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COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

MAYFIELD BOARD OF EDUCATION

AND THE

MAYFIELD EDUCATION ASSOCIATION (M.E.A.)

07/01/2026 THRU 06/30/2030

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I. PREAMBLE

In order to best serve the interests of public education, it is necessary that clear understanding, cooperation, and goodwill exist between the Board of Education and its employees.

Therefore, this Agreement is made and agreed to by the Board of Education of the Mayfield City School District and the Mayfield Education Association.

II. DEFINITIONS

A. Teacher - all members of the bargaining unit as defined in Article III, RECOGNITION OF ASSOCIATION.

B. Days - actual working days.

C. Per Diem - The teacher's daily rate of pay determined by dividing the teacher's salary from the current Teacher's Salary Schedule by 185 days per school year.

D. Party(ies) - Refers to the Board of Education and/or M.E.A.

E. Elementary Teacher - A teacher who is assigned to grades PreK-5.

F. Middle Teacher - A teacher who is assigned to grades 6, 7 and/or 8.

G. Secondary Teacher - A teacher who is assigned to grades 9-12.

H. Collective Bargaining Agreement - Refers to this negotiated Agreement between the Board and M.E.A.

I. School Year - A school year shall begin with the first teacher workday in either August or September, as the case may be, and shall conclude with the last calendar pay prior to the first teacher workday in the succeeding school year.

J. School Contract Year - Refers to the one hundred eighty-five (185) day school year.

K. Seniority - The total consecutive service in the District in a bargaining unit position including time on recall. Leaves of absence, with the exception of FMLA, shall not be counted toward seniority nor shall they be considered an interruption in consecutive employment in determining years of consecutive service. Teachers who work less than full-time shall earn seniority on a proportionate basis (i.e., a teacher who has taught two (2) consecutive years on a half-time basis shall be credited with one (1) year of seniority).

In the event that teachers have equal seniority, seniority will be determined by consideration of:

1. Consecutive years of service with the Mayfield City Schools

2. Length of previous professional service in other school districts provided the staff member comes to Mayfield without interrupted service. An interruption of service shall consist of a minimum of at least sixty (60) calendar days not under the terms of a regular teacher contract (not a substitute contract).

3. Length of previous interrupted professional service in Mayfield City Schools.

4. Length of previous interrupted professional service in other school districts.

5. If, after application of the foregoing, individuals still have the same seniority, then seniority will be determined by (a) the date of the Board meeting at which the teacher was hired; and, then by (b) the date on which the teacher submitted a completed job application.

L. Teaching Field - A teaching field is any subject area, grade or age level, or student population for which the Ohio Department of Education & Workforce issues certification/licensure. A teacher must have a certificate/license issued by the Ohio Department of Education & Workforce and valid for the specific teaching assignment.

M. Substitute Teacher - Any person who is employed to substitute for an absent teacher in the specified areas of shortages Mathematics 7-12, Science 7-12, Special Education K-12 and Foreign Language K-12 and who serves 25 or fewer consecutive days in a specific teaching position shall be considered a substitute teacher and shall be a non-bargaining unit member until they have - he or she has worked 45 days. In all other teaching assignments, the person who is employed to teach for an absent teacher and serves 45 or fewer consecutive days shall be considered a substitute and shall be a non-bargaining unit member. As referenced in Article XXIX – REGULAR REPLACEMENT TEACHERS.

N. Part-Time Benefits - A part-time teacher shall receive all benefits, including leaves, based on a pro rata basis.

O. Teacher Workday - A teacher-directed day, free of meetings, except for 2 (two) hours at the beginning of the day that will be administrative-driven.

III. RECOGNITION OF ASSOCIATION

The Mayfield City Schools Board of Education, hereinafter referred to as the Board, recognizes the Mayfield Education Association, hereinafter referred to as the M.E.A., as the sole and exclusive representative of all certified teachers, including regular replacement, in accordance with Article XXIX, REGULAR REPLACEMENT TEACHERS for the purpose of negotiating salaries, working conditions, fringe benefits, and other items by mutual agreement. Said organization must represent teachers who are non-members in a nondiscriminatory manner. Teachers include all persons defined as such in Section 3319.09 of the Ohio Revised Code except the Superintendent, Central Office personnel, psychologists, reading supervisor, principals, high school

athletic director, and any other certified person who is devoting full time to managerial and supervisory matters and whose salary is determined by an administrative salary schedule.

Substitute teachers shall be excluded from the bargaining unit covered by this Agreement.

IV. RECOGNITION OF THE BOARD AND THE SUPERINTENDENT

The M.E.A. recognizes the Board as the locally elected body charged with establishment of policies for public education in the Mayfield City School District and as the employer of all certificated personnel of the school system.

The Superintendent is recognized as the chief executive officer and primary professional advisor of the Board, as well as, the educational leader of the school system. The Superintendent may enter into the negotiating proceedings.

V. SCOPE OF AGREEMENT

A. Both the Board and the M.E.A. agree to abide by the laws of the State of Ohio. If any provisions of this document or any application of the document shall be found contrary to law by a court of competent, final jurisdiction, then that provision or application shall be deemed invalid except to the extent permitted by law. All other provisions herein stated shall continue in full force and effect, so long as they do not conflict with any local, state or federal laws.

B. Nothing in this document shall prohibit any certificated employee from presenting views, proposals, or grievances to the Superintendent or to the Board in accordance with established procedure.

C. Except as otherwise provided by law or by specific Agreement contained herein, the operation of the school district shall be the exclusive right and responsibility of the Board.

D. The M.E.A. is recognized as the exclusive agent to bargain for the unit defined above on salaries, working conditions, fringe benefits, and other items by mutual agreement.

E. Any policy changes that affect teachers' salaries or teacher welfare as negotiated within the scope of the Agreement may be amended only with the approval of both the M.E.A. and the Board.

F. During the term of this Agreement, there will be no strike, concerted demonstrations or picketing, work stoppage or slowdown, professional study days, concerted failure to report to work, loss of instructional days, or loss of workdays for any unauthorized reasons. Any employee responsible for participating in a breach of this provision is subject to disciplinary action.

G. All negotiated agreements made between the Board and the M.E.A. are specifically detailed within this document. No other agreements have been made or implied except as specifically detailed within this document. No agreement will be binding on either party except as specifically detailed within this document. However, if during the term of this Agreement, the parties jointly agree to enter into negotiations on any subject, any agreements reached shall be reduced to writing, signed by the parties, and approved by the Board and the M.E.A. in accordance with the procedures contained herein. The party initiating the negotiations shall submit a proposal covering the proposed change(s) in wages, hours, and terms and conditions of employment. The parties shall then reach agreement on a timeline for negotiations during which time negotiations shall proceed in good faith.

VI. FAIR SHARE FEE

The M.E.A. will provide a list of names of its members to the Board's Treasurer by October 31 of each school year and the amount of unified dues and fees. Membership in M.E.A. shall be annual and continuous from year to year until proper notice is provided to the M.E.A. Treasurer. The Board's Treasurer will deduct the fee from the paychecks of bargaining unit members who elect not to join the M.E.A. The fee shall be equal for all nonmembers and shall not exceed dues paid by members. It shall be the responsibility of the M.E.A. to prescribe an internal procedure to determine a rebate, if any, for nonmembers which conform to the provisions of Section 4117.09(C) of the Ohio Revised Code. Each year the M.E.A. shall have a financial disclosure statement available for fair share fee payers and shall provide fair share fee payers with thirty (30) calendar days to object. No member of the bargaining unit is required to become a member of the M.E.A. Failure of an employee to pay the fee shall give the M.E.A. the right to bring legal action against the employee in a court of competent jurisdiction. The fee shall be deducted from the paychecks of those bargaining unit members who have elected not to join the M.E.A., in uniform installments, from the remaining paychecks to be issued from January through August. The M.E.A. agrees to defend, indemnify, and hold harmless, the Board and its designees from any and all claims arising out of the dues deduction procedures set forth herein. In the event the Board is named as a defendant in any proceeding arising as a result of the Board's implementation of the provision, the Board agrees to promptly notify the M.E.A. and cooperate with the M.E.A. and counsel selected by the M.E.A.

VII. NEGOTIATING PROCEDURES

A. The Board, through its designated representatives, shall meet with designated representatives of the M.E.A. to negotiate in good faith.

B. Not later than the second Monday of April of the year in which the Agreement expires, the parties agree to enter into negotiations for a successor agreement in accordance with the procedures set forth herein and in a good faith effort to reach agreement concerning wages, hours, and terms and conditions of employment and the continuation, modification, or deletion of an existing provision of a Collective Bargaining Agreement. Any Agreement so negotiated will be reduced to writing and signed by the parties.

C. Prior to, or at the first negotiations meeting, the parties will exchange negotiations packages which shall include additions to, deletions from, or revisions of the Agreement then in existence. Once packages are exchanged, no new matters shall be introduced for negotiations during the negotiations except as may be mutually agreed upon by both teams.

D. Negotiations meetings will be conducted according to the following guidelines.

1. All sessions will be limited in attendance to members of the negotiating teams. No other person or persons shall be present during the negotiations meeting unless mutually agreed upon by the members of both negotiating teams.

2. At the conclusion of each negotiation session, items tentatively agreed to by both negotiating teams shall be placed in writing and signed by the chief negotiator for each team.

3. Either team may declare a recess when it appears that meaningful progress cannot be attained. A recess can only commence after mutual agreement on the time and place for the continuation of the negotiations has been determined.

4. Either team may call for a caucus at any time.

5. The negotiation period shall not extend beyond June 30 unless extended by mutual agreement.

6. "Good Faith" involves coming to the negotiating table with the intention of negotiating. Good faith requires that the parties be willing to consider each other's proposals. Good faith requires both parties to recognize negotiations as a shared process. The obligation to meet for purposes of professional negotiations does not compel either party to agree to a proposal or require the making of concessions.

7. During the course of the negotiations meetings, joint study committees may be created by mutual consent of the negotiating teams. Members of any study committee will be determined by members of the negotiating teams. The purpose and particular assignment shall be stated at the time the study committee is created as well as the time for a report of the findings. After the committee has made its study and submitted its report, the committee shall be dissolved.

8. In the event a decision cannot be reached, either team may call for a recess. If, at the next meeting, an agreement has not yet been reached, the point(s) of disagreement shall be set aside and a time and date agreeable to all parties shall be established at which time another meeting will be held.

9. If, fifty (50) days before the expiration date of the existing Agreement, the parties are unable to reach an agreement, either party may request the Federal

Mediation and Conciliation Service (FMCS) to intervene to provide mediation services. As an alternative, or if FMCS is unavailable, the parties may agree to utilize the services of a private mediator on a split cost basis or they shall request a State Employment Relations Board (SERB) mediator.

10. Should mediation be unsuccessful in resolving the dispute, other steps for the resolution of the dispute may be entered into provided all such steps are mutually agreed upon by both parties.

11. When total agreement is reached through negotiations on all items, the tentative agreements shall be put in writing and submitted to the M.E.A. for approval and then to the Board for approval. The parties agree to cooperate in the preparation of draft copies of the total agreement to be used in the ratification process. The costs of duplicating draft copies shall be paid by the M.E.A. The cost of printing the ratified Agreement shall be paid by the Board. Following ratification by the M.E.A. and approval by the Board, the Board shall then adopt a resolution setting forth the agreement. The Agreement shall in no way be altered or amended by either party during the ratification process.

12. The Board agrees to make available, within a reasonable period of time, relevant existing information concerning financial resources and other data which is reasonably necessary to the teams in their formulation of proposals. In turn, the M.E.A. shall furnish to the Board all existing pertinent information reasonably necessary to the Board in the formulation of its proposals.

    The Board and the M.E.A. may charge each other for the cost of copying. Confidential personnel files will not be open for M.E.A. inspection except as provided for in the grievance procedure.

13. "Professional negotiations" means conferring, discussing, and negotiating in good faith by the Board through its designated representatives and the designated representatives of M.E.A. in an effort to reach agreement with respect to salaries, working conditions, fringe benefits, and other items of mutual agreement, but such obligation does not compel either party to agree to a proposal or require the making of a concession.

14. Negotiation procedures may be different if following a mutually agreed-upon process.

E. Standing Committees

The following five (5) committees will continue to meet at least quarterly the life of this Agreement:

Supplemental Committee
Special Education Committee
Health Care Committee
Evaluation Committee

Professional Development Committee

The Chair (Co-chairs) will assume responsibility for convening the Committee.

VIII. GRIEVANCE PROCEDURE

A. Purpose of the Committee

The Grievance Committee shall be known as the Professional Rights and Responsibilities Committee, hereinafter referred to as the P.R. & R. Committee.

It shall be the purpose of the P.R. & R. Committee of the M.E.A. to act as a liaison agent representing the teachers of the Mayfield City Schools to the administration and the administration to the teachers. The function of the P.R. & R. Committee is to resolve any problem, complaint or dispute registered by any certificated person or group of certificated/licensed persons represented by the M.E.A.

B. Definitions

1. Grievance - An alleged violation, misinterpretation, or misapplication of a specific article or section of this Agreement.

2. Grievant - The person or persons filing the grievance or the P.R. & R. Committee of the M.E.A.

3. "Party-in-interest" The person or persons making the claim including their designated representative as provided for herein, and any person(s) who might be required to take action or against whom action might be taken in order to resolve the grievance.

C. Stipulations

1. A teacher may appear on his/her own behalf or be represented at all stages of the grievance procedure by a grievance representative selected by the P.R. & R. Committee of the M.E.A. If a teacher chooses not to be represented by the M.E.A., a representative selected by the P.R. & R. Committee of the M.E.A. shall have the right to be present and to represent the M.E.A. at all stages of the grievance procedure. However, at the Informal and Step One of this procedure, this shall not prevent any aggrieved person(s) from presenting a grievance and having it adjusted without intervention or representation by the M.E.A. If this occurs, the M.E.A. may appeal a Step One decision to the Superintendent in accordance with Step Two of this grievance procedure.

2. The grievant, the M.E.A., its officers, members of the P.R.& R. Committee and witnesses in grievance hearings shall not be placed in jeopardy or be the subject for reprisal or recrimination for participation in the grievance procedure. The fact that a teacher files a grievance shall not be used in the transfer, assignment or

promotion process; nor shall such fact be used in any recommendation for reemployment or recommendation for other employment.

3. Grievance records shall be kept in the Central Office but separate from the individual personnel records.

4. A grievant may withdraw his grievance at any time by written request, but once withdrawn the grievance may not be reopened.

5. Grievance report forms shall be made a part of this Agreement and shall be available from the building representative.

   The grievance report form shall be submitted to the immediate supervisor by the grievant at the beginning of Step Two in the grievance procedure.

6. The administration and the P.R. & R. Committee will cooperate in providing necessary and relevant information relating to any grievance.

7. If a grievance affects a group or class of teachers involving more than one school building or a decision by an administrator above the level of principal, the P.R. & R. Committee may initiate and submit such grievance in writing to the Superintendent directly, and the processing of such grievance will be commenced at Step Two. The grievance must be presented to the Superintendent within thirty (30) days after the grievant knew, or should have known, of the act or conditions upon which the grievance is based.

8. Expedited Arbitration: With agreement of both parties, Expedited Arbitration may be employed under the rules and regulations of the American Arbitration Association in lieu of Step Two.

9. Potential issues shall not be grieved unless a specific fact situation occurs which impacts one or more persons of the M.E.A.

D. The Procedure

The main idea is to reach an equitable solution in the shortest time at the lowest administrative level possible.

Informal (Optional) – If a teacher believes there is a basis for a grievance, the teacher may discuss the matter with his principal or immediate supervisor in an effort to resolve the problem informally; however, this informal meeting shall not lengthen the 30-day timeframe mandated by Step One.

Step 1 – If the grievance is not resolved informally, the grievant is to present the grievance in writing to the principal within thirty (30) days after the grievant knew, or should have known, of the act or conditions upon which the grievance is based. A written decision is to be rendered by the principal within five (5) days of the presentation of the GR form.

If either the principal/designee or the grievant/representative requests, a meeting shall be held at a time and place convenient to all parties-in-interest for the purpose of resolving the grievance which, except by mutual agreement, shall be held within five (5) days of the time the meeting is requested. If an informal meeting has not been held, the Step One meeting must be held. If a meeting is held, a decision shall be rendered within five (5) days of the meeting rather than five (5) days of receipt of grievance by the immediate supervisor. The grievance shall specify the provision(s) of the Agreement allegedly violated and state the nature of the grievance.

Step 2 – If the grievance is not resolved at Step One, the grievance form is to be presented to the Superintendent within five (5) days after receipt of the answer under Step One. The Superintendent or his/her designee will, within ten (10) days, arrange a meeting at which each party shall present its position and consider the position of the other party. The Superintendent or his/her designee will render a written decision within five (5) days of the meeting.

If a grievance affects a group or class of teachers involving more than one school building or a decision by an administrator above the level of principal, the P.R. & R. Committee may initiate and submit such grievance in writing to the Superintendent directly and the processing of such grievance will be commenced at Step Two. The grievance must be presented to the Superintendent within thirty (30) days after the grievant knew, or should have known, of the act or conditions upon which the grievance is based. The Superintendent or his designee will arrange a meeting within ten (10) days of receipt of the grievance at which each party shall present its position and consider the position of the other party. The Superintendent or his designee will render a written decision within five (5) days of the meeting.

Step 3 – If the grievance is not resolved at Step Two, the grievant may advance the grievance to arbitration, provided a written request to advance to arbitration is made within twenty (20) days of receiving the written Step Two decision and provided the M.E.A. concurs with advancing the grievance to arbitration. Unless the parties mutually agree to the selection of an arbitrator during the twenty (20) days, the request shall be made to the American Arbitration Association and the selection shall be in accordance with the rules of the American Arbitration Association, using the ranking method of selection from a list of fifteen (15) potential arbitrators. The arbitration hearing shall be conducted in accordance with the rules and regulations of the American Arbitration Association, except as provided in E5 below.

Final resolution shall be rendered as soon as possible by the arbitrator and that decision shall be binding on both the Board and the grievant. The cost of arbitration shall be borne equally between the Board and the grievant. The arbitrator shall have no authority to add to, subtract from, or modify, change, or alter, any of the provisions of the Collective Bargaining Agreement, nor add to, detract from, or modify the language therein in arriving at a determination of any issue presented.

E. Time Limits

1. The time limitations set forth herein for the submission and processing of a grievance shall be deemed to be of the essence, and the failure to submit a grievance within the time specified shall be deemed an abandonment of that grievance; however, the time limits may be extended by mutual agreement.

2. The appropriate administrator, or designee, shall respond in writing to each grievance. If the written response from the administrator (Superintendent/designee or principal/designee) is not furnished to the grievant/representative within the time limits specified in this procedure for the reply, the grievant shall have the right to advance the grievance to the next level and shall suffer no penalty for not meeting the deadlines.

3. All notices concerning grievance hearings, dispositions or withdrawal requests shall be delivered in the most expedient and reliable manner to the P.R. & R. Chairperson. A receipt showing the date and time of delivery shall be signed and returned to the sender. Time limits shall apply from the first day following the date of receipt.

4. Following the last scheduled workday for classroom teachers, days shall mean weekdays exclusive of recognized holidays for purposes of Section E of this grievance procedure.

5. The grievant(s) and teachers who are witnesses shall be excused from work one (1) hour prior to the commencement of the arbitration hearings with no loss of pay, benefits or emoluments. Witnesses shall return to work as soon as possible following completion of their testimony. No other time off will be allowed for the purpose of arbitrations.

GRIEVANCE NUMBER_____

F. GRIEVANCE FORM

In order for a grievance to be valid, the grievant and his/her representative must sign it (unless they are one and the same).

Name of Grievant _____

Building_____Assignment_____

Date of Optional Informal Meeting_____
Date of Filing at Step 1_____
Date of Step 1 Meeting_____
Date of Filing at Step 2_____
Date of Step 2 Meeting_____
Date of Filing at Step 3 (Arbitration)_____

Signature of Representative_____

State the grievance in clear and concise terms, specifying provision(s) of the Agreement allegedly violated.

Statement of Grievance_____

_____

_____

Relief Sought_____

_____
Signature of Grievant

Date_____

_____
Signature of Principal/Immediate Supervisor/Superintendent/Designee

Date_____

GRIEVANCE NUMBER_____

G. GRIEVANCE DISPOSITION

To:_____Date:_____
(Name of Grievant)

This is to inform you that your grievance filed on_____
(Date)

At Step_____was disposed of as follows: (The response must include the reason; therefore, it must be stated in clear and concise terms, and must include a response to each of the specific provision(s) of the Agreement allegedly violated.)_____

_____

_____

_____

Date of Hearing:_____

Participants in Hearing:

_____

_____

_____

_____
Principal/Immediate Supervisor/Superintendent/Designee Signature

_____
Date

_____
Grievant/Representative Signature

_____
Date

IX. TEACHER SALARY SCHEDULES

Mayfield City School District Teacher Salary Schedules.

All members of the bargaining unit shall be paid according to the salary schedule(s) included as part of this Agreement.

Effective for the 2026-2027 school year, the base salary will increase by 2%. In addition, bargaining unit members will receive a one time 4% stipend during the month of October, no later than October 31, 2026.

Effective for the 2027-2028 school year, the base salary will increase by 2%. In addition, bargaining unit members will receive a one time 4% stipend during the month of October, no later than October 31, 2027.

Effective for the 2028-2029 school year, the base salary will increase by 2%. In addition, bargaining unit members will receive a one time 4% stipend during the month of October, no later than October 31, 2028.

Effective for the 2029-2030 school year, the base salary will increase by 2%. In addition, bargaining unit members will receive a one time 4% stipend during the month of October, no later than October 31, 2029.

HB412 CERTIFICATE FOR THE PERIOD BEYOND THE FINANCIAL FORECAST ENDING JUNE 30, 2029.

All of the agreements and compensation schedules for the period July 1, 2029 thru June 30, 2030 include contingency to continue language asserting that when the Treasurer can first confirm that there are sufficient operating revenues necessary to enable the District to maintain an appropriate level of personnel and programs consistent with the minimum standards as identified by the Ohio Department of Education and Workforce for all of the days set forth in its adopted school calendar for that fiscal year the contract shall therefore automatically be in effect upon all parties therein covered and recognized.

