an advancement of up to 5 days of sick leave, if necessary. Sick leave will not accumulate from year to year for retired teachers who may be subsequently

re-employed by the Board. The parties expressly agree that this provision supersedes and replaces O.R.C. Section 3319.141.

J. Remployed Berea teachers may not accrue additional STRS credit as a result of their service following reemployment. Instead, the Board and the reemployed teacher shall make contributions to STRS that will fund a single life annuity with a reserve based on the reemployed teacher's accumulated contributions during his/her period of service as a regular teacher following reemployment. For additional information concerning the annuity see O.R.C. Section 3307.35.

K. The parties expressly agree and fully intend this provision will supersede and take precedence over the provisions of Revised Code Section 3317.13 (salary placement), Revised Code Section 3319.11 (non-renewal) and any and all other inconsistent or contrary state or federal statutes, laws and/or regulations.

L. This agreement will expire on June 30, 2028. Both parties have the right to extend this agreement through the negotiations process. Parties will begin a review process in November of 2027.

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

6/98

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)

Form B - BSC
6/98

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)

6/98

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)

6/98

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:

Dr. Tiffany Stropko
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

Berea City School District

APPENDIX 7

PROFESSIONAL ACTIVITIES / MEETINGS APPLICATION
Certified and Classified Staff

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.

☐ I have expenses to be reimbursed and will complete the reverse side of this form.

(Excludes mileage reported on monthly mileage 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

September 2016

APPENDIX 7

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 _____ $_____

TOTAL ESTIMATED EXPENSES $_____

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 _____ $_____

TOTAL EXPENSES $_____

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.

July, 2010

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

6/98

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: _____

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

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

APPENDIX XI

Building Committees Roles and Responsibility Chart

Language	Citation
Specific school issues must be discussed at Building Committee before reaching the District Committee level.	(Article II F) pg. 6
Building Committee will be a vehicle to promote and encourage staff involvement and site-based decision-making.	(Article II F) pg. 6
Building Committee will be the communication vehicle for each building.	(Article II F) pg. 6
All issues brought to the Building Committee will be solved through the problem-solving process based on consensus.	(Article II F) pg. 6
Areas that Building Committee makes decisions about: ● School operations and programs ● Building budgeting ● Approval of co-curricular activities ● Other issues of building climate	(Article II F) pg. 7
Building Committee will NOT deal with curriculum issues, and the staffing/scheduling process.	(Article II F) pg. 7
Building Committee shall meet every other week including August (minimally).	(Article II F) pg. 7
No committee will be created that supersedes or parallels the Building Committee	(Article II F) pg. 7
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).	(Article II F) pg. 7
Building Committee will create a pod meeting schedule to share info, collect data, and discuss issues.	(Article II F) pg. 7

APPENDIX XI

Language	Citation
Pod Leaders/Building Committee Members will oversee 12-20 certified members in a pod	(Article II F) pg. 7
Building Committee members must participate in an annual training at the start of the school year. The Personnel Director and Local Presidents will run the training. If this meeting occurs outside the working day, BFT members will be paid at the staff development rate.	(Article II F) pg. 7
The agenda is created by Building Reps and the Principal. No party can veto a proposed agenda item. The agenda must be made available to staff 24 hours in advance of the meeting.	(Article II F) pg. 7
The Building Committee will determine who within the committee will take the minutes, type, and distribute them. These minutes must be approved by Building Reps and Principal before they are published. The minutes will be distributed to staff within 3 working days of the meeting. Local Presidents should also receive a copy of the BC minutes.	(Article II F) pg. 7
Special scheduling considerations may be used to facilitate Building Meetings. This could include the use of substitutes to be able to release Building Committee members for attendance at these meetings.	(Article II F) pg. 7
It is the responsibility of the Building Committee to evaluate meetings held beyond the normal school day. Excessive and ineffective meetings will not be tolerated.	(Article IV A) pg. 14
Dates for these building-level meetings will be set by the Building Committee before the first student day of the year.	(Article IV A) pg. 14
If an in-service day is dedicated to PD specific to our building, the Building Committee may change the start and end times to accommodate the building's staff.	(Article IV B) pg. 14