MAYFIELD CITY SCHOOL DISTRICT
1101 S.O.M. Center Road, Mayfield Hts., OH 44124

TEACHER'S SALARY SCHEDULE INDEX

EFFECTIVE 2022/23 SCHOOL YEAR THRU 2025/26 SCHOOL YEAR

Years Experience	BA	150 HRS OR BA9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DR. OR MA60
0	1.0000	1.0157	1.0318	1.0473	1.0645	1.1250	1.1862	1.2467	1.3087
1	1.0515	1.0711	1.0911	1.1105	1.1313	1.1920	1.2534	1.3140	1.3762
2	1.1030	1.1265	1.1503	1.1737	1.1981	1.2591	1.3206	1.3814	1.4437
3	1.1544	1.1819	1.2096	1.2370	1.2650	1.3261	1.3878	1.4487	1.5111
4	1.2059	1.2373	1.2688	1.3002	1.3318	1.3931	1.4549	1.5160	1.5786
5	1.2574	1.2927	1.3281	1.3634	1.3986	1.4601	1.5221	1.5834	1.6461
6	1.3089	1.3481	1.3874	1.4266	1.4654	1.5272	1.5893	1.6507	1.7136
7	1.3603	1.4034	1.4466	1.4899	1.5323	1.5942	1.6565	1.7181	1.7811
8	1.4118	1.4588	1.5059	1.5531	1.5991	1.6612	1.7237	1.7854	1.8485
9	1.4633	1.5142	1.5652	1.6163	1.6659	1.7283	1.7909	1.8527	1.9160
10	1.5148	1.5696	1.6244	1.6795	1.7327	1.7953	1.8581	1.9201	1.9835
11	1.5662	1.6250	1.6837	1.7428	1.7995	1.8623	1.9252	1.9874	2.0510
12	1.6177	1.6804	1.7429	1.8060	1.8664	1.9293	1.9924	2.0547	2.1184
13	1.6692	1.7358	1.8022	1.8692	1.9332	1.9964	2.0596	2.1221	2.1859
14	--	--	--	--	2.0000	2.0634	2.1268	2.1894	2.2534

MAYFIELD CITY SCHOOLS

1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER SALARY SCHEDULE

EFFECTIVE 2026/27 SCHOOL YEAR

Years Experience	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DR OR MA+60
0	51,849	52,663	53,497	54,301	55,192	58,329	61,501	64,641	67,856
1	54,521	55,534	56,573	57,580	58,657	61,806	64,987	68,130	71,354
2	57,189	58,408	59,642	60,856	62,119	65,283	68,473	71,625	74,855
3	59,855	61,281	62,716	64,138	65,588	68,756	71,956	75,113	78,349
4	62,525	64,153	65,785	67,413	69,051	72,234	75,436	78,602	81,850
5	65,194	67,025	68,860	70,694	72,517	75,705	78,920	82,096	85,351
6	67,865	69,899	71,935	73,968	75,979	79,183	82,405	85,587	88,849
7	70,529	72,765	75,003	77,249	79,451	82,659	85,888	89,080	92,349
8	73,202	75,638	78,080	80,527	82,912	86,130	89,370	92,573	95,843
9	75,872	78,508	81,155	83,805	86,377	89,611	92,856	96,061	99,344
10	78,541	81,382	84,225	87,082	89,838	93,086	96,343	99,554	102,845
11	81,203	84,253	87,300	90,361	93,302	96,558	99,820	103,044	106,346
12	83,877	87,128	90,366	93,641	96,769	100,033	103,303	106,537	109,838
13	86,547	90,003	93,443	96,916	100,236	103,512	106,789	110,028	113,336
14	86,547	90,003	93,443	96,916	103,697	106,985	110,272	113,516	116,835

LONGEVITY

Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional 2,950

Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional 3,363

Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional 3,775

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOLS

1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER SALARY SCHEDULE

EFFECTIVE 2027/28 SCHOOL YEAR

Years Experience	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DR OR MA+60
0	52,886	53,716	54,567	55,387	56,296	59,496	62,731	65,933	69,214
1	55,611	56,645	57,704	58,731	59,830	63,042	66,287	69,493	72,781
2	58,333	59,576	60,835	62,073	63,362	66,589	69,843	73,058	76,353
3	61,052	62,507	63,971	65,421	66,900	70,131	73,396	76,615	79,916
4	63,776	65,436	67,101	68,761	70,432	73,678	76,945	80,174	83,487
5	66,498	68,366	70,237	72,107	73,968	77,220	80,499	83,738	87,058
6	69,223	71,297	73,374	75,447	77,499	80,767	84,053	87,299	90,626
7	71,940	74,220	76,503	78,794	81,040	84,312	87,606	90,861	94,196
8	74,666	77,151	79,642	82,138	84,570	87,853	91,158	94,424	97,759
9	77,390	80,079	82,778	85,481	88,105	91,403	94,714	97,982	101,331
10	80,112	83,010	85,909	88,823	91,635	94,948	98,270	101,545	104,902
11	82,827	85,938	89,046	92,169	95,168	98,489	101,816	105,104	108,472
12	85,554	88,871	92,173	95,514	98,704	102,034	105,369	108,667	112,035
13	88,278	91,803	95,311	98,854	102,241	105,582	108,925	112,229	115,602
14	88,278	91,803	95,311	98,854	105,771	109,124	112,478	115,786	119,172

LONGEVITY

Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional 3,009

Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional 3,430

Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional 3,851

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOLS

1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER SALARY SCHEDULE

EFFECTIVE 2028/29 SCHOOL YEAR

Years Experience	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DR OR MA+60
0	53,944	54,790	55,659	56,495	57,422	60,686	63,986	67,252	70,598
1	56,723	57,778	58,858	59,906	61,027	64,303	67,613	70,883	74,236
2	59,499	60,767	62,051	63,315	64,629	67,921	71,240	74,519	77,880
3	62,273	63,757	65,250	66,729	68,238	71,534	74,863	78,147	81,515
4	65,051	66,744	68,443	70,136	71,841	75,152	78,484	81,778	85,157
5	67,827	69,733	71,642	73,550	75,447	78,764	82,109	85,413	88,799
6	70,607	72,723	74,842	76,956	79,049	82,382	85,734	89,045	92,439
7	73,378	75,704	78,033	80,370	82,661	85,999	89,358	92,679	96,079
8	76,159	78,694	81,234	83,781	86,262	89,610	92,981	96,313	99,715
9	78,937	81,680	84,433	87,191	89,867	93,231	96,608	99,942	103,358
10	81,715	84,670	87,627	90,600	93,468	96,847	100,235	103,576	107,000
11	84,484	87,657	90,827	94,012	97,072	100,459	103,853	107,207	110,642
12	87,266	90,648	94,017	97,424	100,678	104,074	107,476	110,841	114,276
13	90,044	93,639	97,218	100,831	104,286	107,694	111,104	114,473	117,914
14	90,044	93,639	97,218	100,831	107,887	111,307	114,727	118,102	121,555

LONGEVITY

Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional 3,069

Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional 3,499

Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional 3,928

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOLS

1101 SOM Center Road, Mayfield Heights, OH 44124

TEACHER SALARY SCHEDULE

EFFECTIVE 2029/30 SCHOOL YEAR

Years Experience	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18	MA+27	DR OR MA+60
0	55,023	55,886	56,772	57,625	58,570	61,900	65,265	68,597	72,010
1	57,858	58,933	60,036	61,104	62,247	65,589	68,965	72,300	75,721
2	60,689	61,983	63,292	64,581	65,921	69,279	72,665	76,009	79,437
3	63,519	65,032	66,555	68,064	69,602	72,965	76,361	79,710	83,145
4	66,352	68,079	69,812	71,539	73,277	76,655	80,053	83,413	86,860
5	69,184	71,128	73,075	75,021	76,956	80,339	83,751	87,121	90,575
6	72,019	74,177	76,338	78,495	80,630	84,030	87,449	90,825	94,287
7	74,846	77,218	79,594	81,977	84,314	87,719	91,145	94,532	98,001
8	77,682	80,268	82,859	85,456	87,987	91,402	94,840	98,239	101,709
9	80,516	83,314	86,122	88,935	91,664	95,096	98,540	101,941	105,425
10	83,349	86,363	89,380	92,412	95,337	98,784	102,240	105,648	109,140
11	86,173	89,410	92,644	95,892	99,013	102,468	105,930	109,351	112,855
12	89,011	92,461	95,897	99,373	102,692	106,156	109,626	113,057	116,561
13	91,845	95,512	99,162	102,848	106,372	109,847	113,326	116,763	120,273
14	91,845	95,512	99,162	102,848	110,044	113,533	117,022	120,464	123,987

LONGEVITY

Teachers with 15 years or more of service recognized for salary schedule placement will receive an additional	3,130
Teachers with 20 years or more of service recognized for salary schedule placement will receive an additional	3,569
Teachers with 25 years or more of service recognized for salary schedule placement will receive an additional	4,006

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

X. OPERATION OF SALARY SCHEDULE

The operation of the salary schedule shall be controlled by the following provisions:

A. The 150 hr. column may consist of graduate and undergraduate hours earned before or after receipt of the BA degree. For teachers hired effective with the 1977/78 school year and thereafter, advancement from the 150 hour column to the BA+18 shall be accomplished by the completion of an additional 9 hours.

B. For course credit received after January 1, 1979, undergraduate level courses will be accepted for credit up to and including the BA+18 column if such hours are: (a) earned after the completion of the BA degree, and (b) earned in the teacher's area of assignment.

C. Except as provided in (A) and (B) above, all hours beyond the Bachelor's degree are figured in graduate semester hours. All graduate hours, in order to be accepted toward increased salary credit, must be: (a) either directly in the staff member's field(s) of teaching or certification/licensure, or (b) be part of a university-approved program of graduate study leading to an advanced degree in the field of education, or (c) be part of a state-approved program leading to additional certification/licensure in the field of education. All acceptable graduate credit must be from an institution whose credits are accepted by the Ohio Department of Education & Workforce for teacher training at the appropriate level. Credit beyond the Bachelor's and Master's columns must be earned after placement on the Bachelor's and Master's columns. Any staff member who has a question about the approvability of a graduate course for salary credit should contact the Director of Human Resources, who shall be authorized to interpret this policy, subject to review by the Superintendent and/or the Board. The teacher shall have recourse to the grievance procedure. Although the course must be taken for graduate credit, the teacher need not be enrolled as a graduate student.

D. Once course credit is approved for advancement on the salary schedule, such credit and placement will not be withdrawn.

E. To receive proper placement on the salary schedule for a full year, it is the teacher's responsibility to have an official transcript placed in the office of personnel on or before September 15.

F. If a teacher completes the requirements for an additional degree after September 15 and before January 30 of any year, the increase shall be prorated for a half year and paid over the remaining time of the contract, provided that the official transcript is placed in the office of personnel on or before January 30 of any year.

G. Appropriate proof shall substitute temporarily for the official transcript if submitted by the dates set forth herein.

H. Career Technical Education teacher column placement shall be determined according to the following equivalencies to the teacher's salary schedule:

TEACHERS

Column Placement	Educational Background	Work Experience Requirement
BA	High School Diploma	5 years of related work experience
BA	High School Diploma AND an adult education certificate or the equivalent in the content / subject matter / career field / career-technical category	4 years of related work experience
BA+9	Successful completion of a career-technical specific two-year program at the secondary level	4 years of related work experience
BA+9	Associate degree in the content (i.e., subject matter, career field or career-technical category) or 60 semester credit hours in the content (i.e., subject matter, career field or career-technical category	3 years of related work experience
BA+18	Baccalaurate degree outside the career field / career-technical subject area	5 years of related work experience
BA+27	Baccalaurate degree in education that led to a teaching certificate or license but not in the teaching area	5 years of related work experience
BA+27	Baccalaurate degree in the content (i.e., subject matter, career field or career-technical category	2 years of related work experience
MA	Master's degree in education that led to a teaching certificate or license but not in the teaching area	5 years of related work experience
MA	Master's degree in the content (i.e., subject matter, career field or career-technical category	2 years of related work experience

Years of experience for salary credit after the initial five years of related work experience will be recognized at a 2 to 1 ratio (2 years of related work experience = 1 year of salary credit) up to 5 more years.

XI. PAYROLL PRACTICES

A. Payroll Schedule

Teachers shall be paid in twenty-four (24) equal installments on the fifteenth and the last day of each month. In the event that the fifteenth or the last day of the month is a Saturday, Sunday or holiday, teachers shall be paid on the workday immediately preceding the fifteenth or the last day of the month.

Individuals within their first year of contracted employment, shall be paid in twenty-five (25) equal installments, instead of twenty-four (24) during the contract year period of September 1st through August 31st. This twenty-fifth (25th) payment will be paid at the end of August before the regular (24) pay period begins. After this first year of contracted employment, all bargaining unit members will be paid in twenty-four (24) equal installments.

In the event that the Mayfield City School District annually adopted school calendar reflects a start date of August 20th or later, the above provision (individuals within their first year of contracted employment) is null and void and the pay will revert back to twenty-four (24) equal installments during the contract year period of September 1st through August 31st.

B. Payroll Deductions

Payroll deductions shall be those mandated by federal, state or local laws plus those authorized by the teacher as follows:

1. Retirement
2. Income Taxes
3. Health Care Coverage
4. Health and Accident Insurance
5. Credit Union
6. Life Insurance
7. Dental
8. Vision
9. Tax Sheltered Annuities

   Employees may elect to purchase tax sheltered annuities through payroll deduction. Companies who wish to enroll employees must have at least five (5) teachers participating in their program before payroll deduction will be granted.

10. Professional Dues/Fees

Personnel joining the membership of the M.E.A. may have such dues withheld from their pay according to arrangements made with the M.E.A. and the Treasurer's Office. Dues deduction shall begin in November and shall continue every pay for twenty (20) pays. Membership in the M.E.A. shall be continuous from year to year until proper notice is provided to the M.E.A. Treasurer. The Board shall withhold the balance of any dues/fees from the final paycheck of anyone who resigns, retires, takes leave, is terminated, or is denied membership. Personnel employed by the District after October 15 of any school year may have dues deducted in even installments from the remaining paychecks from which dues for other members will be deducted following the submission of their membership form.

The M.E.A. agrees to defend, indemnify and hold harmless the Board and its designees from any and all claims arising out of the dues deduction procedures set forth herein. In the event the Board is named as a defendant in any proceeding arising as a result of the Board's implementation of the provision, the Board agrees to promptly notify the M.E.A. and cooperate with the M.E.A. and counsel selected by the M.E.A.

11. United Way

12. Political Contributions

A group of five (5) or more employees may elect to contribute through payroll deduction to political organizations and parties and nonpartisan issues.

13. Teacher Professional Organization

a. The Association President, Vice-Presidents, Secretary, Treasurer, and members of the Executive Committee of the Association that are paid a stipend by the M.E.A. will be paid a stipend by the Board, such individuals to be identified by the M.E.A. The M.E.A. shall submit to the Board the total cost of the stipends, including, but not limited to city/state/federal taxes, workers' compensation, Medicare, and any applicable retirement costs payable to the Ohio STRS/SERS (Employer share).

b. The necessary names, calculations, and payment shall be submitted to the Office of the Treasurer no later than June 1st in the year in which payment is requested. Payment shall be included in the last payroll in June.

c. In addition to the above, the Association will also include in its payment to the Office of the Treasurer an amount equal to four percent (4%) of the total gross payments to be distributed.

C. Final Payment

1. Termination of Employment: A teacher whose employment is terminated for any reason or who takes an approved unpaid leave of absence may elect to receive any unpaid monies due, other than retirement monies, on the next regularly-scheduled pay date following the pay period in which termination occurs, or elect to be paid according to the established schedule.

2. Death: The Board shall pay all monies due a deceased teacher on the next pay date following the pay period in which the teacher's death occurs. Such payment shall be made to the teacher's spouse or at the request of the employee, to a designated beneficiary. If there is no spouse, payment shall be made to the deceased's estate in accordance with the Ohio Revised Code.

3. Fringe Benefits Upon Final Payment: Fringe benefits coverage shall cease as of the end of the month in which final salary payment is received.

D. S.T.R.S. Pickup

In accordance with S.T.R.S. Bulletin to Employers dated September, 1984, and identified as No. 48, the Board will establish a procedure for the automatic pickup of the employee's portion of the Retirement System contribution through the salary reduction/restatement method. The Board will not deduct federal or state taxes on the amount of the employee's contribution to the S.T.R.S., with appropriate notation made on the W-2 forms. This procedure shall be applied uniformly to all teachers. Severance pay, supplemental salaries and index and all other matters shall be based on the published salary schedule.

E. Electronic Transfer

The Board shall provide electronic transfer of payroll. All new bargaining unit members will participate in the electronic transfer of payroll.

The net amount of the teacher's pay shall be credited to the teacher's personal account(s) on payday.

XII. SUPPLEMENTAL SERVICE SCHEDULE

All supplemental contracts shall be non-renewed at the April Board Meeting annually; in the event the Board determines to fill a supplemental position the following procedure shall be used:

a. A bargaining Unit Member who currently holds a nonathletic supplemental contract shall be reemployed in said position without the necessity of posting or application.

b. Supplemental Contracts that shall be posted include:

1. Positions previously held by non-bargaining unit members.

2. Positions held by a bargaining unit member who has been informed that they are not to be re-employed in the position.

3. Positions previously held by bargaining unit members who have indicated they are no longer interested in the position.

4. All athletic supplemental contracts will be posted in May. Recommendations shall be approved at the Board of Education meetings in the following months.

Fall Athletics	June
Winter Athletics	September
Spring Athletics	January

5. Within two (2) weeks, after the conclusion of the season, as determined by the Ohio Athletic Association, the Athletic Director has the responsibility to notify, in writing, the athletic supplemental contract holder of the intent of nonrenewal for the following contract year. Failure of written notification results in that contract holder remaining in that position for the following year.

c. Supplemental pay options concerning pay dates shall continue to be available to supplemental contract holders in accordance with past practice.

1. All athletic supplemental contracts shall be paid over the course of the season only. Other miscellaneous supplemental contracts will be paid according to the timing of the work completed and will be included with the regular contract salary paycheck.

2. Supplemental pay will begin on schedule ONLY when all employment requirements of the position have been completed.

3. An actual check or direct deposit remittance will be issued for all athletic supplemental pays separate from the regular contract salary paycheck. Taxes will be withheld as elected on the W-4 and State of Ohio forms.

4. The last payment for athletic supplemental contracts will be held until the Treasurer's Office receives a release from the Athletic Director that all work has been completed and equipment returned to the District.

d. Bargaining Unit Priority

Whenever a vacancy occurs or a new position is created on the Supplemental Salary Schedule, the administration shall first post the opening and seek applicants from within the recognized bargaining unit in accordance with XXVII. JOB POSTING.

e. Pay for supplemental duties shall be negotiated with the M.E.A. If new positions are created by the Board, or if the duties connected with existing positions are substantially altered, the pay for the newly created or altered position shall be negotiated by a committee of equal numbers to be appointed by the M.E.A. President and the Superintendent.

Each party shall be free to appoint its own representatives to the committee. The pay that is determined by the committee shall be considered an addendum to the existing Supplemental Salary Schedule. It is understood that an activity may be commenced while the process of determining the pay level proceeds, and the pay that results shall be effective with the first day the activities began.

In the event the parties are unable to reach an agreement concerning the pay for a revised or newly created supplemental position during the term of this Agreement, the M.E.A. may submit the dispute to arbitration, upon notification to the Superintendent, by submitting a grievance directly at Step Three of the grievance procedure.

A. Category A

1. Elementary

a. Elementary School Counselors: Paid on a ratio of 1.030.

2. Middle School

a. Media Specialists: (1) Media Specialists – per diem, days as needed and agreed by the principal.

b. Middle School Guidance Counselors: Paid on a ratio of 1.030 plus up to three (3) days per diem. Ratios for Middle School Guidance Counselors are applied up to M.A. column.

3. High School

a. Department Chairman: Paid according to his/her position on the teachers' salary schedule plus 0.005 for each teacher in the department, including themselves, with a minimum of 0.03 and a maximum of 0.065 figured on actual experience.

Ratios for department chairs are applied up to M.A. column.

Paid on a per diem basis for days beyond the normal contract school year up to a maximum of ten (10) days. The number of extra days necessary being an administrative decision cooperatively reviewed by the building principal and the department chairman.

Release time for department chairs shall be one (1) full period (50 minutes) for department chair/academic assistance.

b. Career Technical Education Teachers: Paid on a per diem basis for days beyond the normal contract school year. The number of extra days necessary will be an administrative decision based on program needs. (It is also understood that the number of extended days will be reduced to make the overall cost increase minimal.)

c. Media Specialists: (1) Media Specialists – teachers' salary schedule plus per diem-maximum of ten (10) days according to need.

d. High School Guidance Counselors:

Department Chairman – 1.030 plus same as other department chairmen.

High School Guidance Counselors – paid on a ratio of 1.030 plus up to ten (10) days per diem. Ratios for guidance counselors chairs are applied up to the M.A. column.

e. Technology Education Teachers: Days per diem determined by need.

4. <u>District</u>

a. Teacher on Special Assignment - paid on a per diem basis for days beyond the normal contract school year up to a maximum of ten (10) days.

b. The Instructional Leadership Team will work to help realize the Mayfield Vision for learning by distributing instructional leadership and empowering teachers to help transform instruction for all students. In summary, 21st century leadership structures should support the Mayfield Pillars and provide for improved communication between the Instructional Leadership Team and teacher teams.

1. Job Description and Responsibilities: (Preschool-12)

a. The Leadership Team will meet twice a month after school for an hour.

b. The Leadership Team will have monthly meetings during the school day (substitute provided).

c. The Leadership Team will meet twice during the summer and will be paid at the curriculum rate.

d. The Leadership Team will be responsible for participating in the necessary Professional Development to understand emerging innovative instructional practices.

e. This Leadership Team will work to advance the Mayfield Vision for learning, build professional capacity and help lead instructional initiatives.

f. This is a two year commitment. At the end of the two year commitment a staff member may reapply. Assignments shall be made equitably among all teaching personnel, and assignment, for those indicating interest, shall be rotated among those interested on a bi-yearly basis.

g. Preschool-5 Teams will comprise up to 9 members.

h. Middle School Team will comprise up to 15 members.

i. High School and Excel TECC Team will comprise up to 15 members.

j. Instructional Leadership Team members shall be paid the rate listed in the supplemental salary schedule plus the curriculum rate for additional meetings (2 summer meetings).

B. Category B

a. All supplemental salaries shall be paid at the rate set forth in the Supplemental Salary Schedule.

b. The Head Football Varsity Coach supplemental salary Step 3 will be adjusted according to the percent increase of the base salary for each school year.

MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

DESCRIPTION	STEP	INDEX RATIO	10,834 2026/27	11,051 2027/28	11,272 2028/29	11,497 2029/30
BASEBALL - BOYS						
BASEBALL-BOYS/HEAD COACH	1	0.50	5,417	5,525	5,636	5,749
BASEBALL-BOYS/HEAD COACH	2	0.60	6,500	6,630	6,763	6,898
BASEBALL-BOYS/HEAD COACH	3	0.70	7,584	7,736	7,890	8,048
BASEBALL-BOYS-ASST COACH	1	0.30	3,250	3,315	3,382	3,449
BASEBALL-BOYS-ASST COACH	2	0.40	4,334	4,420	4,509	4,599
BASEBALL-BOYS-ASST COACH	3	0.50	5,417	5,525	5,636	5,749
BASEBALL-BOYS-9TH COACH	1	0.24	2,600	2,652	2,705	2,759
BASEBALL-BOYS-9TH COACH	2	0.34	3,684	3,757	3,832	3,909
BASEBALL-BOYS-9TH COACH	3	0.44	4,767	4,862	4,960	5,059
BASEBALL-BOYS-8TH COACH	1	0.24	2,600	2,652	2,705	2,759
BASEBALL-BOYS-8TH COACH	2	0.32	3,467	3,536	3,607	3,679
BASEBALL-BOYS-8TH COACH	3	0.42	4,550	4,641	4,734	4,829
BASKETBALL - BOYS/GIRLS						
BASKETBALL/HEAD COACH	1	0.75	8,126	8,288	8,454	8,623
BASKETBALL/HEAD COACH	2	0.83	8,992	9,172	9,356	9,543
BASKETBALL/HEAD COACH	3	0.90	9,751	9,946	10,145	10,348
BASKETBALL/ASST-V-JV COACH	1	0.50	5,417	5,525	5,636	5,749
BASKETBALL/ASST-V-JV COACH	2	0.58	6,284	6,409	6,538	6,668
BASKETBALL/ASST-V-JV COACH	3	0.67	7,259	7,404	7,552	7,703
BASKETBALL/9TH COACH	1	0.455	4,930	5,028	5,129	5,231
BASKETBALL/9TH COACH	2	0.535	5,796	5,912	6,030	6,151
BASKETBALL/9TH COACH	3	0.620	6,717	6,852	6,989	7,128
BASKETBALL/8TH HEAD COACH	1	0.33	3,575	3,647	3,720	3,794
BASKETBALL/8TH HEAD COACH	2	0.41	4,442	4,531	4,621	4,714
BASKETBALL/8TH HEAD COACH	3	0.49	5,309	5,415	5,523	5,634
BASKETBALL/8TH ASST COACH	1	0.28	3,034	3,094	3,156	3,219
BASKETBALL/8TH ASST COACH	2	0.36	3,900	3,978	4,058	4,139
BASKETBALL/8TH ASST COACH	3	0.44	4,767	4,862	4,960	5,059
BASKETBALL/7TH HEAD COACH	1	0.28	3,034	3,094	3,156	3,219
BASKETBALL/7TH HEAD COACH	2	0.36	3,900	3,978	4,058	4,139
BASKETBALL/7TH HEAD COACH	3	0.44	4,767	4,862	4,960	5,059
BASKETBALL/7TH ASST COACH	1	0.20	2,167	2,210	2,254	2,299
BASKETBALL/7TH ASST COACH	2	0.28	3,034	3,094	3,156	3,219
BASKETBALL/7TH ASST COACH	3	0.36	3,900	3,978	4,058	4,139
BOWLING						
BOWLING	1	0.31	3,359	3,426	3,494	3,564
BOWLING	2	0.46	4,984	5,083	5,185	5,289
BOWLING	3	0.50	5,417	5,525	5,636	5,749

MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

DESCRIPTION	STEP	INDEX RATIO	10,834 2026/27	11,051 2027/28	11,272 2028/29	11,497 2029/30
CHEERLEADING						
FALL						
CHEERLEADING/VARSITY COACH FALL	1	0.18	1,950	1,989	2,029	2,070
CHEERLEADING/VARSITY COACH FALL	2	0.22	2,384	2,431	2,480	2,529
CHEERLEADING/VARSITY COACH FALL	3	0.30	3,250	3,315	3,382	3,449
CHEERLEADING/ JR VARSITY COACH FALL	1	0.15	1,625	1,658	1,691	1,725
CHEERLEADING/ JR VARSITY COACH FALL	2	0.19	2,058	2,100	2,142	2,184
CHEERLEADING/ JR VARSITY COACH FALL	3	0.24	2,600	2,652	2,705	2,759
CHEERLEADING/9TH COACH FALL	1	0.15	1,625	1,658	1,691	1,725
CHEERLEADING/9TH COACH FALL	2	0.19	2,058	2,100	2,142	2,184
CHEERLEADING/9TH COACH FALL	3	0.24	2,600	2,652	2,705	2,759
CHEERLEADING/8TH COACH FALL	1	0.14	1,517	1,547	1,578	1,610
CHEERLEADING/8TH COACH FALL	2	0.17	1,842	1,879	1,916	1,955
CHEERLEADING/8TH COACH FALL	3	0.20	2,167	2,210	2,254	2,299
WINTER						
CHEERLEADING/VARSITY COACH WINTER	1	0.18	1,950	1,989	2,029	2,070
CHEERLEADING/VARSITY COACH WINTER	2	0.22	2,384	2,431	2,480	2,529
CHEERLEADING/VARSITY COACH WINTER	3	0.30	3,250	3,315	3,382	3,449
CHEERLEADING/JR VARSITY COACH WINTER	1	0.15	1,625	1,658	1,691	1,725
CHEERLEADING/JR VARSITY COACH WINTER	2	0.19	2,058	2,100	2,142	2,184
CHEERLEADING/JR VARSITY COACH WINTER	3	0.24	2,600	2,652	2,705	2,759
CHEERLEADING/9TH COACH WINTER	1	0.15	1,625	1,658	1,691	1,725
CHEERLEADING/9TH COACH WINTER	2	0.19	2,058	2,100	2,142	2,184
CHEERLEADING/9TH COACH WINTER	3	0.24	2,600	2,652	2,705	2,759
CHEERLEADING/8TH COACH WINTER	1	0.14	1,517	1,547	1,578	1,610
CHEERLEADING/8TH COACH WINTER	2	0.17	1,842	1,879	1,916	1,955
CHEERLEADING/8TH COACH WINTER	3	0.20	2,167	2,210	2,254	2,299
CROSS COUNTRY - BOYS/GIRLS						
CROSS COUNTRY/HEAD COACH	1	0.31	3,359	3,426	3,494	3,564
CROSS COUNTRY/HEAD COACH	2	0.46	4,984	5,083	5,185	5,289
CROSS COUNTRY/HEAD COACH	3	0.50	5,417	5,525	5,636	5,749
CROSS COUNTRY/7-8TH COACH	1	0.19	2,058	2,100	2,142	2,184
CROSS COUNTRY/7-8TH COACH	2	0.27	2,925	2,984	3,043	3,104
CROSS COUNTRY/7-8TH COACH	3	0.35	3,792	3,868	3,945	4,024
FACULTY MGR /HS	1	0.75	8,126	8,288	8,454	8,623
FACULTY MGR /HS	2	0.83	8,992	9,172	9,356	9,543
FACULTY MGR /HS	3	0.90	9,751	9,946	10,145	10,348
FACULTY MGR /MS FALL		0.35	3,792	3,868	3,945	4,024
FACULTY MGR /MS WINTER		0.35	3,792	3,868	3,945	4,024
FACULTY MGR /MS SPRING		0.30	3,250	3,315	3,382	3,449

MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

DESCRIPTION	STEP	INDEX RATIO	10,834 2026/27	11,051 2027/28	11,272 2028/29	11,497 2029/30
FOOTBALL						
FOOTBALL/HEAD-VARSITY COACH	1	0.84	9,101	9,283	9,468	9,658
FOOTBALL/HEAD-VARSITY COACH	2	0.92	9,967	10,167	10,370	10,578
FOOTBALL/HEAD-VARSITY COACH	3	1.00	10,834	11,051	11,272	11,497
FOOTBALL/ASST-V-JV COACH	1	0.54	5,850	5,967	6,087	6,209
FOOTBALL/ASST-V-JV COACH	2	0.62	6,717	6,852	6,989	7,128
FOOTBALL/ASST-V-JV COACH	3	0.70	7,584	7,736	7,890	8,048
FOOTBALL/9TH GRADE HEAD COACH	1	0.495	5,363	5,470	5,580	5,691
FOOTBALL/9TH GRADE HEAD COACH	2	0.575	6,230	6,354	6,481	6,611
FOOTBALL/9TH GRADE HEAD COACH	3	0.655	7,096	7,238	7,383	7,531
FOOTBALL/9TH GRADE ASST COACH	1	0.435	4,713	4,807	4,903	5,001
FOOTBALL/9TH GRADE ASST COACH	2	0.515	5,580	5,691	5,805	5,921
FOOTBALL/9TH GRADE ASST COACH	3	0.595	6,446	6,575	6,707	6,841
FOOTBALL/7-8TH HEAD COACH	1	0.33	3,575	3,647	3,720	3,794
FOOTBALL/7-8TH HEAD COACH	2	0.41	4,442	4,531	4,621	4,714
FOOTBALL/7-8TH HEAD COACH	3	0.49	5,309	5,415	5,523	5,634
FOOTBALL/7-8TH ASST COACH	1	0.20	2,167	2,210	2,254	2,299
FOOTBALL/7-8TH ASST COACH	2	0.28	3,034	3,094	3,156	3,219
FOOTBALL/7-8TH ASST COACH	3	0.36	3,900	3,978	4,058	4,139
GOLF - BOYS/GIRLS						
GOLF/HEAD COACH	1	0.31	3,359	3,426	3,494	3,564
GOLF/HEAD COACH	2	0.46	4,984	5,083	5,185	5,289
GOLF/HEAD COACH	3	0.50	5,417	5,525	5,636	5,749
GOLF/ASST V-JV COACH	1	0.22	2,384	2,431	2,480	2,529
GOLF/ASST V-JV COACH	2	0.30	3,250	3,315	3,382	3,449
GOLF/ASST V-JV COACH	3	0.38	4,117	4,199	4,283	4,369
GYMNASTICS						
GYMNASTICS/HEAD COACH	1	0.485	5,255	5,360	5,467	5,576
GYMNASTICS/HEAD COACH	2	0.557	6,035	6,155	6,278	6,404
GYMNASTICS/HEAD COACH	3	0.628	6,804	6,940	7,079	7,220
GYMNASTICS/ASST COACH	1	0.296	3,207	3,271	3,336	3,403
GYMNASTICS/ASST COACH	2	0.368	3,987	4,067	4,148	4,231
GYMNASTICS/ASST COACH	3	0.440	4,767	4,862	4,960	5,059
HOCKEY						
HOCKEY/HEAD COACH-VARSITY	1	0.67	7,259	7,404	7,552	7,703
HOCKEY/HEAD COACH-VARSITY	2	0.75	8,126	8,288	8,454	8,623
HOCKEY/HEAD COACH-VARSITY	3	0.83	8,992	9,172	9,356	9,543
HOCKEY/ASSISTANT COACH	1	0.42	4,550	4,641	4,734	4,829
HOCKEY/ASSISTANT COACH	2	0.50	5,417	5,525	5,636	5,749
HOCKEY/ASSISTANT COACH	3	0.58	6,284	6,409	6,538	6,668

MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

DESCRIPTION	STEP	INDEX RATIO	10,834 2026/27	11,051 2027/28	11,272 2028/29	11,497 2029/30
SOCCER - BOYS/GIRLS						
SOCCER/HEAD COACH	1	0.50	5,417	5,525	5,636	5,749
SOCCER/HEAD COACH	2	0.60	6,500	6,630	6,763	6,898
SOCCER/HEAD COACH	3	0.70	7,584	7,736	7,890	8,048
SOCCER/ASST COACH	1	0.30	3,250	3,315	3,382	3,449
SOCCER/ASST COACH	2	0.40	4,334	4,420	4,509	4,599
SOCCER/ASST COACH	3	0.50	5,417	5,525	5,636	5,749
SOCCER/7-8TH COACH	1	0.22	2,384	2,431	2,480	2,529
SOCCER/7-8TH COACH	2	0.32	3,467	3,536	3,607	3,679
SOCCER/7-8TH COACH	3	0.42	4,550	4,641	4,734	4,829
SOFTBALL - GIRLS						
SOFTBALL-GIRLS/HEAD COACH	1	0.50	5,417	5,525	5,636	5,749
SOFTBALL-GIRLS/HEAD COACH	2	0.60	6,500	6,630	6,763	6,898
SOFTBALL-GIRLS/HEAD COACH	3	0.70	7,584	7,736	7,890	8,048
SOFTBALL-GIRLS/ASST COACH	1	0.30	3,250	3,315	3,382	3,449
SOFTBALL-GIRLS/ASST COACH	2	0.40	4,334	4,420	4,509	4,599
SOFTBALL-GIRLS/ASST COACH	3	0.50	5,417	5,525	5,636	5,749
SOFTBALL-GIRLS/9TH COACH	1	0.24	2,600	2,652	2,705	2,759
SOFTBALL-GIRLS/9TH COACH	2	0.34	3,684	3,757	3,832	3,909
SOFTBALL-GIRLS/9TH COACH	3	0.44	4,767	4,862	4,960	5,059
SOFTBALL-GIRLS/8TH COACH	1	0.24	2,600	2,652	2,705	2,759
SOFTBALL-GIRLS/8TH COACH	2	0.32	3,467	3,536	3,607	3,679
SOFTBALL-GIRLS/8TH COACH	3	0.42	4,550	4,641	4,734	4,829
SWIMMING - BOYS/GIRLS						
SWIMMING/HEAD COACH	1	0.75	8,126	8,288	8,454	8,623
SWIMMING/HEAD COACH	2	0.83	8,992	9,172	9,356	9,543
SWIMMING/HEAD COACH	3	0.90	9,751	9,946	10,145	10,348
SWIMMING/ASST COACH/DIVING	1	0.375	4,063	4,144	4,227	4,311
SWIMMING/ASST COACH/DIVING	2	0.455	4,930	5,028	5,129	5,231
SWIMMING/ASST COACH/DIVING	3	0.535	5,796	5,912	6,030	6,151
SWIMMING/7-8TH HEAD COACH	1	0.20	2,167	2,210	2,254	2,299
SWIMMING/7-8TH HEAD COACH	2	0.28	3,034	3,094	3,156	3,219
SWIMMING/7-8TH HEAD COACH	3	0.36	3,900	3,978	4,058	4,139
TENNIS - BOYS/GIRLS						
TENNIS/HEAD COACH	1	0.31	3,359	3,426	3,494	3,564
TENNIS/HEAD COACH	2	0.46	4,984	5,083	5,185	5,289
TENNIS/HEAD COACH	3	0.50	5,417	5,525	5,636	5,749
TENNIS/ASST V-JV COACH	1	0.22	2,384	2,431	2,480	2,529
TENNIS/ASST V-JV COACH	2	0.30	3,250	3,315	3,382	3,449
TENNIS/ASST V-JV COACH	3	0.38	4,117	4,199	4,283	4,369

MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

DESCRIPTION	STEP	INDEX RATIO	10,834 2026/27	11,051 2027/28	11,272 2028/29	11,497 2029/30
TENNIS/7-8TH HEAD COACH	1	0.19	2,058	2,100	2,142	2,184
TENNIS/7-8TH HEAD COACH	2	0.27	2,925	2,984	3,043	3,104
TENNIS/7-8TH HEAD COACH	3	0.35	3,792	3,868	3,945	4,024
TENNIS/7-8TH ASST COACH	1	0.15	1,625	1,658	1,691	1,725
TENNIS/7-8TH ASST COACH	2	0.20	2,167	2,210	2,254	2,299
TENNIS/7-8TH ASST COACH	3	0.26	2,817	2,873	2,931	2,989
TRACK - BOYS/GIRLS						
TRACK/HEAD COACH	1	0.50	5,417	5,525	5,636	5,749
TRACK/HEAD COACH	2	0.60	6,500	6,630	6,763	6,898
TRACK/HEAD COACH	3	0.70	7,584	7,736	7,890	8,048
(ADD 10% MORE IF INDOOR TRACK SEASON IS HELD)						
TRACK/ASST COACH	1	0.30	3,250	3,315	3,382	3,449
TRACK/ASST COACH	2	0.40	4,334	4,420	4,509	4,599
TRACK/ASST COACH	3	0.50	5,417	5,525	5,636	5,749
TRACK/9TH-HEAD COACH	1	0.26	2,817	2,873	2,931	2,989
TRACK/9TH-HEAD COACH	2	0.34	3,684	3,757	3,832	3,909
TRACK/9TH-HEAD COACH	3	0.44	4,767	4,862	4,960	5,059
TRACK/9TH-ASST COACH	1	0.22	2,384	2,431	2,480	2,529
TRACK/9TH-ASST COACH	2	0.32	3,467	3,536	3,607	3,679
TRACK/9TH-ASST COACH	3	0.40	4,334	4,420	4,509	4,599
TRACK/7-8TH HEAD COACH	1	0.24	2,600	2,652	2,705	2,759
TRACK/7-8TH HEAD COACH	2	0.32	3,467	3,536	3,607	3,679
TRACK/7-8TH HEAD COACH	3	0.42	4,550	4,641	4,734	4,829
TRACK/7-8TH ASST COACH	1	0.22	2,384	2,431	2,480	2,529
TRACK/7-8TH ASST COACH	2	0.30	3,250	3,315	3,382	3,449
TRACK/7-8TH ASST COACH	3	0.38	4,117	4,199	4,283	4,369
VOLLEYBALL						
VOLLEYBALL/HEAD COACH	1	0.50	5,417	5,525	5,636	5,749
VOLLEYBALL/HEAD COACH	2	0.60	6,500	6,630	6,763	6,898
VOLLEYBALL/HEAD COACH	3	0.70	7,584	7,736	7,890	8,048
VOLLEYBALL/ASST COACH	1	0.30	3,250	3,315	3,382	3,449
VOLLEYBALL/ASST COACH	2	0.40	4,334	4,420	4,509	4,599
VOLLEYBALL/ASST COACH	3	0.50	5,417	5,525	5,636	5,749
VOLLEYBALL/9TH COACH	1	0.24	2,600	2,652	2,705	2,759
VOLLEYBALL/9TH COACH	2	0.34	3,684	3,757	3,832	3,909
VOLLEYBALL/9TH COACH	3	0.44	4,767	4,862	4,960	5,059
VOLLEYBALL/7-8TH COACH	1	0.24	2,600	2,652	2,705	2,759
VOLLEYBALL/7-8TH COACH	2	0.32	3,467	3,536	3,607	3,679
VOLLEYBALL/7-8TH COACH	3	0.42	4,550	4,641	4,734	4,829

MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

DESCRIPTION	STEP	INDEX RATIO	10,834 2026/27	11,051 2027/28	11,272 2028/29	11,497 2029/30
WRESTLING						
WRESTLING/HEAD COACH	1	0.75	8,126	8,288	8,454	8,623
WRESTLING/HEAD COACH	2	0.83	8,992	9,172	9,356	9,543
WRESTLING/HEAD COACH	3	0.90	9,751	9,946	10,145	10,348
WRESTLING/ASST V-JV COACH	1	0.50	5,417	5,525	5,636	5,749
WRESTLING/ASST V-JV COACH	2	0.58	6,284	6,409	6,538	6,668
WRESTLING/ASST V-JV COACH	3	0.67	7,259	7,404	7,552	7,703
WRESTLING/9TH COACH	1	0.455	4,930	5,028	5,129	5,231
WRESTLING/9TH COACH	2	0.535	5,796	5,912	6,030	6,151
WRESTLING/9TH COACH	3	0.62	6,717	6,852	6,989	7,128
WRESTLING/7-8TH HEAD COACH	1	0.33	3,575	3,647	3,720	3,794
WRESTLING/7-8TH HEAD COACH	2	0.41	4,485	4,575	4,667	4,760
WRESTLING/7-8TH HEAD COACH	3	0.49	5,309	5,415	5,523	5,634
WRESTLING/7-8TH ASST COACH	1	0.20	2,167	2,210	2,254	2,299
WRESTLING/7-8TH ASST COACH	2	0.28	3,034	3,094	3,156	3,219
WRESTLING/7-8TH ASST COACH	3	0.36	3,900	3,978	4,058	4,139
CLUBS/OTHERS						
ACADEMIC DECATHLON	1	0.224	2,427	2,475	2,525	2,575
ACADEMIC DECATHLON	2	0.251	2,719	2,774	2,829	2,886
ACADEMIC DECATHLON	3	0.278	3,012	3,072	3,134	3,196
ADVENTURERS (8TH GRADE HISTORY CLUB)	1	0.054	585	597	609	621
ADVENTURERS (8TH GRADE HISTORY CLUB)	2	0.072	780	796	812	828
ADVENTURERS (8TH GRADE HISTORY CLUB)	3	0.099	1,073	1,094	1,116	1,138
AMERICAN FIELD SERVICE ADVISOR		0.08	867	884	902	920
ART CLUB		0.064	693	707	721	736
ART FESTIVAL COORD/ DISTRICT COORD	1	0.065	704	718	733	747
ART FESTIVAL COORD/ DISTRICT COORD	2	0.085	921	939	958	977
ART FESTIVAL COORD/ DISTRICT COORD	3	0.12	1,300	1,326	1,353	1,380
ART SHOW BLDG/DISTRICT ART FESTIVAL		0.028	298	304	310	317
ASTRONOMY CLUB ADVISOR		0.064	693	707	721	736
BANNER BUDDIES		0.064	693	707	721	736
BOOK STORE MS		0.044	477	487	496	506
CAT'S CABINET		0.10	1,083	1,105	1,127	1,150
CHESS TEAM ADVISOR	1	0.12	1,300	1,326	1,353	1,380
CHESS TEAM ADVISOR	2	0.16	1,733	1,768	1,803	1,840
CHESS TEAM ADVISOR	3	0.19	2,058	2,100	2,142	2,184

MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

DESCRIPTION	STEP	INDEX RATIO	10,834 2026/27	11,051 2027/28	11,272 2028/29	11,497 2029/30
CLASS ADVISOR/FRESHMAN		0.080	866	883	901	919
CLASS ADVISOR/SOPHOMORE		0.080	866	883	901	919
CLASS ADVISOR/JUNIOR		0.15	1,659	1,693	1,726	1,761
CLASS ADVISOR/SENIOR		0.17	1,831	1,867	1,905	1,943
DANCE TEAM ADVISOR	1	0.11	1,192	1,216	1,240	1,265
DANCE TEAM ADVISOR	2	0.14	1,517	1,547	1,578	1,610
DANCE TEAM ADVISOR	3	0.17	1,842	1,879	1,916	1,955
ENVIRONMENTAL CLUB		0.064	693	707	721	736
FALL FESTIVAL COORDINATOR		0.028	298	304	310	317
FALL FESTIVAL TEACHER PARTICIPICANTS		0.014	150	153	156	159
F.U.S.E. (FRIENDS UNITE STUDENTS EVERYWHERE)		0.064	693	707	721	736
FUTURE BUSINESS LEADERS		0.13	1,403	1,431	1,460	1,489
GAY-STRAIGHT ALLIANCE		0.064	693	707	721	736
INTERACT CLUB		0.165	1,788	1,823	1,860	1,897
INTERACT CLUB ASSISTANT		0.13	1,408	1,437	1,465	1,495
MAGAZINE DRIVE CHAIRMAN		0.099	1,073	1,094	1,116	1,138
NATIONAL HONOR SOCIETY ADVISOR		0.13	1,444	1,473	1,502	1,532
OVERNIGHT RESIDENCE		0.013	142	145	148	151
PEACE CORE CLUB ADVISOR		0.064	693	707	721	736
POWER OF THE PEN	1	0.07	758	774	789	805
POWER OF THE PEN	2	0.085	921	939	958	977
POWER OF THE PEN	3	0.095	1,029	1,050	1,071	1,092
P.R.I.D.E. ADVISOR		0.165	1,788	1,823	1,860	1,897
PURRFECT PAWS CHEER SQUAD		0.064	693	707	721	736
SATURDAY FIELD TRIPS		0.014	149.02	152.00	155.04	158.14
SCIENCE FAIR/GATES MILLS		0.011	121	123	125	128
SCIENCE FAIR/LANDER,CENTER, MILLRIDGE		0.016	179	182	186	190

MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

DESCRIPTION	STEP	INDEX RATIO	10,834 2026/27	11,051 2027/28	11,272 2028/29	11,497 2029/30
SCIENCE FAIR COORDINATOR/HS	1	0.065	704	718	733	747
SCIENCE FAIR COORDINATOR/HS	2	0.085	921	939	958	977
SCIENCE FAIR COORDINATOR/HS	3	0.12	1,300	1,326	1,353	1,380
SCIENCE SHOWCASE COORDINATOR	1	0.065	704	718	733	747
SCIENCE SHOWCASE COORDINATOR	2	0.085	921	939	958	977
SCIENCE SHOWCASE COORDINATOR	3	0.12	1,300	1,326	1,353	1,380
SCIENCE SHOWCASE HS & COORDINATOR	1	0.13	1,408	1,437	1,465	1,495
SCIENCE SHOWCASE HS & COORDINATOR	2	0.17	1,842	1,879	1,916	1,955
SCIENCE SHOWCASE HS & COORDINATOR	3	0.24	2,600	2,652	2,705	2,759
SCIENCE OLYMPIAD ADV/HS/MS/ELEM		0.15	1,615	1,648	1,681	1,714
SCIENCE OLYMPIAD COACH		0.060	646	659	672	686
SKI CLUB ADVISOR/HS		0.054	585	597	609	621
SKI CLUB ADVISOR/MS		0.054	585	597	609	621
SMILE4LIFE (LIFE) CLUB		0.064	693	707	721	736
SPEECH DEBATE CLUB ADVISOR		0.13	1,382	1,409	1,437	1,466
STUDENT COUNCIL ADV/9-12		0.17	1,871	1,908	1,946	1,985
STUDENT COUNCIL ASST ADV/9-12		0.14	1,547	1,578	1,610	1,642
STUDENT COUNCIL ADV/MS		0.15	1,615	1,648	1,681	1,714
STUDENT COUNCIL ASST ADV/MS		0.12	1,292	1,318	1,344	1,371
SWIMMING/SYNCHRONIZED ADVISOR	1	0.20	2,167	2,210	2,254	2,299
SWIMMING/SYNCHRONIZED ADVISOR	2	0.28	3,034	3,094	3,156	3,219
SWIMMING/SYNCHRONIZED ADVISOR	3	0.36	3,900	3,978	4,058	4,139
TEEN INSTITUTE ADVISOR		0.064	693	707	721	736
ULTIMATE FRISBEE CLUB		0.064	693	707	721	736
VICA		0.060	646	659	672	686
VIDEO GAME CLUB		0.064	693	707	721	736
WILDCAT FOCUS		0.17	1,871	1,908	1,946	1,985
WILDCAT YOGA CLUB		0.064	693	707	721	736

MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

DESCRIPTION	STEP	INDEX RATIO	10,834 2026/27	11,051 2027/28	11,272 2028/29	11,497 2029/30	
WORLD AFFAIRS CLUB	1	0.12	1,300	1,326	1,353	1,380	
WORLD AFFAIRS CLUB	2	0.16	1,733	1,768	1,803	1,840	
WORLD AFFAIRS CLUB	3	0.19	2,058	2,100	2,142	2,184	
WORLD LANGUAGE CLUB		0.064	693	707	721	736	
DRAMATICS							
DIRECTOR (PLAY OR MUSICAL)		0.34	3,677	3,751	3,826	3,902	Limit 2 per year
ASSISTANT DIRECTOR (PLAY OR MUSICAL)		0.15	1,576	1,607	1,640	1,672	Limit 2 per year
VOCAL DIRECTOR (MUSICAL)		0.15	1,576	1,607	1,640	1,672	Limit 2 per year
INSTRUMENTAL DIRECTOR (MUSICAL)		0.15	1,576	1,607	1,640	1,672	Limit 1 per year
CHOREOGRAPHER (MUSICAL)		0.15	1,576	1,607	1,640	1,672	Limit 2 per year
LIGHTING DESIGN AND PRODUCTION (PLAY OR MUSICAL)		0.15	1,576	1,607	1,640	1,672	Limit 2 per year
SET DESIGN AND CONSTRUCTION (PLAY OR MUSICAL)		0.11	1,190	1,214	1,238	1,263	Limit 2 per year
STAGE CREW MANAGER (PLAY OR MUSICAL)		0.11	1,190	1,214	1,238	1,263	Limit 2 per year
DRAMATICS/MAYFIELD PLAYERS		0.054	585	597	609	621	
MOCK TRIAL	1	0.224	2,427	2,475	2,525	2,575	
MOCK TRIAL	2	0.251	2,719	2,774	2,829	2,886	
MOCK TRIAL	3	0.278	3,012	3,072	3,134	3,196	
MISCELLANEOUS							
AUDIO VISUAL DIRECTOR		0.601	6,511	6,642	6,774	6,910	
CURRICULUM/OTHER SPECIAL EMPLOYMENT		0.012	129.22	131.81	134.44	137.13	per day
CREDIT FLEX TEACHER OF RECORD		0.012	129.22	131.81	134.44	137.13	per day
ELEMENTARY ORDERING (MAX $300 PER YEAR)		0.0017	18.04	18.40	18.77	19.14	per hour
MIDDLE SCHOOL ORDERING (MAX $300 PER YEAR)		0.0017	18.04	18.40	18.77	19.14	per hour
EVENING MEETINGS (3&4)		0.0030	32.31	32.95	33.61	34.28	per meeting
EVENING MEETINGS (5&6)		0.0045	48.46	49.43	50.42	51.42	per meeting
INCLUSION/IEP MEETING		0.0033	35.54	36.25	36.97	37.71	per hour
LEARNING COACH	1	0.0024	25.84	26.36	26.89	27.43	per hour
LEARNING COACH	2	0.0026	28.00	28.56	29.13	29.71	per hour
LEARNING COACH	3	0.0028	30.15	30.76	31.37	32.00	per hour

MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

DESCRIPTION	STEP	INDEX RATIO	10,834 2026/27	11,051 2027/28	11,272 2028/29	11,497 2029/30	
LPDC		0.24	2,584	2,636	2,689	2,743	
LPDC CHAIR		0.30	3,231	3,295	3,361	3,428	
MENTOR/RESIDENT EDUCATOR							
YEAR 1-1:1 MENTOR/RESIDENT EDUCATOR		0.12	1,292	1,318	1,344	1,371	
YEAR 2-1:1 MENTOR/RESIDENT EDUCATOR		0.12	1,292	1,318	1,344	1,371	
YEAR 2-MENTOR TO COHORT OF RES (MAX 3 RE/COHORT)		0.080	861	879	896	914	per RE/cohort
YEAR 3-DISTRICT COHORT(S)		0.040	431	439	448	457	
YEAR 4-PROFESSIONAL DEVELOPMENT			-	-	-	-	
RESIDENT EDUCATOR SUPPORT		0.24	2,584	2,636	2,689	2,743	
MS DEPARTMENT LIAISON (LIMIT 6)		0.12	1,292	1,318	1,344	1,371	
OPTION LIAISON		0.12	1,292	1,318	1,344	1,371	
SUMMER SCHOOL TEACHER		0.003	37.69	38.44	39.21	40.00	per hour
TEACH A 6TH CLASS-HS			10,369	10,577	10,788	11,004	
TEACH AN ADDITIONAL CLASS/MS			10,369	10,577	10,788	11,004	
INSTRUCTIONAL LEADAERSHIP TEAM		0.20	2,154	2,197	2,241	2,286	
TEACHER SUB FOR ANOTHER TEACHER		0.003	35.54	36.25	36.97	37.71	per hour
TECHNOLOGY TRAINER/MS		0.20	2,154	2,197	2,241	2,286	
TECHNOLOGY/PUBLIC RELATIONS/BROADCASTING DIRECTOR		0.70	7,538	7,689	7,843	7,999	
VAN CERTIFICATION		0.011	121	123	125	128	
VIRTUAL LEARN/TEACHER OF RECORD	Hourly Tutor Rate x Number of Students x 1 - 12 submissions (2 hours)						
VIRTUAL LEARN/TEACHER OF RECORD	Hourly Tutor Rate x Number of Students x 13 - 25 submissions (4 hours)						
VIRTUAL LEARN/TEACHER OF RECORD	Hourly Tutor Rate x Number of Students x 26 - 36 submissions (6 hours)						
MUSIC							
INSTRUMENTAL							
MARCHING BAND DIRECTOR*		0.65	7,030	7,171	7,314	7,460	1 only
MARCHING BAND ASST. DIRECTOR *		0.42	4,540	4,631	4,723	4,818	1 only
MARCHING BAND ASSISTANT 1*		0.33	3,532	3,603	3,675	3,748	**

MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

DESCRIPTION	STEP	INDEX RATIO	10,834 2026/27	11,051 2027/28	11,272 2028/29	11,497 2029/30	
MARCHING BAND ASSISTANT 2*		0.15	1,584	1,616	1,648	1,681	**
MARCHING BAND AUXILIARY ADVISOR*		0.31	3,378	3,446	3,514	3,585	

* No Individual shall receive more than one Marching Band supplemental assignment

** The High School Principal and Marching Band Director will determine the number of Marching Band Assistant 1 and Marching Band Assistant 2 positions based on student enrollment.

FLAG CORP COACH		0.16	1,723	1,757	1,793	1,828	
CATTETTE ADVISOR		0.16	1,723	1,757	1,793	1,828	
DIRECTOR-HS EVENING CONCERT BAND PERFORMANCES (at least 3 evening performances)		0.037	404	412	420	429	per performance
ASST DIRECTOR-HS EVENING CONCERT BAND PERFORMANCES (at least 3 evening performances)		0.030	323	330	336	343	per performance
DIRECTOR-MS EVENING CONCERT BAND PERFORMANCES (at least 3 evening performances)		0.028	307	313	319	326	per performance
ASST DIRECTOR-MS EVENING CONCERT BAND PERFORMANCES (at least 3 evening performances)		0.024	258	264	269	274	per performance
DIRECTOR-HS JAZZ ENSEMBLE		0.16	1,723	1,757	1,793	1,828	
ASST DIRECTOR-HS JAZZ ENSEMBLE		0.08	861	879	896	914	
DIRECTOR-MS JAZZ ENSEMBLE		0.08	861	879	896	914	
VOCAL							
SHOW CHOIR DIRECTOR		0.44	4,738	4,833	4,930	5,028	
ASST SHOW CHOIR DIRECTOR		0.28	3,080	3,141	3,204	3,268	
SHOW CHOIR CHOREOGRAPHER		0.11	1,238	1,263	1,288	1,314	
MS SHOW CHOIR DIRECTOR		0.11	1,238	1,263	1,288	1,314	
DIRECTOR-HS EVENING VOCAL MUSIC (at least 3 evening performances)		0.04	404	412	420	429	
ASST DIRECTOR-HS EVENING VOCAL MUSIC (at least 3 evening performances)		0.03	323	330	336	343	

MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

DESCRIPTION	STEP	INDEX RATIO	10,834 2026/27	11,051 2027/28	11,272 2028/29	11,497 2029/30	
DIRECTOR-MS EVENING VOCAL MUSIC (at least 3 evening performances)		0.03	307	313	319	326	
ASST DIRECTOR-MS EVENING VOCAL MUSIC (at least 3 evening performances)		0.02	258	264	269	274	
ELEM-VOCAL & INSTRUMENTAL EVENING PERFORMANCES		0.02	269	275	280	286	
PUBLICATIONS							
PAW PRINT/HS (8 PUBLICATIONS)		0.28	3,015	3,076	3,137	3,200	
PUBLICATIONS/MEMORY BOOK/MS		0.13	1,408	1,437	1,465	1,495	
PUBLICATIONS/NEWSPAPER/8TH GRADE		0.10	1,083	1,105	1,127	1,150	
VOICES/LITERARY MAGAZINE	1	0.07	758	774	789	805	
VOICES/LITERARY MAGAZINE	2	0.085	921	939	958	977	
VOICES/LITERARY MAGAZINE	3	0.095	1,029	1,050	1,071	1,092	
YEARBOOK ADVISOR	1	0.42	4,550	4,641	4,734	4,829	
YEARBOOK ADVISOR	2	0.45	4,875	4,973	5,072	5,174	
YEARBOOK ADVISOR	3	0.48	5,200	5,304	5,410	5,519	
YEARBOOK ASST ADVISOR	1	0.28	3,034	3,094	3,156	3,219	
YEARBOOK ASST ADVISOR	2	0.31	3,359	3,426	3,494	3,564	
YEARBOOK ASST ADVISOR	3	0.34	3,684	3,757	3,832	3,909	
PUBLICATIONS/YEARBOOK/8TH GRADE		0.11	1,192	1,216	1,240	1,265	
SUPERVISIONS							
AM/PM SUPERVISION		0.002	18.35	18.72	19.09	19.47	per hour
AFTER SCHOOL ACTIVITY-ELEM/MS/HS		0.002	23.52	23.99	24.47	24.96	per hour
BIDDY SPORTS ACTIVITIES		0.002	23.52	23.99	24.47	24.96	per hour
INTRAMURAL SUPERVISION-FALL		0.099	1,073	1,094	1,116	1,138	
INTRAMURAL SUPERVISION-SPRING		0.099	1,073	1,094	1,116	1,138	
INTRAMURAL SUPERVISION-WINTER		0.099	1,073	1,094	1,116	1,138	
SATURDAY SCHOOL INTERVENTION PROGRAM/MS		0.005	55.90	57.02	58.16	59.32	per Saturday

MAYFIELD CITY SCHOOL DISTRICT
SUPPLEMENTAL SALARY SCHEDULE

DESCRIPTION	STEP	INDEX RATIO	10,834 2026/27	11,051 2027/28	11,272 2028/29	11,497 2029/30	
SATURDAY SCHOOL INTERVENTION PROGRAM/HS		0.010	111.80	114.04	116.32	118.64	per Saturday
SUPERVISON ATHLETIC TEAM DURING MATCH		0.002	23.52	23.99	24.47	24.96	per hour
WEIGHT ROOM SUPERVISION SEASON 1		0.099	1,073	1,094	1,116	1,138	
WEIGHT ROOM SUPERVISION SEASON 2		0.099	1,073	1,094	1,116	1,138	
WEIGHT ROOM SUPERVISION SEASON 3		0.099	1,073	1,094	1,116	1,138	
WEIGHT ROOM SUPERVISION SEASON 4		0.099	1,073	1,094	1,116	1,138	

PLACING THE SCHEDULE IN OPERATION

WHEN NEW COACHES ARE HIRED, THE SUPERINTENDENT HAS THE AUTHORITY DEPENDING UPON EXPERIENCE AND SUCCESS AS A COACH TO SELECT THE BEGINNING PLACEMENT LOCATION.

ALL FIXED AMOUNT SUPPLEMENTALS RATIOS ARE INDEXED FROM THE HEAD FOOTBALL COACH'S BASE SALARY (STEP 3).

XIII. REMUNERATION FOR SUBSTITUTING FOR ANOTHER TEACHER

A. During the first month of each semester, a list of teachers available for substitute duties during each period of the day shall be prepared. From among the names on the list, employees shall be solicited who wish to volunteer for substitute duties. Employees who volunteer shall be compensated at the TEACHER SUB FOR ANOTHER TEACHER rate per hour. Those employees who elect to volunteer shall be used exclusively on a rotating basis for substitute service, unless the number of substitutions during a period is greater than the available number of volunteers, in which case required substitution shall be compensated at the TEACHER SUB FOR ANOTHER TEACHER rate per hour.

B. If an intervention/reading specialist is pulled from their assignment and substitutes for a teacher, the intervention/reading specialist will be compensated at the TEACHER SUB FOR ANOTHER TEACHER rate per hour.

C. In co-taught classes, if either the regular classroom teacher or the intervention specialist is absent, and there is no substitute available, the teacher alone in the classroom shall be compensated at the TEACHER SUB FOR ANOTHER TEACHER rate.

D. This provision does not apply if the substitution takes place during the teacher's regularly assigned teaching time and the class for which the teacher would normally be responsible is not in school or the teacher does not have instructional responsibility. Field trips supervised by others, and teachers of senior classes following the last day of school for seniors, but before the end of the school calendar year, are specific examples of this provision.

E. Part-time teachers, who voluntarily choose to substitute, are paid "remuneration for subbing for another teacher" pay, as provided in this Article, on days they are scheduled, with a cap of $55.00, provided, however, that part-time teachers are not required to sub on days or partial days when they are not scheduled to work. In the event that part-time teachers choose to sub on non scheduled days, she/he will be paid regular substitute teacher pay.

F. Within the first 10 (ten) days of school, the Director of Human Resources and the M.E.A. President will make a best practices plan for the elementary schools, which will be reviewed as needed.

XIV. EMPLOYMENT FOR RETIRED TEACHERS

Retired teachers who are rehired by the Mayfield Board of Education shall receive a one (1) year limited contract. Said teacher shall be placed at a maximum of step ten (10) on the Teacher Salary Schedule with a maximum educational experience level of Master's Degree; if the retired teacher is issued a second limited contract, there will be no movement on the teacher Salary Schedule. A retire/rehire teacher is not subject to the evaluation process and is not eligible for continuing contract status and shall not accumulate seniority.

XV. SEVERANCE PAY

Upon retirement, as hereinafter defined, certificated personnel of the district shall be entitled to be paid a sum equal to twenty-five percent (25%) of their total accumulated and unused sick leave at the time of their retirement up to a maximum of seventy (70) days if retirement occurs prior to the end of the 2026-27 school year. The maximum amount of sick leave that may be paid to an employee upon retirement will be increased from seventy (70) days to seventy-five (75) days for the 2027-28 school year and all subsequent school years. For full-time employees such payment shall be based upon the employee's daily rate of pay at the time of retirement or the employee's highest daily rate earned in any of the three (3) school years immediately preceding the year in which the employee retires, exclusive of supplemental pay.

Bargaining unit members who provide notification on or before October 15th of intent to retire or meet the "Retirement" eligibility definition contained within paragraphs B and D of this Article, in the contract year of retirement or resignation, and who actually retire or resign, shall be eligible to receive an additional ten (10) days of severance pay.

For part-time teachers, severance pay will be prorated to the percentage of the employment contract. If the proration is already reflected in the daily rate of pay, no further proration is necessary.

In addition to the above calculation, each employee shall receive an additional severance day for each year of perfect attendance where no personal, sick or "salary deduct days" were used.

Unused personal leave days will accrue for application toward days above severance cap according to the following formula: five (5) accrued personal leave days convert to one (1) additional severance day above the cap.

"Retirement" shall be defined to mean resignation from Board employment in addition to one of the following:

A. Eligibility and application for benefits under the State Teachers Retirement System;

B. Ten (10) or more years of continuous teaching experience in the Mayfield Schools and age fifty (50). Leaves of absence do not interrupt continuous service or count toward service credit.

C. Death, in which case, payment shall be made to the employee's spouse, or, if no spouse, to the employee's estate.

D. A teacher who does not qualify for "retirement" benefits under paragraphs (A) or (B) above, but who has more than ten (10) years of continuous teaching experience in the Mayfield Schools, shall receive severance pay up to 25% of accumulated sick leave provided that the total received shall not exceed one (1) day of pay for each year of service. A teacher who does not qualify for "retirement" benefits under paragraphs (A) or (B) above, but who has more than twenty (20) years of

continuous teaching experience in the Mayfield Schools, shall receive severance pay up to 25% of accumulated sick leave provided that the total received shall not exceed two (2) days of pay for each year of service. Leaves of absence do not interrupt continuous service or count toward service credit.

If a teacher who elects part-time status retires pursuant to Paragraph(s) (B) or (D), the employee's severance pay shall be paid at the employee's daily part-time rate at the time of retirement. If an employee who retires pursuant to Paragraph(s) (B) or (D) was involuntarily reduced to part-time, the employee's severance pay shall be based on the employee's highest daily rate earned in any of the three (3) school years immediately preceding the year in which the employee retires.
The individual shall have one (1) year following separation from service with the Mayfield Schools to apply for severance pay. Acceptance of severance pay shall eliminate all sick leave pay credit accrued by the individual up to that time, and such credit may not be transferred to any other institution.

XVI. FRINGE BENEFIT PROVISIONS

A. The Board shall provide the following fringe benefits, either single or family coverage, as selected by the employee. The Board will pay ninety percent (90%) of the premium cost and the employee will pay ten percent (10%) provided that the annual fringe benefit cost increase is (seven percent) 7% or less. Fringe benefit cost increases above the 7% cap shall be entirely paid by the employee.

New employees shall pay the full cost of the first month's medical insurance (comprehensive medical, prescription drug, dental and vision) premiums under either the single or family plans in five (5) equal installment payments with the understanding that the total balance due must be paid by October 31st of the contract year. These installments will be directly taken out of the employee's pay by payroll.

Fringe benefits with the exception of life insurance for part-time employees working one-half (1/2) time or more shall be prorated. The M.E.A. President shall receive a copy of the calculations of the proration of pay and benefits for all part-time teachers.

B. Dental Insurance

Dental insurance shall be provided, according to the provisions of the Agreement and **as specified in Appendix A**, carrier to be selected by the Board based upon lowest and best bid, current coverage or its equivalent to be continued, specifications to be revised only by mutual agreement between the Board and the M.E.A.

The dental coverage shall have a $25 per person, $50 per family per year deductible clause. The coverage shall be Usual, Customary, and Reasonable (UCR). The carrier shall pay 100% for all diagnostic and preventative services (without any deductible). Coverage shall be coinsurance on a 60/40 basis for

orthodontics (carrier pays 60%) and an 80/20 basis for all other procedures (carrier pays 80%) subject to the following maximum amounts:

1. Orthodontics - $1,750 lifetime maximum per person.

2. All other procedures - $3,000 per calendar year.

C. Comprehensive Medical

Hospitalization and Major Medical insurance, according to the provisions of this Agreement, current coverage **as specified in Appendix B** to include no lifetime maximum and the balance of current coverage or its equivalent to be continued, carrier to be selected by the Board according to lowest and best bid.

D. Prescription Drug Plan

Prescription drug insurance will be provided, according to the provisions of this Agreement, **as specified in Appendix C,** carrier to be selected by the Board according to lowest and best bid.

E. Vision Care

Vision insurance coverage will be provided which meets the following specifications and **as specified in Appendix D**, carrier to be selected by the Board according to lowest and best bid.

1. Deductible amounts: The plan shall provide the payment of benefits with a deductible: $7.50 on examinations and $12.50 on lenses.

2. The plan shall provide for vision examinations once every twelve (12) months, lenses whenever the prescription changes but at least once every twenty-four (24) months and frames every twenty-four (24) months.

3. Eligible expenses: The plan shall provide for the payment of the Usual, Customary, and Reasonable (UCR) charges for such items as:

   a. Examinations; and

   b. Materials – single vision, bifocal, trifocal, and lenticular lenses; frames; and contact lenses – either necessary or cosmetic.

F. Life Insurance

Coverage of $50,000 shall be provided, according to the provisions of this Agreement, with a company as selected by the Board, one hundred percent (100%) Board paid.

All employees shall have an opportunity to purchase additional life insurance through payroll deduction, one hundred percent (100%) employee paid, provided the percentage participation requirement of the carrier is met.

Subject to approval of the carrier, an employee shall be allowed the right of conversion of the life insurance policy upon leaving Board employment.

G. Plan Description

All employees shall receive a copy of the life insurance policy and complete plan description for each of the insurance coverages provided.