APPENDIX XI

Language	Citation
Teacher work area issues will first be discussed between the teacher and principal first. If the problem can't be resolved at that level, it may be referred to the Building Committee.	(Article VI B) pg. 23
Building Committee will establish a contingency plan in the event of extreme heat or malfunction of climate control systems. The plan will be reviewed at the beginning of each school year.	(Article VI B) pg. 23
In addition to legally mandated student aide services, each elementary building will be given aide time for teachers based on a ratio of 55 students to 1 hour of aide time per day. The members of the Building Committee will determine the allocation of the aide time.	(Article VII C) pg. 26
Every elementary classroom (Grades K-4) shall receive one (1) forty-five (45) minute session of art instruction every four (4) school days provided by a certified art teacher. When scheduling demands cannot be met, the Building Committee shall meet with the art teacher to work out a plan.	(Article VII C) pg. 26
To maximize classroom performance at the elementary school and to increase teacher student interactive contact time, it is important to establish periods of uninterrupted class time. At each elementary school, every effort will be made to guarantee that two (2) days per week for ninety (90) minutes each day, no student will be taken out of class for any reason. Each elementary building will work to increase, if possible, these two (2) days per week of ninety (90) minutes uninterrupted class time to every day. The Building Committees at the elementary level will annually review the progress toward this goal. If this goal is not reached, the Building Committee will outline a plan for achieving this goal and present that plan to the District Committee.	(Article VIII C) pg. 28

APPENDIX XI

Language	Citation
Traveling teacher issues may be resolved by the affected teacher and the Personnel Department, the building principal, and/or Building Committee.	(Article VIII D) pg. 28
Building Committee can override the standard 15-minute supervisory max. This can be done if a lack of staffing would cause an unsafe environment for students or faculty.	(Article VIII E) pg. 29
The list of supervisory or non teaching duties will be agreed upon by the Building Committee prior to the start of each school year. It will also ensure that understaffing or overstaffing does not occur.	(Article VIII E) pg. 29
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.	(Article VIII E) pg. 29
If the teachers impacted by the above multi-section situation have a solution that they feel is a better way to solve the problem of over-sized classes than adding an additional teacher, they may present their recommendation to the Building Committee for review and approval. If a different solution is not approved, the class will be split and an additional teacher hired.	(Article VII C) pg. 26
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.	(Article VIII E) pg. 29

APPENDIX XI

Language	Citation
The Building Committee may decide to vary the starting and ending times of the school day for the staff or for individual teachers.	(Article VIII F) pg. 29-31
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.	(Article XI D) pg. 41
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.	(Article XI D) pg. 22-26
At the beginning of each year, Building Committee will develop a plan for covering unfilled teacher vacancies when the vacancy is not filled voluntarily.	(Article XIV H) pg 50
A certified sub committee of the Building Committee will determine co-curricular activities salaries, supplies, transportation, etc.	(Article XVI K) pg. 57
If a Building Committee wants to change a contractual provision, they send a request to the District Committee for approval. The modification (if approved) will be reduced to writing and applicable only at the school with the request.	(Article XIX D) pg. 77

ON BEHALF OF THE BOARD

Cori Farris, President
Berea Board of Education

Tracy Wheeler, Superintendent
Berea City Schools

Jill Rowe, Treasurer
Berea City Schools

ON BEHALF OF THE BEREA FEDERATION OF TEACHERS

Brian Kessler, President
Berea Federation of Teachers

Katie Funk, Treasurer
Berea Federation of Teachers

Kim Luther, Coordinator of Field Services
Ohio Federation of Teachers

BARGAINING TEAM MEMBERS

Thomas Andrews (BFT)

Sarah Bandza (BOE)

Steve Blatnica (BOE)

William Boone (BFT)

Larry Cummins (BFT)

Nicola Discenza (BOE)

Michael Draves (BOE)

Katie Funk (BFT)

Brian Kessler (BFT)

Shannon Lazarus (BOE)

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Lori Sancin (BOE)

Mark Smithberger (BOE)

Tiffany Stropko (BOE)

Cassandra Weiss (BFT)

Tracy Wheeler (BOE)

Julie Yanus (BFT)

Ratified by the Berea Federation of Teachers

DATE: May 16, 2025

Approved by the Berea Board of Education

5/2025

DATE: May 19, 2025