H. Alternate Health Insurance

In lieu of any or all of the insurance coverage(s) provided above, a teacher may choose to have the Board pay an amount equal to the teacher's cost for participation in a qualified health maintenance organization or the premium(s) for such coverage, whichever is lesser.

I. Employee Assistance Program

The District provides an Employee Assistance Program in which employees can receive professional counseling, guidance and crisis intervention for personal and work-related problems. The program is also a source of information and referrals for issues concerning daily life. It is a completely confidential and voluntary program and is open to all employees and family members residing in the employee's home. All costs incurred shall be paid by the administration.

J. Flexible Spending Account Plan

1. Health and Child Care

Teachers are eligible to participate in the Flexible Spending Account (FSA) plan for out-of-pocket health and child care expenses. The plan allows teachers, through payroll deductions, to set aside monies on a pretax basis (prior to taxing for federal, state and local taxes) to pay for approved expenses, i.e., deductibles, co-payments.

2. Section 125

Teachers enrolled in the District's health plans (comprehensive medical, prescription drug, dental and vision) will automatically have their monthly payroll deduction for the teacher's share of the premium taken prior to taxing for federal, state and local tax purposes.

K. Comprehensive Wellness Program

The Wellness Program consists of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual, encourage modifications of his or her health status, and enhance his or her personal well-being and productivity, with a goal of preventing injury and illness.

The program will include the following provisions:

1. An annual voluntary on-site biometrics screening or voluntary biometric screening at the employee's personal physician shall be provided at no cost to the employee. The on-site screening shall provide but not be limited in application to (as determined by the Mayfield School District Healthcare Committee) confidential employee information in six (6) key wellness categories, as determined relevant to the goals and priorities of the Wellness Program by the Healthcare Committee.

    1. Participation in the annual onsite or personal physician-directed biometric screening
    2. Non-tobacco user or participation in a tobacco cessation program
    3. Low-density Li-protein (LDL)/High-density Li-protein (HDL) - Cholesterol
    4. Body-Mass Index (BMI)
    5. Blood Pressure
    6. Blood Sugar

2. Employees who voluntarily participate in the annual on-site biometric screening or voluntary biometric screening at the employee's personal physician will also have the opportunity to earn Deductible Credits. Deductible Credits are defined as discounted units to be applied directly against the major medical plan deductible. Each credit shall be worth $125 for single enrollees and $250 for family enrollees. All credits shall be applied against the top of the deductible (i.e., reducing the deductible from $1,000 to $875 per single). Effective January 1, 2019, each credit shall be worth $150 for single enrollees and $300 for family enrollees. All credits shall be applied against the top of the deductible (i.e., reducing the deductible from $1,000 to $850 per single). A maximum of five (5) credit units can be applied in any one calendar year period. Deductible Credits are non-transferable and are only applicable against claims incurred during the same calendar year.

    Deductible Credit shall be awarded for meeting the established biometric target or exceeding targeted improvement metrics from the prior year's results when applicable. Biometric targets and improvement metrics shall be established jointly by the Mayfield School District Healthcare Committee.

    Employees unable to reasonably meet the healthcare committee's established improvement metrics or target score shall be provided a reasonable

accommodation, or alternative method of qualification, which may include physician's documentation or management of a condition. Employee's qualifying by this means shall be eligible to receive the same Deductible Credits as other qualified employees.

3. Employees who opt not to participate in the voluntary onsite or personal physician directed biometric screening shall pay a premium surcharge of $20 per month for single and $40 per month for family coverage. Such surcharge shall be paid in addition to the standard employee contributions outlined per the terms of this agreement.

4. All employees are required to re-screen to earn Deductible Credits for each calendar year. Deductible Credits are non-transferable and are only applicable against claims incurred during the same calendar year.

XVII. GROUP INSURANCE COVERAGE WHILE ON UNPAID LEAVE OF ABSENCE

Any teacher who is on an approved leave of absence or recall list shall have the option of maintaining group insurance coverages through the Mayfield School District, provided the carrier permits such action. It shall be the obligation of the teacher to make the full premium payments for whatever coverages are maintained in accordance with reasonable rules and regulations and schedules of payments as may be indicated by the Board. Arrangements for this procedure should be made by the teacher with the certified payroll officer.

Failure to comply with the rules and regulations or the payment schedules shall constitute forfeiture by the teacher of the right to maintain coverage.

A teacher who is on unpaid leave of absence for reasons of illness or injury shall have his/her insurance premiums paid by the Board for a period of two (2) months commencing with the first day of the month following the effective date the unpaid leave begins.

XVIII. LEAVES OF ABSENCE

A. Sick Leave

1. Sick leave shall be provided in compliance with O.R.C. Section 3319.141 except as specifically modified herein. Beginning with the 2002/03 school year, part-time bargaining unit members will earn sick leave on a pro rata basis with full-time bargaining unit members based upon a percentage of contract. Part-time bargaining unit members will be compensated for sick leave taken on the actual percentage of day absent, to the nearest one-quarter (1/4) day.

2. Unused sick leave shall be cumulative up to three hundred (300) days.

3. Teachers without accumulated sick leave shall be advanced five (5) days sick leave at the time of their initial contract. Additional sick leave shall not accrue beyond five (5) days until the fifth month of the contract.

4. Abuse of sick leave may be considered just cause for dismissal from service.

5. For purposes of illness or injury "immediate family" includes minor or dependent children, spouse or parents. "Immediate family" will be extended to include relatives other than the above if they are dependent for care upon the staff member and no closer relative may be reasonably expected to perform this care.

   For purposes of death "immediate family" shall include the teacher's spouse, child, mother, father, mother-in-law, father-in-law, sister or brother, grandchild, grandparents, sister-in-law, brother-in-law, daughter-in-law, son-in-law, niece, nephew, aunt and uncle.

6. Sick leave may be used for absence in case of death of relatives subject to the provisions of O.R.C. Section 3319.141.

7. Sick leave shall not be charged for absences on days when the school is closed for a calamity day and the teacher applies to use sick leave if the duration of absence is less than twenty (20) consecutive workdays.

8. Sick Leave Bank - If a teacher exhausts sick leave but has not qualified for disability retirement benefits, additional sick leave may be granted from the sick leave bank per the following:

   a. Teachers who wish to be eligible to withdraw days must donate up to two (2) days from their own sick leave accumulation to be credited to the sick leave bank during the open enrollment period. Donation of days shall be in writing.

   b. The sick leave bank shall be administered by a Sick Leave Bank Committee consisting of three (3) teachers appointed by the M.E.A. President. Application for use of days from the sick leave bank shall be made in writing.

   c. Days shall be awarded for catastrophic illness or injuries, including serious diseases such as heart disease, cancer, etc., but shall be used for the employee's illness or injury, not for illness or injury in the family or pregnancy except in the case of serious illness resulting from complications associated with the pregnancy.

   d. An employee who is eligible for disability benefits shall be obligated to apply and shall be ineligible for sick leave bank days as of the effective date of disability.

   e. An employee may be advanced up to seventy-five (75) sick days from the bank during the term of the Collective Bargaining Agreement, in accordance with the following:

1. Up to forty-five (45) days in any one year of the Agreement.

2. Up to fifteen (15) days in any other year of the Agreement that forty-five (45) days were not taken.

3. An employee must be on active status in order to be eligible to apply for sick leave from the sick leave bank.

f. Newly hired teachers may enroll in the sick leave bank and be eligible for the benefit immediately with the donated sick days to be withdrawn from their own sick leave accumulation in January.

g. Open enrollment periods will be offered every January for those that did not previously elect to participate with the donated sick days to be withdrawn from their own sick leave accumulation immediately.

h. Any employee that has a sick leave accumulation of three hundred (300) days during any open enrollment period may donate up to two (2) days to the sick leave bank with the donated sick days to be withdrawn from their own sick leave accumulation immediately.

i. At any time the bank falls below one hundred fifty (150) days, resubmission of additional days may occur.

j. If an employee who had donated a day breaks service with the Mayfield City School District for any reason (i.e., retirement, disability or other employment) they must donate and reapply to the sick bank.

9. Sick Leave for Pregnancy and Delivery or Adoption:

Teachers are expected to inform the Board of their pregnancy and anticipated due date as early as possible but no later than eight (8) weeks prior to their delivery date. Notification should include a statement from the physician confirming the anticipated delivery date and a statement of the teacher's tentative plans for leave. The employee is also expected to notify the Human Resource Office of the actual date of birth within seven (7) days of the birth.

Accumulated sick leave may be used for pregnancy and delivery of a child or, in the case of adoption, the placement of a child with the following guidelines:

a. Accumulated sick leave for pregnancy shall be granted, upon request of the female teacher, beginning three (3) weeks prior to expected delivery and for nine (9) weeks following delivery. Sick leave for pregnancy and delivery shall be granted for longer periods upon certification by the attending physician that the female teacher is unable to perform regular duties.

b. Accumulated sick leave shall be granted upon request of an employee beginning one (1) week prior to delivery and three (3) weeks following delivery. Additional sick leave shall be granted upon certification by the relevant physician.

c. The M.E.A. and the Mayfield Board of Education specifically agree that utilization of accumulated sick leave is authorized, upon request of a Bargaining Unit Member for the purpose of adoption. Sick leave for adoption shall be granted from accumulated sick leave, upon request of the teacher, beginning one (1) week prior to adoption date and for three (3) weeks following the adoption date for a child age 0 through 18 years.

B. Unpaid Parental Leave

Unpaid parental leave will be granted at the request of the teacher for the purpose of child rearing after the birth of a child or a placement of an adopted child. The following procedures shall guide the use of unpaid parental leave:

1. A letter requesting unpaid parental leave shall be submitted to the Director of Human Resources within three (3) weeks of the birth of the child or, in the case of adoption, placement of the child. The letter must include:

   a. Name, School Building, Position/Grade Level
   b. Date unpaid parental leave shall commence
   c. Date that teacher shall return to the classroom

2. The length of the unpaid parental leave shall be at the discretion of the teacher with the following options:

   a. the remainder of any nine (9) week grading period;
   b. the remainder of the semester; or
   c. the remainder of the school contract year

   in which the delivery of a baby or adoption of a child eighteen (18) years of age or younger occurs.

3. A teacher on unpaid parental leave must notify the Director of Human Resources of their intent for the following school year by April 1 unless the birth of the baby or the adoption occurs subsequent to March 15, in which case the teacher shall have one (1) month from the date of the birth to notify the Director of Human Resources of his/her intentions for the upcoming school year. The options available to the teacher include:

   a. The teacher may return to work and shall resume his/her contract status and shall be returned to a position of equivalent pay and equivalent duties, providing the procedures contained herein have been met.

b. The teacher may request additional unpaid parental leave for the following school year.

c. If notification is not received by the date required, it will be deemed an abandonment of position and contractual rights.

4. Once an unpaid parental leave has been requested and approved, it can only be amended when the employee has a life-changing, qualifying event (i.e., change of job status and/or benefits of spouse, divorce, death, etc.). A minimum of four (4) weeks written notice must be provided to the Director of Human Resources.

5. If the teacher granted leave is on a limited contract, provisions of such contract will apply in reference to non-renewal and notification dates. The provision of this Agreement entitled "Reduction in Force" shall apply.

6. Family and Medical Leave (FMLA) shall run CONCURRENTLY with paid sick leave and unpaid parental leave (see Paragraph I (1-2) of this Article - Article XVIII – LEAVES OF ABSENCE) which includes vacation and break times except that the FMLA leave entitlement is not counted during vacation and break times of less than one (1) week.

7. Teachers on unpaid parental leave shall not accumulate seniority once the twelve (12) weeks of Family and Medical Leave has expired.

8. A teacher on unpaid parental leave after the 12-weeks of Family and Medical (FMLA) has expired who does not work the last day of the school year will not receive Board paid medical benefits throughout the summer.

C. Personal Leave

1. Pay for Unrestricted Personal Leave shall be granted to a maximum of three (3) days per school year. Application for paid personal leave shall be made at least three (3) school days prior to the leave day, except in emergency situations. Personal Leave shall be made to the Director of Human Resources using district protocols. In the event that the Administrator determines that the personal leave day is not in compliance with this provision, the day will be considered an unpaid absence and a per diem deduction will be made accordingly from the teacher's salary. These days are not accumulated from year to year, nor may they be deducted from sick leave.

2. Limitations and Exceptions

a. Personal leave on days preceding or following a vacation, holiday, or the opening or closing of school shall be avoided whenever possible. When an emergency situation beyond the control of the teacher necessitates the use of personal leave on one of these days, the teacher shall provide, in addition to the PERSONAL LEAVE Protocol, sufficient information to substantiate that the day is beyond the teacher's control.

3. Falsification of the reasons for requesting personal leave shall be grounds for discipline, including discharge.

4. For the purpose of the grievance procedure, time limits shall be calculated from the date the teacher receives the pay check from which the deduction has been made.

5. Personal leave shall not be charged for absences on days when the school is closed for a calamity day and the teacher applies to use personal leave.

6. In the event that a bargaining unit member has used all three (3) personal days, one (1) additional day for religious purposes may be granted by the Superintendent. Bargaining unit members who request an additional day for religious purposes must make a written request at least five (5) days in advance.

7. Unused personal leave days will accrue for application toward days above severance cap according to the following formula: five (5) accrued personal leave days convert to one (1) additional severance day above the cap.

D. Assault Leave

Definition

Assault is defined as the intentional, knowing, or reckless causation of physical harm to the employee by any other person. This Article is also intended to apply to injuries suffered by the employee during the course, or as a result, of an assault upon third person(s).

Procedures

If, as a result of job-related activities, a teacher is assaulted, resulting in physical injury to the teacher which is severe enough to preclude the satisfactory performance of regular teaching duties, the teacher shall be granted leave subject to the following:

1. In the case of injury or visible disfigurement, paid leave shall be granted upon submission of an application on a form justifying the granting of assault leave. If medical attention is required, the employee shall furnish a certificate from the attending physician stating the nature of the disability and its expected duration. Paid Leave shall be awarded accordingly:

    a. Up to ten (10) days at the regular rate of pay (teacher's regular pay plus any extra duty, supplemental pay) as necessary.
    b. If the injuries sustained from the assault are considered more serious in nature, the teacher shall follow the Mayfield Workers Compensation Program guidelines.

c. In all cases, the length of Assault Leave eligibility shall be limited to twelve (12) months duration.

Determination of Compensation

1. Payment of assault leave shall be at the regular rate of pay (teacher's regular pay plus any extra duty, supplemental pay) in effect for such teacher at the time of such assault, less any compensation to which the employee is entitled under the Workers' Compensation Act of Ohio.

2. While a Teacher is receiving Assault Leave compensation, he/she shall continue to receive seniority, sick leave, healthcare contributions, and credit for days for salary schedule and STRS purposes.

Miscellaneous Provisions

1. A teacher who has been assaulted in connection with the performance of a professional assignment of this Board shall notify the building principal. The teacher shall have the right to confer with a representative of the teacher's choice prior to the submission of any report. The teacher shall file a written report and the report shall be signed by the teacher or his representative.

2. The principal or designated representative shall attempt to obtain a list of witnesses to said assault. The principal shall then attempt to obtain a written statement of the observations of each witness. These statements shall be made available to the teacher or his representative, the Superintendent and the principal.

3. If court action results, said teacher shall be granted leave of his professional duties with no loss of pay for necessary time in court.

4. A teacher temporarily disabled as a result of an assault shall be returned to the same position as held at the time of the incident if during the same school year or a position of equivalent pay and equivalent duties if the return is during the next school year, or shall be transferred to the first available teaching position carrying equivalent pay and equivalent professional duties for which the teacher is certified, if the teacher so desires.

5. In the event of an assault that does not result in physical injury, the Director of Human Resources may review the facts surrounding the assault and make a recommendation to the Superintendent of appropriate paid leave.

E. Association Leave

Twenty-five (25) school days per year shall be granted to the M.E.A., which shall assign such days to elected or designated delegates of the M.E.A. for the purpose of attendance at meetings or participation in the business of professional organizations affiliated with the M.E.A. The M.E.A. President shall notify the Director of Human Resources of the days and persons elected or designated or delegated as soon as possible but not later than five (5) days before the leave days. The Board shall pay the cost of substitutes. An additional ten (10) days shall be allowed with the cost of the substitute, if any, paid by the M.E.A.

F. Professional Leave

Bargaining unit members may attend professional meetings whose primary purpose is the improvement of the employees' job performance or ability to service the District, without loss of salary, upon the prior written approval of the Superintendent or designee. Employees who attend such approved meetings may request to be reimbursed necessary and actual travel and related expenses consistent with Board of Education policies and procedures. The determination by the Superintendent or designee to approve or deny any particular meeting will be final and not subject to the grievance process.

G. Jury Duty/Court Leave

A Bargaining Unit Member, who receives a jury duty summons, shall be provided jury leave and be compensated for all work days while acting in the selection process or as a seated juror. When the member is released from duty at a time that would reasonably allow them to return to the classroom, said member shall return. In the event that the bargaining unit member receives jury compensation, said compensation will be signed over to the Mayfield Board of Education.

A Bargaining Unit Member, who is required by the Board to attend a mandatory court appearance hearing or meeting, or an Administrative Hearing under the jurisdiction of the State of Ohio, shall be provided release time to assist the Board in the matter, as approved by the Director of Human Resources.

A bargaining unit member who receives a subpoena to attend a mandatory court appearance hearing or meeting, that is issued as a direct result of the Bargaining Unit Member's performance of teaching duties or assignments, shall be granted Court Leave, as approved by the Director of Human Resources, provided that the Mayfield Board of Education is not a party to the proceedings, or the interests of any party in the proceeding are not adverse to the Board of Education.

This provision applies to either a scheduled day or nonscheduled day if the appearance is at the request of the Board. If the appearance is on a nonscheduled day and at the request of the Board, the teacher shall be paid his/her per diem rate of pay, or portion thereof, with a half-day minimum.

H. Educational, Professional, Family Illness and Other Leaves

An unpaid leave of absence may be granted upon the written request of a teacher, where illness or other disability of the employee is not the reason for the request, upon the following conditions:

1. The teacher shall have been in the active service of the Board for a minimum of two (2) years immediately preceding the period of the proposed absence.

2. The application shall have been received by the Superintendent on or before March 15 of the school year preceding the leave year or in the case of illness or disability in the immediate family at such other time as is mutually agreed.

3. Reasons for which leaves may be granted are professional study, military service, educational endeavor, and other reasons which offer the teacher a significant opportunity for personal or professional growth. In addition, any teacher may be entitled to unpaid leave of up to one (1) year's duration during his/her employment with the Board for extended illness in the immediate family as defined in the Sick Leave provisions of this Agreement.

4. The teacher shall notify the Superintendent by March 15 of the leave year of intent to return or not return for the year following the leave. Upon return from leave, the teacher shall be entitled to a position of equivalent pay and equivalent duties. Leaves granted in connection with the above provisions shall be for a period of either the balance of the semester or school year or one (1) semester or one (1) school year.

5. This leave shall be subject to approval by the Superintendent subject to review by the Board. This provision shall be reasonably applied.

6. If the teacher elects to purchase retirement credit for leave taken pursuant to this Section, the Board's contribution for retirement purchase for the leave period shall be the lesser of:

    a. the State Teachers Retirement System's current employer's contribution rate, or,

    b. the difference between the total employment cost (salary, retirement, Board-paid taxes, fringe benefits, unemployment compensation costs) of the replacement person and the total employment cost the teacher would have cost during the period of leave.

7. Family illness leave will be provided to teachers in accordance with the Family and Medical Leave Act of 1993 (FMLA). A teacher may request an unpaid leave of absence for family illness, in addition to the leave provided by the FMLA, and if granted by the Board, the additional leave shall be subject to the provisions of Paragraph H (1-7) of this Article (Article XVIII – LEAVES OF ABSENCE).

I. Family and Medical Leave (twelve-week (12) leave)

1. Teachers who qualify shall be entitled to a leave of absence under the Family and Medical Leave Act of 1993 (FMLA). Such leave shall not limit or lessen the leave provisions of this Agreement. To the extent that provisions of the FMLA are covered by paid leave provisions of this Agreement, the twelve (12) weeks (in cases of a husband and wife both employed by the Board, the total amount of FMLA leave will be twelve (12) weeks for the couple for birth or placement of a child) of leave and benefit coverage to which a teacher is entitled under the FMLA shall run concurrently with existing paid leave benefits.

2. Seniority rights and their accrual shall continue during the time a teacher is on leave under FMLA.

J. Salary Deduct Leave

All employees of the Mayfield City Schools have entered into a contractual agreement to work a designated number of days in exchange for a salary as determined by this negotiated Agreement. When an employee is unable to fulfill the requirements of his/her contract as to assigned workdays, some type of approved leave must be used to substantiate the absence.

Leave at salary deduct must be requested in writing to the Director of Human Resources at least three (3) school days in advance of the leave. Leave at salary deduct shall be granted according to the following formula as applied to years of experience in the district.

1 thru 7 years	-	5 days
8 years and over	-	10 days

Salary deduct leave may not be used for other employment.

An employee who is absent without approved leave shall be considered in violation of his/her contract and shall face disciplinary action up to and including dismissal.

A teacher on unpaid leave who does not work the last day of the school year will not receive medical benefits throughout the summer.

K. Military Leave

1. Military leaves and right to reemployment upon completion of military service will be granted upon terms and conditions and to the extent specified by Sections 3319.14 and 5923.05 of the Ohio Revised Code.

2. Teachers who are members of the Reserve Forces of the United States or the Organized Militia as defined in Ohio Revised Code 5923.01 shall be entitled to a leave of absence without loss of pay for such time as they are in military duty as

defined in Ohio Revised Code 5923.01E for periods not to exceed thirty-one (31) days in any one calendar year. Reinstatement shall be to previous position.

3. During a national emergency, should the period of active duty exceed thirty-one (31) days, the teacher shall continue to receive the difference between his/her normal pay and his/her military pay for the duration of military service up to twelve (12) months and all benefits shall remain in force. Upon return, the employee shall be reinstated to fill vacancies for which they are certified/licensed, or if no certificate/license is required, for which they are qualified. For purposes of seniority and placement on the salary schedule, years of absence for military service shall be counted as though teaching service had been performed during that time.

4. Such leave in (3) above may be extended at the Superintendent's discretion.

L. Student Bereavement Leave

In addition to other leaves available to teachers, the Association and Board recognize that special leave will be authorized in the event of the death of a current student. Bargaining unit members who had current, direct contact with the deceased student will be eligible for Student Bereavement Leave, in the following manner:

1. Five (5) Bargaining Unit Members will be eligible for Leave, with coverage provided by the Administrative Staff.

2. Three (3) additional Bargaining Unit Members will be eligible for Leave, provided coverage is not necessary for that Bargaining Unit Member.

The Administrative Staff and individual building representatives will collaboratively determine appropriate personnel to attend student funeral services.

XIX. CERTIFICATION/LICENSURE

It shall be the teacher's responsibility to make application for certification/licensure in a timely manner. It shall be the responsibility of the office of the Director of Human Resources to notify the teaching staff during the second semester that it is time to check certificates/licenses for possible renewal requirements.

XX. LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

A. The term of office for LPDC members shall be one (1) teacher and one (1) administrator for three (3) years; three (3) teachers and two (2) administrators for two (2) years. Terms shall run from July 1 to June 30. Vacancies which occur mid-term shall be filled as provided in Paragraph (C) below for the remainder of the term.

B. The LPDC shall have four (4) teacher members appointed by the M.E.A. President and three (3) administrators appointed by the Superintendent. Committee composition will be as follows:

One (1) teacher rep. -- Elementary level
One (1) teacher rep. -- Middle School
One (1) teacher rep. -- High School
One (1) teacher rep. -- Special Education
Four (4) teachers representing the District, two (2) of whom shall be non voting members when administrator IPDPs are being approved.

Vacancies shall be filled in the same manner.

C. The LPDC shall be responsible for orienting the certified/licensed staff to the process and function of the LPDC. Each educator fulfilling the license renewal requirements is responsible for the design of an Individual Professional Development Plan (IPDP), subject to the approval of the LPDC. The plan shall be based on the needs of the educator, the students, the school, and the school district.

D. See Category B (Article XII – SUPPLEMENTAL SERVICE SCHEDULE).

E. The LPDC shall be responsible for establishing an appeals process. The LPDC process shall not, however, be subject to the grievance/arbitration procedure as provided in the Collective Bargaining Agreement.

F. The LPDC shall be granted a maximum of five (5) full days of release time spread throughout the school year for performance of committee duties. The scheduling of the days of release time shall be subject to approval of the Director of Human Resources. Additional meetings are expected and are to be scheduled outside of the workday.

XXI. MASTER TEACHER COMMITTEE

A Master Teacher Committee shall be established for designating teachers in the Mayfield City School District as Master Teachers.

A. Purpose

The Master Teacher Committee's sole function shall be to facilitate the application process, review applications and determine the Master Teacher status based upon the criteria set forth by the Ohio Educator Standards Board (ESP).

B. Committee Requirements

A Master Teacher Committee shall be established consisting of three (3) bargaining unit members designated by the Association President and two (2) certified administrators designated by the Superintendent. The appointments shall be made

annually on or before May 1. If a vacancy occurs during the year, the Association President and the Superintendent for their representative members will make a replacement appointment.

1. The Master Teacher Committee shall determine the time, location and number of committee meetings.

2. The Master Teacher Committee members shall establish its plan of operation, protocol, appeals process, and guidelines for the designation of Master Teacher.

3. Nothing in the Master Teacher Committee process shall have an adverse impact on a teacher's performance evaluation as established by the agreement.

4. As determined by the Committee, the members of the Committee shall be provided ongoing training to ensure consistent application of Master Teacher criteria at no cost or loss of pay to the Committee members. All necessary, actual and reasonable costs of training – including all registration costs, travel, meals, accommodations, and mileage – will be reimbursed by the Board of Education in accordance with the agreement.

5. The Master Teacher Committee will meet after regular school hours. Members of the committee will be compensated at the hourly curriculum rate established in the current Collective Bargaining Agreement. The Association Master Teacher Committee members shall be provided release time for any work pertaining to Master Teacher Committee duties, including training concerning their Master Teacher Committee responsibilities, which is required during the bargaining unit member workday.

C. Appeals Process

1. The Master Teacher Committee shall determine its own appeals procedure.

2. The Master Teacher Committee appeals procedure is not subject to the grievance/arbitration procedure outlined in this Agreement.

3. Issues for appeal are limited to procedural matters (e.g., did the Master Teacher Committee abide by its procedures in reviewing evidence and rendering judgment according to the criteria and standards?).

D. Cancellation/Suspension by Ohio Department of Education & Workforce

1. In the event the Ohio Department of Education & Workforce cancels or suspends the Master Teacher Program, the provisions establishing this program shall be null and void.

XXII. RESIDENT EDUCATOR PROGRAM

The Mayfield Board of Education and the Mayfield Education Association agree to implement the Ohio Resident Educator Program in accordance with all current requirements, guidelines, and timelines established by the Ohio Department of Education & Workforce. Program structure, duration, mentoring, training, and assessment components, including RESA, shall align with the State's current model as adopted and amended by the State of Ohio. Mentor compensation shall be provided in accordance with the Supplemental Salary Schedule.

XXIII. M.E.A. RIGHTS AND RESPONSIBILITIES

A. Use of School Facilities: The M.E.A. shall have the right to use available school facilities outside of school hours after checking on the availability of the desired space with the school principal and/or Director of Business Services/designee. No charge shall be made for the use of school buildings unless overtime custodial assistance is required. The use of electronic devices (email, faxes, networks, telephone calls, etc.) by teachers and the M.E.A. shall be permitted consistent with other forms of communication/use as addressed in this Collective Bargaining Agreement. If misuse is suspected, the procedures in Article XXXII, TEACHER DISCIPLINE shall be followed.

B. Full-time Representatives: Full-time representatives of the M.E.A. and their respective affiliates shall be permitted to transact official business on school property at all reasonable times and after checking in with the principal and stating the reason for the visit. However, meeting with a teacher during assigned teaching or student help time shall be strictly prohibited.

C. Board Meetings: The M.E.A. shall be notified of all Board meetings as much in advance as possible. The M.E.A. shall receive a copy of the agenda for each Board meeting, and the M.E.A. shall receive a copy of the Board minutes of each meeting.

D. School Mailboxes: The M.E.A. is guaranteed the right to use school mailboxes for distribution of M.E.A. materials. All material for general distribution shall be authored by a duly appointed M.E.A. committee, and a copy shall be presented to the building principal and the Superintendent at the time of distribution.

E. No Reprisals: There will be no reprisals of any kind taken against any teacher by reason of his membership or nonmembership in the M.E.A. or participation in any of its activities by either the M.E.A. or the Administration.

F. Exchange of Information: The M.E.A. shall furnish by September 30 of each school year a copy of its constitution and current by-laws and the names and positions of all officers and building representatives to the Superintendent of Schools. The Board shall furnish copies of all "Board of Education Policies" to the M.E.A. President plus one (1) additional copy in each school library.

G. Publication of Collective Bargaining Agreement: The cost of publication and distribution of this Agreement shall be paid by the Board. Seventy-five (75) extra copies shall be provided to the M.E.A.

H. Forms: Forms applicable to the following topics shall be included as part of this Agreement:

1. Grievances

2. Evaluation Process (See Article XXXIV – EVALUATION AND SUPERVISION OF TEACHERS)

I. M.E.A. Input: The Superintendent shall, at the invitation of the M.E.A. President, meet at least once each semester with the M.E.A. Executive Committee to discuss matters of mutual concern. If possible, each shall exchange agendas ahead of each meeting.

J. Release Time for Negotiations: Release time for negotiations shall be provided as reasonably necessary.

K. Release Time for M.E.A. President:

1. M.E.A. President: High School – one (1) full period (50 minutes) for M.E.A. President/academic assistance.

2. M.E.A. President: Middle School – maximum of 55 minutes per day or one-half (1/2) day per week mutually agreed upon as based on scheduling needs for M.E.A. President.

3. M.E.A. President: Elementary – one half (1/2) day per week

XXIV. PERSONAL FREEDOM

A. Private Life: The private life of a teacher is not within the appropriate concern or attention of the Board except as it affects the ability of the teacher to satisfactorily meet assigned professional responsibilities.

B. Nondiscrimination: Neither the Board, the administration, nor the M.E.A. shall practice any discrimination on the basis of age, sex, color, national origin, or religion.

XXV. PERSONNEL FILES

A. Certified staff members shall have the right to review their personnel files on any regularly scheduled school day between those hours following the end of the instructional day and before the Central Office closes. This would normally be between the hours of 3:00 and 4:30 p.m. The file shall be reviewed in the presence of an appropriate Central Office official.

B. Anything in the personnel file may be copied, using Central Office equipment, with the teacher paying for the actual cost of making copies totaling more than thirty (30) pages. The above shall exclude confidential letters of recommendation and material placed in the file prior to appointment, providing the Board uniformly maintains that these documents are excludable as public records, and, if challenged, is successful in maintaining their excludability. The latter materials shall be placed in an envelope which shall be removed from the file by the appropriate Central Office official prior to review by the staff member.

C. Teachers shall receive a copy of any material which is placed in the file, except for the following:

1. Any document authored by the teacher.

2. Any evaluation of the teacher or official record, transcripts, license or certificates sent to the Board at the request of the teacher.

3. Any signed letters or notices from the Board's administrative staff, which states that a copy of the document will be placed in the teacher's personnel file.

4. Any document previously sent to the teacher that is apparent on the face of the document that will be placed in his/her personnel file.

An individual may respond in writing to any material contained in the personnel file and have such response placed in the file. All material in the personnel file must be job-related.

D. Any materials, except all evaluation materials, placed in a teacher's personnel file may be grieved on the basis of accuracy, irrelevancy, untimeliness or incompleteness of such material. If the material is found to be inaccurate, irrelevant, untimely or incomplete, the material shall be corrected or removed from the teacher's personnel file. No anonymous documents shall be placed in the personnel file. The file may be reviewed by a M.E.A. representative of the teacher who has been authorized to do so in writing by the teacher. Such review by such a representative of the teacher shall be subject to all the conditions contained herein applicable to the teacher, except such review by a representative who is not an employee of the District may be made between the hours of 8:30 a.m. and 4:30 p.m. on a regularly scheduled school day.

E. Teachers shall be notified, if possible, twenty-four (24) hours prior to the release of any documents from the teacher's personnel file to the public. The teacher shall receive a copy of any such documents released, and the name of the person who received the documents. Upon the teacher's request, the teacher may be present at the time the documents are released, if the teacher's presence does not interfere with the teacher's work schedule.

XXVI. PUPIL DISCIPLINE

A. The responsibility for the maintenance of proper discipline and order within each school building is recognized as being the shared responsibility of teaching personnel and administrative personnel. Therefore, each school principal, with input from the faculty, shall develop a set of written guidelines for the handling of student disciplinary problems. These guidelines shall include, but not be limited to, the rules and regulations of the school pertaining to student conduct, expected standards of student behavior, the procedures for handling disciplinary problems and notification to teachers who referred the pupil as to the disposition of pupil discipline referrals that are sent to the Principal's Office for violent behavior. The administration shall maintain all reports of violent student behavior that lead to suspension and/or expulsion for a period of at least four (4) years to the extent permitted by applicable state and federal laws and regulations. The teacher may access such reports whether they are in the student's personnel file or another file in the District.

B. Once the above-mentioned guidelines are developed, they shall be recommended by the building principal for approval to the Superintendent and, in turn to the Board. Procedures relating to school discipline shall include the relationship of the teacher to the administrative personnel in respect to discipline procedures for the referral of students, the handling of discipline cases and emergencies in the absence of the school principal, etc.

C. Any student who physically attacks a teacher or makes violent threats to a teacher, shall be immediately removed from his/her classroom at his/her discretion for up to twenty-four (24) hours. A conference with the teacher, student and the building (assistant) principal regarding the student's behavior will be held before said student is to return to class. The parent will be invited to all such conferences.

D. The guidelines shall be explained at the beginning of each school year by the building principal or his designee, and each teacher shall receive a copy. Each year, prior to March 1, the guidelines shall be reviewed by a committee of teachers, administrators, students and parents for possible revision for the coming year.

E. Any student not protected under IDEA that violates the student code of conduct against a staff member shall be subject to at least the same disciplinary consequences as if the behavior was directed at a student.

XXVII. JOB POSTING

Upon the occurrence of a job opening, as defined below, the opening will be posted for a minimum of five (5) days using email, and the intranet. However, for the time period of July 1st until the first contracted date of the job opening, the opening will be posted for three (3) days. All building secretaries and the M.E.A. President shall receive a copy of the notice which shall include:

A. The position open, job abstract and job description, if available;

B. The training, experience and certification/licensure required or preferred;

C. Deadline for submitting applications; and

D. The person to whom applications should be directed.

Job openings shall not be filled except on a temporary emergency basis until all applications submitted in accordance with these provisions have been reviewed for decision. The parties acknowledge that the job location indicated on an individual posting may be changed.

These provisions shall apply to all full-time promotional positions which shall include all supplemental positions and managerial and supervisory positions. Bargaining unit positions which will be open in a succeeding school contract year shall be posted between the end of the school contract year and August 15.

These posting provisions shall not apply to positions that become open between August 15 and the beginning of the school year.

Teachers who wish to apply for job openings which occur over the summer vacation period shall receive notification of job openings through email from the Human Resource Office.

Mid-year openings will be posted as a process of notification. An additional posting will take place at the end of the school year in June.

XXVIII. REGULAR PART-TIME CLASSROOM TEACHERS

1. Full-time teachers who voluntarily elect to obtain a part-time position will have no contractual right to restoration to a full-time position.

2. Full-time teachers who are involuntarily reduced to a part-time position will be placed on a recall list for full-time status.

XXIX. REGULAR REPLACEMENT TEACHERS

A. Regular replacement teachers shall be defined as a teacher employed for the purpose of replacing a teacher on leave, or any teacher hired on or after the first teacher contracted day for the school year for more than twenty-five (25) consecutive days in a specific teaching position. The following guidelines for non-specified teaching positions shall be as follows:

   1. During the first twenty-five (25) consecutive days in a specific teaching position, the regular replacement teacher may be paid in accordance with the Board's substitute pay policy.

2. On the twenty-sixth (26) consecutive day worked in a specific teaching position, the regular replacement teacher shall be placed on the appropriate position on the Teachers' Salary Schedule. The regular replacement teacher will become a bargaining unit member and be eligible for healthcare benefits on the twenty-sixth (26) day.

3. If the first day of service occurs in the second semester, parental leave of absence and regular part-time classroom teacher's provisions shall not apply to the replacement teacher.

4. A regular replacement teacher will be non-renewed and may be reconsidered for re-employment.

B. All regular replacement teachers shall become bargaining unit eligible on the twenty-sixth (26) consecutive day of employment and shall have all rights covered by the provisions of this Agreement, except those stated in this provision shall apply.

C. Regular replacement teachers shall be issued limited employment contracts for the duration of the school year in which they are employed, and will automatically be non-renewed without being subject to the evaluation process or the right to appeal upon the return to duty of the regular teacher or the end of the school year, whichever comes first. The President/designee shall be notified when a regular replacement teacher is hired.

XXX. REDUCTION IN FORCE

A. Definition

A reduction in force occurs when a teacher's contract is nonrenewed or suspended. However, a contract suspension pending termination in accordance with O.R.C. 3319.16 shall not result in placement on the recall list or bumping rights nor shall a contract nonrenewal which is performed in accordance with O.R.C. 3319.11, O.R.C. 3319.111 and the evaluation process (See Article XXXIV – EVALUATION AND SUPERVISION OF TEACHERS).

B. Reductions

1. Reduction in Force: Continuing Contract Teachers

Teachers holding continuing contracts may have their contracts suspended for any reason specified in Section 3319.17 of the Ohio Revised Code. Prior to suspension, such teachers who have certification/licensure in more than one teaching field shall be placed in positions for which they have certification/licensure and greater seniority. Less senior teachers and teachers holding limited contracts in the teaching field will have their contracts suspended or nonrenewed prior to the suspension of any continuing contracts of teachers.

2. Reduction in Force; Limited Contracts

Teachers holding limited contracts may have their contracts suspended with recall rights for the following reasons:

a. A return to duty of a bargaining unit member after a leave of absence.

b. Suspension of schools or closing of a school building.

c. Territorial changes affecting the school district.

d. Decreased enrollment of total students in the district, individual building, grade level or department.

e. Financial reasons, as determined by the Board.

f. Changes in curricular offerings.

g. Loss or redirection of available grant funds.

Teachers holding limited contracts in a teaching field shall be reduced in accordance with their seniority, the least senior teacher in the teaching field being reduced first, except that limited contract teachers will be placed in teaching assignments for which they have certification/licensure and greater seniority.

3. Comparable Evaluations

a. In determining "comparable evaluations" for the purposes of reduction in force, there shall be two categories: (1) Ineffective; (2) Developing/Skilled/Accomplished. Bargaining unit members shall be "comparable" to each other only if they are in the same category.

b. The evaluation ratings specified in this section refer to the final summative evaluation ratings assigned to a teacher.

c. For the purposes of determining "comparable evaluation," the teacher may utilize the higher of (a) the current final summative rating or (b) the final summative rating received in the year immediately prior to the current rating.

d. If, for whatever reason, the employee does not possess a final summative rating for the year in which the reduction in force will occur, the employee's last rating will be utilized for the purposes of considering whether employees are "comparable." In the event the teacher does not have any prior rating, the most recent evidence (e.g., observations, formal walkthroughs and any items

uploaded to the current evaluation system) will be considered to assign a rating to the individual.

e. For the purposes of this article, M.E.A. personnel who are not evaluated under OTES shall not be considered in the pool of determining "comparable" and shall be compared only to other non-OTES-evaluated personnel within their certification/licensure.

4. A list shall be prepared indicating the specific position(s), or portion thereof within each teaching field, to be reduced. System-wide seniority, as defined in Article II (K), DEFINITIONS shall be the basis of any reduction in force. The teacher(s) who presently hold those positions are the employee(s) whose contract(s) are to be suspended or nonrenewed unless it is possible for the involved employee(s) to displace another employee with less seniority in another area of certification/licensure for which the involved employee(s) is properly certificated/licensed.

   The Board will publish and post in each teacher lounge/work area on the first workday in March, for informational purposes, the following:

   a. A seniority list by teaching field (this list shall show each teacher's teaching field(s) of assignments for the current school year).

   b. A seniority list by areas of certification/licensure. A teacher shall appear in every area within this list where the teacher has certification/licensure. The administration will approve no validation if the validation will affect the order of seniority for the purposes of layoff or recalls.

   Teachers shall file current certificates/licenses showing all subjects and grade levels by February 1 of each school year with the office of the Director of Human Resources.

   Each teacher shall have until March 15 to notify the office of the Director of Human Resources of additional areas of certification/licensure and to provide proof of such certification/licensure and/or corrections to the seniority list. If a teacher has completed the requirements for additional certification/licensure, but has not yet received the certificate/license, the teacher may provide that information to the office of the Director of Human Resources and certification/licensure shall be shown as pending. An updated seniority list will be published by March 20, if appropriate. If the teacher can provide to the Director of Human Resources written/verbal confirmation from the State Department of Education that the requirements for additional certification/licensure have been completed at least by noon of the Friday prior to the April Board meeting at which time reductions are acted upon, the certification/licensure shall be included in the determination of the order of layoff.

Once the updated seniority list is published, no additional areas of certification/licensure or contract status shall be valid for the determination of the order of layoff until the next published and posted list. In addition, the contract status of individuals (limited or continuing) on March 20th in any school year will determine placement on the seniority list. The change from limited contract to continuing contract will not apply when the continuing contract is granted in the same year as a reduction occurs.

Seniority lists and revisions thereof shall be given to the officers and building representatives of the M.E.A.

C. Recall

1. Teachers whose continuing contracts are suspended shall be placed on a recall list and shall have first priority in recall and shall be recalled in order of greater seniority to fill vacancies for which they are certificated/licensed or, if no certificate/license is required, for which they are qualified, and as set forth in this Article.

2. Teachers whose limited contracts are suspended only by virtue of reduction in force shall be placed on a recall list for a period of three (3) years unless earlier recalled. Teachers whose limited contracts are nonrenewed for reasons other than reduction in force will be nonrenewed in accordance with the provisions of Article XXXIV, EVALUATION AND SUPERVISION OF TEACHERS, and shall not be placed on the recall list. Teachers whose limited contracts were nonrenewed only by virtue of reduction in force shall have priority after continuing contract teachers have been recalled. Limited contract teachers shall be recalled in order of greater seniority to fill vacancies for which they are certificated/licensed, or, if no certificate/license is required, for which they are qualified, and as set forth in this Article.

3. A teacher shall have two (2) days, excluding Saturdays, Sundays and holidays, from the date of receipt of notification of the opening to indicate his/her intent to accept or reject reemployment, but not to exceed a total of seven (7) days from the mailing date provided the Board can provide proof of attempted delivery to the teacher's last known address; otherwise, such teacher shall lose all rights to be reemployed unless:

   a. the teacher is under contract with another district and is unable to obtain a release from that contract, which waiver shall be valid for the school year in which the position is being offered, or

   b. the teacher is gainfully employed and the position offered is a temporary position, or

   c. the position to which the teacher is recalled is for fewer hours of employment than the teacher was working at the time of layoff.

d. A copy of these requirements shall be included in the layoff notice provided to the teacher at the time of layoff.

In the event the administration is unable to contact a teacher on recall, the M.E.A. President shall receive notice of the Board's intention to remove a teacher from the recall list at least one (1) calendar day prior to actual removal.

Notice of vacancy shall be sent to the teacher by registered or certified letter addressed to the teacher's last known address. It shall be the responsibility of each teacher to notify the Board of any change in address, whether temporary or permanent.

4. If the teacher is a continuing contract teacher, the teacher shall retain his/her right to recall and shall be permitted to return to work with the Board at the beginning of the next school year following the notice of recall, providing he/she makes timely written notification to the Director of Human Resources. Timely written notification shall be sent within five (5) calendar days following notice of recall. A job shall be available at the beginning of the next school year unless further reductions in force result in the suspension of the teacher filling the position during the year when the teacher could not obtain release from his/her existing contract.

5. If the teacher is a limited contract teacher, the teacher shall retain his/her right to recall as provided in Paragraph C, (2) of this Article (Article XXX – REDUCTION IN FORCE).

6. A teacher on the recall list substituting for a teacher who is scheduled to go on parental leave may waive recall for openings that occur prior to the beginning of the parental leave.

7. A waiver of a right to recall shall be in writing, signed by the teacher, and shall indicate the position and school year which are the subject of the waiver and delivered to the Director of Human Resources promptly after notification.

8. No teacher shall be hired to fill a vacancy if there is a teacher who meets the eligibility requirements for recall and who accepts recall, or, if no certificate/license is required, who is qualified for the vacancy and accepts recall. No reassignments or transfers shall be made if such reassignments or transfer would preclude the recall of a teacher on the recall list. In addition, in the event a teacher is reassigned or transferred in connection with a reduction and a vacancy occurs in the teacher's former teaching field, the teacher shall be returned to the former teaching field if the return permits the recall of another teacher.

9. A teacher who was evaluated and recommended by the principal for a continuing contract but who is reduced shall, if recalled, be given a continuing contract. A teacher who was not evaluated for a continuing contract but who is

reduced shall, if recalled, be given a limited contract for at least one (1) complete year following recall.

D. Notification to M.E.A.

A list of all teaching positions, or portions thereof, in each teaching field, as defined above, to be reduced shall be provided to the M.E.A. President and a list of teachers whose contracts will be suspended or nonrenewed due to reductions in each teaching field shall be presented to the M.E.A. President a reasonable number of days prior to presentation to the Board for action but not later than April 15. In the event that the Board of Education has placed an operating levy on the May ballot, the deadline for notification to the M.E.A. will be not later than May 15. A copy of all recall notices, employee refusals of vacancies, and waivers will be given to the M.E.A. President when sent to a teacher to enable the M.E.A. President to update the recall list or when received by the Director of Human Resources from the teacher.

E. General

1. Nothing in this Article shall be deemed to apply to the issuance, termination and/or renewal of supplemental contracts.

2. Teachers recalled from the Recall List shall, upon return to active employment status, be placed on the salary schedule at the step and level based upon their experience and training and shall have the accumulated sick leave that they held at the time of the effective date that their teacher's contract was suspended or nonrenewed plus any sick leave which may be transferred in accordance with law.

3. In the event a teacher leaves the bargaining unit for a managerial or supervisory job in this District, the teacher shall retain his/her bargaining unit seniority for a period of time not to exceed the length of his/her first administrative contract or two (2) school years (the year the administrative contract becomes effective plus an additional school year), whichever is less.

XXXI. REASSIGNMENTS AND TRANSFERS

A. Definitions for purposes of this Article

1. Transfer shall mean a change in buildings.

2. Reassignment shall mean a change in teaching fields.

3. At the High School, teaching field shall mean the current department/assignment.

B. Notice

If a teacher is to be reassigned or transferred, the teacher shall receive notice from the Superintendent not less than ten (10) days in advance of the reassignment/transfer. Whenever a teacher is reassigned or transferred, the teacher shall receive written notice in advance, and the notice shall contain a rationale for said reassignment/transfer. The teacher receiving the reassignment/transfer may request a meeting with the Superintendent's designee.

C. Transfer Request

During each school year, prior to the end of the first semester, each teacher may express a desire to change their assignment by completing the Staff Survey and Transfer Request Form. Notifications of vacancies will be posted pursuant to Article XXVII, JOB POSTING.

D. Declining Enrollment/Staff Reductions Procedures

1. When classes are eliminated due to declining enrollment/staff reductions:

    a. The principal(s) and classroom teacher(s) involved shall attempt to work out an arrangement using voluntary reassignment, whereby all changes in assignment can be made within the building.

    b. All transfers between buildings shall be made by reassigning the least senior teacher from the building where a reduction needs to occur to open position(s) in the order the opening(s) occurred. This shall be done no later than the last five (5) school days in the current school year and again at later dates if subsequent enrollment changes require it.

    c. If arrangements cannot be made applying (a) or (b) above, and transfer is still necessary due to declining enrollment/staff reductions, the teacher(s) with the least amount of seniority in the system at the grade level/teaching field shall be the teacher(s) reassigned/transferred. Seniority will be used to determine reassignments/transfers whenever possible.

2. If a teacher is to be transferred to another building and an opening occurs between April 15 and the next school year in the building in which the teacher was formerly assigned, the teacher will be informed of the opening and shall have the option of returning to the former building of assignment unless the vacancy occurs within ten (10) days of the commencement of school.

3. At the secondary level, if reassignments are necessary as a result of declining enrollment, strong consideration will be given to the reassignment of the least senior teacher in the teaching field from which the reassignment is to be made, provided an attempt has been made to accomplish reassignments on a voluntary basis.

E. Involuntary Transfer

1. A teacher involuntarily transferred or reassigned will be given consideration for return to the teacher's former building or assignment, upon written request to the Superintendent's designee, if and when a vacancy occurs.

2. In the event that programs exist which do not require special certification/licensure, but do require special training, expertise and/or close compatibility with an existing teacher, the Superintendent, with good cause, may exempt openings in such programs provided written notice of the reasons for the exemption is given to the M.E.A. President.

3. A teacher involuntarily transferred or reassigned may choose to resign and shall not be the subject of a request for revocation of certification/licensure or other detrimental Board action.

F. Nothing in this Article shall be construed as restricting the Superintendent's right of assignment.

XXXII. TEACHER DISCIPLINE

Before disciplinary action is taken against a teacher, the teacher shall have the right to a conference and to have a representative of his/her choice at said conference. Prior to the disciplinary conference, the teacher shall be given a written statement specifying the available facts which could lead to disciplinary action. The teacher shall be provided, at the time of the discipline, a specific written statement of the basis for the discipline.

Disciplinary action shall be designed to bring to the attention of the teacher the impropriety of the conduct in question and shall be appropriate to the nature of the conduct. When the basis of possible disciplinary measures are complaints by a teacher, parent or citizen, the appropriate administrator shall investigate the facts so that said disciplinary action is not taken as a result of allegations. Such investigation will, at the request of the teacher, include the right to request a meeting with his/her accuser in an attempt to establish the facts.

All bargaining unit members are responsible to familiarize themselves with applicable rules and regulations governing employment in the Mayfield Schools. These rules and regulations are contained in Board policies, the collective bargaining agreement, selected Ohio Revised Code Statutes, the Licensure Code of Professional Conduct for Ohio Educators, and teacher/building handbooks.

The Board and Association agree that discipline of bargaining unit members will be for just cause, implementing due process. The discipline shall be appropriate for the infraction(s) and consistently applied throughout the District. When a bargaining unit member may have committed a violation of applicable rules and regulations, implementing due process shall mean:

1. The bargaining unit member shall be given written notice of the allegations against him/her, disclosure of documentation that is available at the time of the notice, if any, which supports the allegations, and an opportunity to review such allegations and documentation.

2. The bargaining unit member will be entitled to a disciplinary hearing for the purpose of presenting evidence and/or testimony regarding the allegations. The bargaining unit member may be accompanied by a representative of his/her choosing at the disciplinary hearing.

3. The disciplinary hearing may be conducted by any administrator, or designee, depending upon the seriousness of the allegations.

4. After the disciplinary hearing is concluded, the administrator conducting the hearing will consider the evidence/testimony presented by the bargaining unit member and review the personnel file for pertinent and relevant items related to the alleged infraction or previous discipline issues.

5. If the determination is made that disciplinary action is warranted, such discipline shall be reduced to writing and presented to the bargaining unit member in person by the appropriate Administrator or designee.

The Board and Association recognize that current, and future, technology programs and mandates may lend themselves to a system breach, hacking into system, and/or violation of protocols. In the event of an allegation of such violations, the Board, through its Administrative Staff, shall initiate an investigation, implementing due process, regarding the conduct of the bargaining unit member. No bargaining unit member shall be disciplined for a system breach or hacking into systems, or violation of protocols by others, unless such bargaining unit member's conduct contributed to the violation.

XXXIII. TEACHER EMPLOYMENT

A. Summer School

Summer school positions shall be advertised to the staff as the administration identifies the need. Teachers shall have the number of days listed on the posting to apply for the positions. Applications shall be submitted to the designated individuals. All teachers shall receive notification as soon as possible of the status of their application.

B. Curriculum and Other Special Employment

Teachers may be employed for professional work as requested by the Board over the summer; this shall be paid at the CURRICULUM/OTHER SPECIAL EMPLOYMENT rate per day. This is not to be confused with per diem pay as detailed on the Supplemental Services Schedule.

XXXIV. EVALUATION AND SUPERVISION OF TEACHERS

A. Definitions

1. OTES - Stands for the Ohio Teacher Evaluation System as adopted by the Ohio State Board of Education in 2020, or as otherwise modified by the State Board of Education.

2. Teacher - For purposes of this policy, "teacher" means licensed instructors who spend at least fifty percent (50%) of their time providing content-related student instruction and who is working under one (1) of the following:

    a. A license issued under R.C. 3319.22, 3319.26, 3319.222 or 3319.226; or
    b. A permanent certificate issued under R.C. 3319.222 as it existed prior to September 2003; or
    c. A permanent certificate issued under R.C. 3319.222 as it existed prior to September 2006; or
    d. A permit issued under R.C. 3319.301.
    e. Substitute teachers and teachers not meeting this definition are not subject to evaluation under this policy.

3. Credentialed Evaluator - means the appropriately qualified individual, assigned by the District, who is responsible for completing the evaluation process for a teacher. For purposes of this policy, each teacher subject to evaluation will be evaluated by a person who:

a. meets the eligibility requirements under R.C. 3319.111(D); and
b. holds a credential established by the Ohio Department of Education & Workforce (ODEW) for teacher evaluation; and
c. has completed State-sponsored evaluation training and has passed an online credentialing assessment.

4. High-Quality Student Data – means locally-determined data that provides evidence of student learning attributable to the teacher who is being evaluated. When applicable to the grade level or subject area taught, High-Quality Student Data (HQSD) shall include the value-added progress dimension and the teacher shall use at least one other measure of HQSD to demonstrate student learning. HQSD may also include data obtained from the list of Ohio Department of Education & Workforce-approved student assessments. High-quality student data may not include student learning objectives (SLOs) or shared attribution measures.

5. Value-Added - refers to the EVAAS Value-Added methodology provided by SAS, Inc., which provides a measure of student progress at the District and school level based on each student's scores on State-issued standardized assessments.

6. Evaluation Cycle - means the period of time for the completion of the evaluation procedure. The evaluation cycle is completed when performance assessments are conducted for the current school year and the teacher is assigned a final holistic rating.

7. Evaluation Framework - means the document created and approved by the Ohio Department of Educ tion & Workforce (ODEW) in accordance with R.C. 3319.111(A) that establishes the standards-based framework for the evaluation of teachers developed under R.C. 3319.112.

8. Evaluation Instruments - refers to the forms developed by the ODEW, including the "Teacher Performance Evaluation Rubric."

9. Evaluation Procedure - refers to the procedural requirements set forth in this policy that are intended to provide specificity to the statutory obligations established under R.C. 3319.111 and R.C. 3319.112 and to conform to the framework for the evaluation of teachers developed under R.C. 3319.112.

10. Final Evaluation Rating - means the final holistic evaluation rating that is assigned to a teacher pursuant to terms of this policy. The evaluation rating is assigned at the conclusion of the evaluation cycle.

B. Purpose

The performance of all certified personnel should be supervised and evaluated. The evaluation should be thorough, fair, and objective.

The primary purpose of evaluation and supervision is to assist teachers to improve their professional performance. Other purposes are to maintain a consistently high level of performance and, if necessary, to separate those with poor performance from service.

C. Responsibility

The building principal, or designated representative who is an administrator, is the primary observer/evaluator of teacher competency and shall be responsible for the recommendation of the teacher to the Superintendent of Schools. Teachers who travel will be evaluated by a designated "home" observer/evaluator who shall be responsible for the recommendation of the teacher to the Superintendent of Schools. The observer/evaluator must have current Ohio Department of Education & Workforce OTES training credentials and be employed by the district as a licensed administrator.

Teacher evaluations will utilize multiple factors, with the intent of providing meaningful feedback to each teacher and assigning an effectiveness rating based upon teacher performance, student growth, and other locally determined criteria.

Each teacher evaluation will result in an evaluation rating of:

a. Accomplished;
b. Skilled;
c. Developing; or
d. Ineffective.

Professional Growth Plans and Professional Improvement Plans

Based upon the results of the annual teacher evaluation, each teacher must develop either a professional growth plan or be placed on a professional improvement plan as follows:

1. A teacher whose final holistic rating is "Accomplished" on their most recent evaluation will develop a professional growth plan and may choose their credentialed evaluator from those available to the Board for that purpose, utilizing the components determined by the District.
2. A teacher whose final holistic rating is "Skilled" will develop a professional growth plan collaboratively with their credentialed evaluator and will have input on their evaluator for the next evaluation cycle, utilizing the components determined by the District.
3. A teacher whose final holistic rating is "Developing" will develop a professional growth plan guided by their assigned credentialed evaluator, utilizing the components determined by the District.
4. A teacher whose final holistic rating is "Ineffective" will be placed on a professional improvement plan by their assigned evaluator, utilizing the components determined by the District.
5. A teacher who is new to the profession or new to the District will develop a professional growth plan collaboratively with their credentialed evaluator, utilizing the components determined by the District.
6. The District administration has discretion to place a teacher on an Improvement Plan at any time based on any individual deficiency exhibited in the evaluation system by the teacher.

If applicable, a teacher will pick an evaluator and/or share their input no later than the fifth (5th) school day. The building principal will assign evaluators to all other teachers no later than the tenth (10th) school day after the start of the school year. In case of a new teacher employed after the tenth (10th) day of school, the notification shall occur within ten (10) school days.

Each new teacher to the building shall be oriented to the Mayfield Teacher Evaluation System by their assigned evaluator within the first three (3) weeks of the school year.

Rehired retired teachers and Regular Replacement Teachers, who are not in a full-year position, are not subject to the Mayfield Teacher Evaluation System.

The observer/evaluator must work in the building a majority of school days throughout the school year. The observer/evaluator must be hired as a building-level administrator for the Mayfield City School District.

D. Nonrenewal Process of Limited Contract Teachers

Nonrenewal of bargaining unit members will only be for one of the following three (3) reasons:

1. Performance-based.

2. Regular replacement teacher contract (Article XXIX, REGULAR REPLACEMENT TEACHERS).

3. Temporary certification/licensure.

E. Assessment of Teacher Performance

1. Teacher performance will be evaluated during formal observations and periodic informal observations also known as "classroom walkthroughs." Such performance will be used to determine the teacher's evaluation rating and will be assessed through a holistic process by trained and credentialed evaluators based upon the following Ohio Standards for the Teaching Profession:

    a. understanding student learning and development, respecting student diversity, and holding high expectations for all students to achieve and make progress at high levels;
    b. knowing and understanding the content area for which they have instructional responsibility;
    c. understanding and using varied assessments to inform instruction, evaluate and ensure student learning;
    d. planning and delivering effective instruction that advances individual student learning;
    e. creating learning environments that promote high levels of student learning and achievement for all students;
    f. collaborating and communicating with students, parents, other educators, District administrators, and the community to support student learning; and
    g. assuming responsibility for professional growth and performance as an individual and as a member of a learning community.

2. Formal Observation and Classroom Walkthrough Sequence

    a. A teacher not under consideration for renewal or nonrenewal who is subject to a full evaluation cycle shall be evaluated based on at least two (2) formal observations of at least thirty (30) minutes each and periodic classroom walkthroughs each school year.

    b. The first formal observation will be a holistic observation where the evaluator assesses all areas of the rubric demonstrated during the observation as well as information gained from any pre-observation conference or other sources selected by the evaluator.

c. The second and any subsequent formal observation(s) will be focused observations in which the evaluator emphasizes identified focus area(s). Identified focus areas will be selected after completion of the holistic observation, and may include area(s) of relative strength and/or area(s) targeted for improvement.

    1. Teachers with a final evaluation rating of Accomplished (from the previous year) will select their own focus area(s).
    2. A teacher with a final evaluation rating of Skilled (from the previous year) will select focus area(s) in collaboration with their evaluator.
    3. A teacher with a final evaluation rating of Developing (from the previous year) will be guided by their evaluator in determining focus area(s).
    4. A teacher with a final evaluation rating of Ineffective (from the previous year) will have focus area(s) selected by the evaluator.
    5. A teacher new to the profession/District will select focus area(s) in collaboration with their evaluator.

d. Evaluators will collect evidence during the focused observation to assess the identified focus area(s). Evaluators will also document evidence to support the final evaluation rating.

e. A teacher new to the District or any teacher on a limited contract who is under consideration for renewal shall receive at least two (2) formal observations in addition to periodic (at least two (2)) classroom walkthroughs. Any teacher on a limited contract who is under consideration for nonrenewal shall receive at least three (3) formal observations in addition to periodic (at least two (2)) classroom walkthroughs.

f. A teacher who receives a rating of "Accomplished" on their most recent evaluation may be evaluated once every three (3) years. The teacher will be required to submit a self-directed professional growth plan to the evaluator, and the evaluator will determine if the teacher is making progress on the plan. The professional growth plan will focus on the most recent evaluation of the teacher. The teacher will be provided with at least one (1) observation and post-conference in any year that such teacher is not formally evaluated.

g. The Board may evaluate each teacher who received a rating of Skilled on the teacher's most recent evaluation once every two (2) years. The teacher and the evaluator will jointly develop a professional growth plan for the teacher and the evaluator will determine if the teacher is making progress on the plan. The professional growth plan will focus on the most recent evaluation and observations of the teacher. Teachers will be provided with at least one (1) formal or informal observation and post-conference in any year that such teacher is not formally evaluated.

h. Evaluations will be completed by May 1st and each teacher will be provided a written report of the results of their evaluation by May 10th.

Written notice of nonrenewal will be provided by June 1st.

i. In evaluating teacher performance, the Board shall utilize the measures set forth by the Ohio Department of Education & Workforce's OTES "Teacher Performance Evaluation Rubric" for instructional planning, instruction and assessment, and professionalism.

j. Each teacher evaluated under this policy shall annually complete a "Self-Assessment" utilizing the Self Assessment Summary Tool.

F. Formal Observation Procedure

1. All formal observations shall be preceded by a conference between the evaluator and the employee prior to the observation in order for the employee to explain plans and objectives for the classroom situation to be observed.

2. A post-observation conference shall be held after each formal observation.

G. Informal Observation/Classroom Walkthrough Procedure

1. A walkthrough is an informal observation in which an evaluator may assess one or more areas in the Teacher Performance Evaluation Rubric.

2. Evaluators may but are not limited to collecting evidence in any identified focus area(s). Walkthroughs may be announced or unannounced. A walkthrough shall consist of at least five (5) consecutive minutes, but not more than thirty (30) consecutive minutes in duration. The walkthrough should be of sufficient duration to allow the evaluator to assess the focus of the walkthrough.

3. Data gathered from the walkthrough will inform the final evaluation.

4. Feedback from a walkthrough shall be provided after the walkthrough. The teacher and/or administrator may request a face-to-face meeting to discuss observations relative to the identified focus of the walkthrough.

5. Classroom walkthroughs shall not unreasonably disrupt and/or interrupt the learning environment.

H. Use of High-Quality Student Data

1. At least two measures of high-quality student data will be used as evidence of student learning. The teacher will select student data that will be used in consultation with the evaluator, and will provide evidence that demonstrates the teacher has used the data in accordance with this policy. The evaluator may use the data as evidence to determine a performance rating in any component of the evaluation where applicable.

2. When applicable to the grade level or subject area(s) taught by a teacher, high-quality student data will include the value-added progress dimension. High-quality student data will meet the following criteria:

    a. aligns to learning standards
    b. measures what is intended to be measured
    c. is directly attributable to the teacher being evaluated for course(s) and grade level(s) taught
    d. demonstrates evidence of student learning (achievement and/or growth)
    e. follows protocols for administration and scoring
    f. provides trustworthy results; and
    g. is fair and unbiased

3. Teachers must provide evidence to their evaluator which demonstrates that they have used high-quality student data in the following ways:

    a. critically analyze and reflect upon results to support improvement and enhancement of student learning
    b. assess student learning needs and styles, including the strengths and weaknesses of an entire class as well as individual students in each class
    c. inform and adapt instruction to meet student needs; and
    d. measure student learning achievement and growth, as well as progress toward achieving state and local standards.

I. Evaluation Process for Other Certified Staff - Auxiliary Personnel

The evaluation of all non-classroom bargaining unit members (auxiliary personnel – counselors, media specialists, and related services) or teachers not teaching students 50% of the time shall be evaluated for performance only. All of these categories have rubrics specific to their classification.

J. Final Summative Evaluation Procedures

1. Teachers will be provided a final Summative Evaluation Report by May 10th. A copy of the report will be sent to the Superintendent by May 15th and included in their personal file.

2. Teachers may attach a written response to the evaluation and have it included in their personnel folder.

3. Non-renewal cannot be solely based on high quality student data.

4. When the assessment of teacher performance shows that a teacher has performance deficiencies, the credentialed and assigned evaluator may require an Improvement Plan to be developed collaboratively using the agreed-upon form.

5. It is the responsibility of the credentialed and assigned evaluator to make a good faith attempt to facilitate improvement of performance deficiencies.

6. The board shall provide professional development and allocation of financial resources to accelerate and continue teacher growth and improvement and provide support to poorly performing teachers as set forth in this Agreement.

7. Student evaluations of teachers cannot be used for evaluative purposes.

K. Teacher Evaluation Committee

A committee composed of a representational group of certified members appointed by the M.E.A. President and a representational group of administrators appointed by the Superintendent shall work collaboratively to develop instruments, forms, criteria and guidelines for use with all certified personnel to meet the requirements of new or revised Ohio law and/or the Ohio Department of Education & Workforce. The committee shall meet quarterly throughout the school year. The M.E.A. will have majority representation.

The Teacher Evaluation Committee will be charged with evaluating high quality student data tools, creating evaluation terms, and other charges, including, set forth by the M.E.A. President and Superintendent.

L. Appeals

1. Continuing Contract Teachers - Failure to follow EVALUATION AND SUPERVISION for continuing contract teachers is subject to Article VIII, GRIEVANCE PROCEDURE. However, the judgment of the observer/evaluator in assigning ratings on the observation and evaluation forms shall not be subject to review through the Grievance Procedure except in connection with the termination of a continuing or limited contract.

2. Limited Contract Teachers - Failure to follow EVALUATION AND SUPERVISION for limited contract teachers is subject to the procedures in O.R.C. 3319.11 AND 3319.111 and is therefore not subject to Article VIII, GRIEVANCE PROCEDURE.

3. Non-renewals for Reduction in Force - Failure to complete the evaluation process shall not result in automatic rehire if the limited contract teacher is nonrenewed as a consequence of REDUCTION IN FORCE in accordance with Article XXXII, TEACHER DISCIPLINE of the Collective Bargaining Agreement and placed on the recall list, nor shall the teacher have access to the hearing procedure of Division G of 3319.11 provided the teacher has been provided with a written statement indicating that the reason for the nonrenewal is a reduction in force and that the teacher has been placed on the recall list in accordance with Article XXX, REDUCTION IN FORCE.

4. A teacher who disagrees with an observation or evaluation may file a written response which shall be physically annexed to all copies of the observation or evaluation.

M. Complete Procedure

The teacher evaluation process may be altered, revised or amended by agreement of the Board and the M.E.A. All information related to evaluation may be found in Article XXXIV – EVALUATION AND SUPERVISION OF TEACHERS.

N. Business Rules

The Teacher Evaluation Committee, in collaboration with bargaining members and administrators, will jointly develop and administer business rules and procedures to support shared accountability and consistent implementation.

XXXV. TEACHING HOURS AND TEACHING LOAD

The length of the workday for teachers shall not exceed four hundred fifty (450) minutes.

A. High School

1. It is recognized by the parties that the performance of academic support and student supervision duties (study hall supervision, hallways, cafeteria, exclusion room coverage, etc.) are best performed by bargaining unit members. However, the Board may utilize non-bargaining unit members to perform student supervision duties (defined as non-instructional duties that do not require an instructional certificate/license), provided that the performance of such duties by non-bargaining unit members does not result in a suspension of a teaching contract or otherwise in the reduction of any employee's contract. Further, the Board agrees not to initiate an involuntary reduction in any bargaining unit member's employment contract as a result of utilizing non-bargaining unit members. However, the parties recognize that reductions in force may be initiated for other reasons consistent with the reduction in force provision of the Collective Bargaining Agreement and/or state law.

2. It is further recognized between the Board and the M.E.A. that no bargaining unit member's teaching contract will be reduced for the sole purpose of replacing that reduced portion of the bargaining unit member's contract with work performed by non-bargaining unit members.

3. Bargaining unit members shall be provided the opportunity to perform available duty assignments. The determination of availability will be made on a year-to-year basis by the administration, and the opportunity for bargaining unit members will be determined by the normal process of student scheduling. Bargaining unit members shall have a priority for employment in available duty assignments over non-bargaining unit members. Bargaining unit members who are teaching three (3) or fewer instructional periods per day shall be compensated for any duty assignments performed in addition to the supervision included as part of the teacher's compensation percentage and shall be paid at a flat rate of $13.86 per twenty-five (25) minute duty assignment, which shall

hereafter increase at the same times and by the same percentage and increases applied to the teacher's salary schedule.

4. Bargaining Unit Members who are teaching four (4) instructional periods per day shall be assigned a single duty assignment in addition to the shared duty/student aid assignment. In the event that the bargaining unit member declines the single duty assignment, the employment contract shall be compensated at eighty percent (80%) of full-time compensation.

5. Bargaining unit members who are teaching five (5) instructional periods and are assigned a single duty assignment instead of a shared duty/student aid assignment will be paid at the TEACHER SUB FOR ANOTHER TEACHER rate per hour.

6. Bargaining unit members who refuse extra teaching assignments agree to waive any right or priority for extra duty assignments for the current semester. Bargaining unit members who perform teaching assignments at both the High School and Middle School shall be eligible for extra duty assignments on the basis of their schedules at both schools, but the Board shall not be obligated to pay the employee for the twenty-five (25) minute travel time for the sole purpose of returning to the High School to perform student supervision duty.

7. The Board and M.E.A. further agree that the administrative staff may assign a sixth (6th) teaching assignment to staff members, where needed, instead of assigning a shared duty/student aid assignment on a semester-by-semester basis. Any bargaining unit member who is assigned a sixth (6th) teaching assignment shall be paid the unit member's salary from the teacher's salary schedule, plus twenty percent (20%) of the BA minimum salary, and shall not be assigned any duty assignments. Furthermore, not more than three (3) employees in any particular certification/licensure area may be assigned six (6) instructional assignments. Academic Coaching, as a sixth (6th) instructional assignment shall be posted and assigned equitably among all qualified teaching personnel. For those staff who express interest, the assignment(s) shall be rotated among those interested on a yearly basis. For staff that have five (5) instructional assignments, Academic Coaching will be considered as the sixth (6th) instructional assignment.

   Teaching a sixth (6th) class is based on a year-to-year need and will be automatically nonrenewed at the end of the academic year. Notice from the Treasurer's Office or Human Resource Office is not required.

8. Schedule for Teachers – Available Options

Instruction Periods	Planning Conference	Shared Duty/ Student Aid	Supv Time	Comp Perct
1 (50 Min)	25 Min	--	30 Min*	20%
2 (100 Min)	50 Min	--	30 Min*	40%
3 (150 Min)	70 Min	--	40 Min*	60%
4 (200 Min)	70 Min	25/25 Min	50 Min	100%
5 (250 Min)	70 Min	25/25 Min	50 Min	100%

*Any part-time teacher whose schedule does not include an a.m. assignment will have a fifteen (15) minute supervision assignment added to his/her schedule.

Traditional and Option teachers at the high school will have 15 minutes less of individual planning time per week, replaced by a (60) minute collaborative planning time which will give teachers at the high school an additional forty-five (45) minutes of planning time once a week.

High School teachers will have a minimum of three hundred fifty (350) minutes of preparation/meeting time per week. Except for department chairs, all High School teachers shall have a shared duty/student assistance period. High School teachers shall have a duty-free lunch period of at least thirty (30) minutes. Planning time for all teachers shall be in blocks of not less than twenty (20) minutes.

Within departments, teachers will determine the utilization of student assistance time.

9. Schedule for Teachers — Nontraditional Programing

a. High School shall have a four hundred fifty (450) minute day.
b. Teachers will have a minimum of three hundred and fifty (350) minutes of preparation/meeting time per week which shall be in blocks of at least twenty (20) minutes.
c. The High School schedule shall be organized as follows:

    1. Instructional time will consist of a maximum of two-hundred fifty (250) minutes.
    2. Teachers will be assigned a shared duty not to exceed one hundred and twenty-five (125) minutes per week.
    3. Teachers will have a thirty (30) minute duty-free lunch.
    4. Teachers will have planning time in blocks of not less than twenty (20) minutes.
    5. Career Technical Teachers who teach beyond the instructional time of two-hundred fifty (250) minutes per day, but less minutes than a sixth (6) class, will be paid on a prorated minute amount.

B. Middle School – The following will be in effect:

1. Middle School shall have a four hundred fifty (450) minute day.

2. The current Middle School schedule shall be maintained except as modified in accordance with O.R.C. 4117 procedures and regulations.

3. Teachers will have a minimum of four hundred (400) minutes of planning time per week which shall be in blocks of at least twenty (20) minutes. It may be scheduled as two (2) planning time periods that are blocked together. Administrator-initiated meeting time is limited to forty (40) minutes per week.

4. The Middle School schedule shall be organized as follows:

   a. Instructional time will consist of a maximum of two-hundred fifty (250) minutes.
   b. Physical education/music and exploratory classes may be blocked together.

   c. Teachers will have a thirty (30) minute duty-free lunch.

   d. Planning times shall be rotated among grade levels whenever possible.

5. Schedule for Part-time Middle School Teachers

   Part-time Middle School classroom teachers will receive a schedule developed to fill the needs of the District. Planning time will be provided pro-rata, based upon a 7.5 hour day.

   Part-time Middle School teachers' schedules shall be consecutive – meeting attendance required before school for morning teachers, after school for afternoon teachers; attendance at these meetings as necessary.

C. Elementary School

1. Elementary classroom teachers will have preparation time of a minimum of one hundred seventy-five (175) minutes per week during the periods that specialists are responsible for the class and shall have an additional one hundred fifty (150) minutes per week at the end of the student school day (30 minutes per day) for preparation. This time may be used for administrator initiated conferences on an as-needed basis not to exceed two (2) occasions per week. Early supervision of students (7:30 a.m. to 7:50 a.m.) will be conducted under a supplemental contract consistent with Article XII, SUPPLEMENTAL SERVICE SCHEDULE of the Collective Bargaining Agreement. Elementary classroom teachers for the purpose of this provision shall include elementary art, music, project-based learning, and physical education teachers. Elementary preparation periods shall be in blocks of no less than twenty (20) minutes each.

2. There will be a fifteen (15) minute recess period each day at the discretion of the teachers and principal at a given site. Teachers may be assigned, in accordance with a schedule established by the teachers, duty during this recess period on a rotating basis. The principal may review this schedule for adequacy of student supervision. If the principal concludes that supervision is not adequate, the principal shall explain his or her concerns and request that the teachers revise the schedule. If the revised schedule does not resolve the problem, the principal may modify the schedule. Recess time shall not be included as planning and meeting time, but may be used for preparation purposes.

3. On limited occasions, it may be necessary to assign a teacher an "extra" class beyond the normal teaching load. This is most likely to occur in special areas such as art, music, and/or physical education where the number of classes may exceed the space or time available. The administration attempts to keep the frequency of assigning an "extra" class to a minimum. An elementary teacher who is assigned to teach an "extra" class shall be compensated at the rate paid for substituting for another teacher (Article XIII, REMUNERATION FOR SUBSTITUTING FOR ANOTHER TEACHER).

4. Schedule for Part-time Elementary Teachers

   Part-time elementary teachers will receive a schedule developed to fill the needs of the District. Planning time will be provided pro-rata, based upon a 7.5 hour day.

   Part-time elementary teachers' schedule shall be consecutive – meeting attendance required before school for morning teachers, after school for afternoon teachers; attendance at these meetings as necessary.

5. Those bargaining unit members electing to be contracted to perform before or after school activities or Learning Coach duties at the elementary school level shall have their work schedules adjusted on the days the before/after school duties are performed and shall be compensated in accordance with the Article XII.

D. Preschool

Preschool teachers will have at least the same planning, instructional, and lunch times as an elementary school teacher. Preschool teachers will have an additional two days without students to prepare at the start of the year.

E. Meetings

The teaching schedule anticipates that teachers will remain after the end of the regular school day or report before the regular school day without additional compensation to attend faculty or other professional meetings, not to exceed the following limitations:

1. Two (2) hours per month for building, district grade level or departmental meetings, starting within ten (10) minutes after the end of the normal teacher day.

2. In addition to the above, meetings may be held to provide in-service as mandated by law (e.g., child abuse training required of all elementary teachers).

3. Teachers new to the district may be required to attend additional staff development in-service not to exceed one and one-half (1-1/2) hours per month of time beyond the school day.

Department heads, media specialists, and guidance counselors shall be exempted from the provisions of this item.

F. Special Teachers and Traveling Teachers

1. Special teachers and/or those teachers who travel between buildings shall have a duty-free lunch period and preparation time. In the event the teacher's time is divided between buildings, the length of lunch period and preparation time shall be determined according to the schedule for the building where the teacher spends most of his/her teaching time.

2. With the exception of mainstreamed students, special teachers shall not be assigned the students of more than one (1) classroom teacher at a time.

3. Teachers assigned to more than one (1) building will be guaranteed a minimum of fifteen (15) minutes of travel time per trip between buildings. Five (5) minutes prior to the fifteen (15) minutes travel time will be allowed for the teacher to dismiss students and leave the building. Five (5) minutes following the fifteen (15) minutes travel time will be allowed for the teacher to reach the classroom and begin the class.

4. Any conflicts or difficulties associated with the schedules of traveling teachers shall be brought to the attention of the principals by the traveling teacher for resolution. If not resolved, the matter shall be referred to the Superintendent and M.E.A. President for resolution.

G. Elementary teachers shall have a duty-free lunch period of at least fifty (50) minutes. High School teachers and Middle School teachers shall have a duty-free lunch period of at least thirty (30) minutes. Planning time for all teachers shall be in blocks of not less than twenty (20) minutes.

H. The M.E.A. President will designate a teacher at each school to review proposed teacher schedules. If apparent inequities exist in the schedules of individual teachers when compared to the schedules of other teachers in the department (excluding department heads), the reviewer shall discuss the reason for the apparent inequity with the school principal.

Inequities in the schedules of individual teachers will be brought to the attention of the Superintendent who will make a reasonable attempt to resolve said inequities.

I. Except for newly employed teachers who may be required to work up to one hundred and eighty-eight (188) days, the work year of teachers will not exceed one hundred and eighty-five (185) workdays. Included in the one hundred eighty-five (185) workdays shall be one (1) day, at the end of the first grading period, with the first two (2) hours administratively-directed and five and one half (5-1/2) hours teacher-directed; one (1) day at the end of the third grading period, with the first two (2) hours administratively-directed and five and one half (5-1/2) hours teacher-directed. One teacher-directed workday (7-1/2 hours) will be held at the end of the first semester and second semester. Any teacher who is required to work beyond the regular work year will be compensated at his/her regular rate of pay (computed on the basis of a 185-day work year) for all additional time worked, except as otherwise specified within this Agreement. No teacher will be required to attend any meeting or accept any assignment other than during the regular teacher work year.

J. Evening Meetings – Classroom teachers may be required to attend not more than six (6) evening meetings during any school year, one of which shall be the fall open house/parent orientation. The others shall be designated by the Administration. This shall not apply when release time is provided for parent-teacher conferences or to evening meetings related to the performance of supplemental contract duties.

Meetings beyond two (2) for which release time is not provided shall be compensated as follows:

- meetings #3 and 4 - pay rate under Supplemental Salary Schedule line item "EVENING MEETINGS (3&4)"

- meetings #5 and 6 - pay rate under Supplemental Salary Schedule line item "EVENING MEETINGS (5&6)"

Unless release time is provided or pursuant to a supplemental contract, no employee shall be required to attend additional evening meetings.

Non-classroom teachers who receive any supplemental pay may be required to attend the fall open house/parent orientation and other evening meetings reasonably related to the performance of their jobs. Teacher attendance at evening meetings shall be excused upon the showing of good cause.

K. The M.E.A. and the Board encourage all bargaining unit members to attend or participate in, on a voluntary basis, activities or events which relate to their educational interests or professional responsibilities.

L. Special Education Class Size

Classes/caseload for special education teachers/intervention specialists/tutors and related service providers shall adhere to guidelines adopted by the State Board of Education in the "Operating Standards for Ohio's Schools Serving Children with Disabilities – 3-21 Years of Age." The Board agrees to adopt and follow any changes in current State mandates.

M. Staff Development

Teachers will work with the Curriculum Office to plan meaningful staff development activities.

N. Virtual Instruction

In the event the Superintendent determines to offer remote instruction, the District will explore and present all virtual/remote learning options to the M.E.A. prior to sharing with parents / guardians requesting a virtual/remote option. No teacher will be expected to or assigned both in person and virtual students at the same time. Volunteers for any remote learning will be considered first, if no volunteers are available, a teacher will be assigned to the remote section/homeroom using normal scheduling parameters. Student absences will be addressed using the normal attendance policy.

O. Field Trip Supervision

Chaperone positions for any scheduled trip shall first be offered to personnel directly involved in the trip within their job description (ex. coaches with their respective sports team, band staff for a band related trip, world language staff on a world language trip, and staff directly working with students on a class trip). If additional staff are needed for a trip, then the sponsor/director of the trip will notify the building principal of the need/purpose of additional positions.

The building principal, with consultation from the Director of Personnel, will post the qualifications and description of the trip for additional staff, allowing staff to apply for the posted position(s). The staff members who have the necessary qualifications (within their job description) set forth in the posting, will be selected by the building principal with the approval of the Director of Personnel.

XXXVI. SATELLITE COURSES

If courses are offered to Mayfield High School students through a (Satellite Television Instructional System) (hereinafter "STIS") (or a comparable system), the following conditions must be met:

A. Courses will not be offered through STIS if there are current teachers or teachers on the Reduction in Force list with the certification/licensure required to teach the course. The only exceptions to this may occur in those instances where student

enrollment is less than ten (10) or when the offering of the course would result in the employment of a teacher to teach a single class, in which case STIS may be used.

B. The work of "Classroom Facilitators" is bargaining unit work, and teachers will be assigned to function as classroom facilitators. Each class for which a teacher is assigned to act as a classroom facilitator shall count as part of the maximum modules (minutes) of assignment work for secondary teachers (Article XXXV, Paragraph B, TEACHING HOURS AND TEACHING LOAD).

C. If classroom facilitators agree to participate in the "facilitator training teleconference," compensatory time off or pay for hours worked at the summer school per diem rate shall be provided for time spent in facilitator training. Advance notice of the time and place of facilitator training shall be provided as much in advance as possible.

D. The duties of the classroom facilitator shall be those listed on the Daily Checklist for SERC Facilitator and the Checklist for SERC School Classroom Facilitators, or comparable guidelines for other STIS, except that the classroom facilitators shall arrive prior to the start of STIS class.

E. Classroom facilitators shall not be responsible for assigning students' grades or otherwise evaluating student performance. However, classroom facilitators shall be responsible for adjusting STIS grades into the Mayfield grading systems as necessary. Classroom facilitator's responsibilities regarding parent-teacher conferences or other conferences shall be limited to student attendance, student conduct, and an explanation of correspondence or other STIS information.

F. Classroom facilitators must be classroom teachers. A maximum of two (2) courses in the same certification/licensure area may be offered through STIS and a maximum of six (6) total classes may be offered through STIS. If three (3) or more total courses in the same certification/licensure area are to be offered, a teacher shall be hired.

XXXVII. AIDS AGREEMENT

The parties agree that since currently available medical information indicates that AIDS is not spread by the kind of casual contact that usually occurs in school settings, decisions regarding each case shall be made on an individual basis. These decisions shall be based on the medical and legal advice available at the time the situation occurs and shall balance the rights of the individual(s) who is (are) infected with the health of others in the school setting.

Any necessary medical evaluation shall be conducted by the AIDS Evaluation Team, which shall consist of the individual's primary care physician, the school physician and a physician specializing in communicable diseases. The Director of Human Resources shall be available to inform the three-physician team, as requested, of the nature of the job duties performed by the evaluatee.

The AIDS Evaluation Team shall render a report which shall be restricted to an evaluation of the employee's medical condition and shall provide:

A. A description of the employee's medical condition.

B. Whether or not the employee's condition imposes a substantial risk to others in the school environment and a rationale for the finding.

C. Whether or not the employee's condition has substantially impaired the employee's ability to perform his/her normal work responsibilities and the rationale for the finding.

The AIDS Evaluation Team shall be required to treat all information regarding an employee's condition as highly confidential. The AIDS Evaluation Team's report shall be released only to the Superintendent and the employee.

Any dispute with regard to the application of the foregoing procedures may be processed through the grievance and arbitration provisions of the respective Collective Bargaining Agreements. Any dispute with regard to the necessity of a medical review or the Board's right to compel an employee to undergo a medical review, or the employer's action taken pursuant to the issuance to the AIDS Evaluation Team's report shall be subject to litigation pursuant to appropriate State or Federal law.

XXXVIII. TESTS

In the event that the Board has valid reason to believe that a mental or physical disorder is interfering with the performance of the teacher's duties, the Board may require a physical examination or psychiatric examination. Such examination shall be at public expense.

XXXIX. INCLUSION

A. Multi-Tiered System of Supports (MTSS)

Each building shall form an MTSS team to assist all staff in educating students who require targeted support due to their learning needs in the general education learning environment. The support and assistance may include, but not be limited to:

1. Adjustment of environment, equipment, materials, curriculum, and/or activities in the classroom.
2. Defining the roles and responsibilities of staff members when confusion or concern arises in compliance with their job description.,
3. Providing specialized assistance to the student or staff member(s) to meet a student's needs.
4. Supporting the need to reconvene IEP team, staff, and/or parent meetings when the need arises.
5. Providing consultative counseling and/or social services to students who are in need of these services.

6. Providing any other assistance or support services that are needed by a staff member in order to meet a student's needs.

The MTSS team shall be comprised of the building principal or designee as chairperson, the staff member making the request for assistance, a regular education teacher, an intervention specialist who would be knowledgeable in the area of concern, and any additional staff or administrators needed to assist with the areas of concern.

To initiate the process, the referring staff member will contact the building principal or designee to discuss the concern. All necessary staff members will meet to address the concern and formulate a plan of action.

B. Meeting of IEP Team

Any classroom teacher may be required to attend one IEP meeting a week during the employee's planning/conferencing time. Additional meetings may be scheduled provided the teacher is given release time. If release time is not feasible, the required regular classroom teachers will be compensated at the rate indicated on the Supplemental Salary Schedule for line item "INCLUSION/IEP MEETING". This rate shall also apply to meetings outside of school hours. Special education teachers will only be compensated for meetings which occur after school hours. Any staff member who desired may volunteer to attend an IEP meeting. IEP meetings are to be scheduled with the approval of the building principal.

C. Release Time for Procedural Requirements

In addition to daily planning time, each special education teacher/intervention specialists/tutor will be given two (2) days per year of release time to complete tasks that are required by law or State guidelines, such as; writing IEPs, holding parent conferences, updating CIMS data, conducting Multi-Factored Evaluations (MFEs) and other duties at the teacher's/tutor's discretion. Speech language pathologists will be granted four (4) days release time per year. Such release days will not carry over from year to year.

In the event that there is a temporary and immediate need for more release time that is directly due to completing the requirements or implementation of IEPs, MFEs, 504s or other statutorily required documents, the intervention specialist/tutor/related services personnel will meet with the building principal or the Director of Special Pupil Services to present, discuss and grant (via the direction of the Director of Special Pupil Services), if appropriate, the needed additional time to complete the requirements.

D. Training

Specialized training will be provided to employees who may be expected to participate in the provision of services to students with unique needs (e.g., students with physical disabilities, emotional and/or behavioral issues, students with severe allergies, and/or medical issues).

The identification of and other pertinent information regarding the needs of the student and initial training may be provided by the student's case manager when the child is on an IEP; the school nurse when the need is medical or physical in nature; and the guidance counselor for regular education students. More specialized training for staff working with individual students will be determined by the IEP team, school nurse, psychologist or counselor with the involvement of the Director of Curriculum, Director of Special Student Services and/or Coordinator of Special Education. Initial training will commence within fifteen (15) school days from the time the need of the child is reported. Training will take place on an ongoing basis throughout the school year as seen necessary. Other staff and administrative team members will be included as needed.

E. Nursing Services/Custodial Care

Qualified nurses and/or paraprofessionals shall be the only employees to provide and conduct medical procedures. Employees other than qualified nurses and/or paraprofessionals shall not be required or requested to perform any medical procedure. Employees other than qualified nurses and/or paraprofessionals shall not be required to dispense medication. Performance of the functions identified in this paragraph shall be done pursuant to specific medical instructions detailed on a properly signed authorization by the student's physician, or, in the case of medication, pursuant to the instruction of the student's pharmacist.

Custodial care services, such as changing diapers, catheterization, cleaning feeding tubes, and other medical procedures, etc., shall be provided by school nurses and paraprofessionals hired for and that have received prior training to perform the required services and shall be designated in the student's IEP.

F. Evacuation of IEP Students and/or Other Students with Special Needs

A plan for emergency situations such as evacuations due to fire drills or fires shall be developed as necessary for IEP students whose physical or mental condition reasonably suggests that evacuation poses problems. If the teacher cannot physically remove the student, an alternative plan shall be devised and the employee shall not be adversely affected or evaluated as a consequence.

G. Access to and Distribution of IEPs

All teachers who are expected to provide services to an IEP student shall be provided with a summary of the IEP and/or copy of the student's IEP in advance of the time the staff member is to provide services.

H. Indemnification

All teachers shall be covered by an employer-provided liability insurance policy which shall provide coverage for all employer-related school events in which the teacher participates. Insurance coverage shall include malpractice protection in an

amount equal to that set forth in the district's insurance policies, or $1,000,000, whichever is greater. The employer agrees to indemnify teachers against any damages, fines, legal fees or other costs that may result as a consequence of the teacher's performance of school-related duties, including any costs not covered by insurance as outlined above.

I. Special Teacher Workload

With the exception of the High School, if a special teacher (Art, Music, P.E. or exploratory) has, in one class, five (5) or more students identified as disabled with an IEP (excluding speech and SLD) of which at least three (3) are normally served by a paraprofessional for the majority of the academic day, or hearing impaired students who are served primarily by a specialist throughout the day, then paraprofessional services will be provided in the special area class. Additionally, if any student is served individually for the majority of the day by a paraprofessional then equivalent paraprofessional services will be provided.

J. Planning Time for Special Education Staff

The amount of planning time will be the same for special education teachers (HI, MH, CD, SLD, ED, SLP, OT, PT and educational audiologist) as a regular education teacher in the building to which they are assigned.

K. Assignment of Special Education Students

1. Assignment of special education students will be equal among placement options.

2. The academic staff affected by the placement of a special education student will have input into scheduling.

3. Association and Board recognize parental rights granted by special education law regarding the development and implementation of the IEP and placement.

4. Bargaining Unit Member concerns regarding scheduling issues will be taken to the MTSS team.

L. Additional Student Assignments in Connection with Teacher Leave

In the event that a special education teacher/intervention specialist is on approved leave and the student(s) on his or her caseload must be reassigned, each special education teacher/intervention specialist who is assigned an additional special education student in connection with the approved leave will receive additional hourly pay at the rate indicated on the Supplemental Salary Schedule for line item "INCLUSION/IEP MEETING" up to a maximum of three (3) hours per additional student assigned for the purpose of performing additional duties such as writing an IEP, holding an IEP meeting, and/or writing progress reports.

XL. DRUG-FREE SCHOOLS WORKPLACE

The Mayfield City Schools Board of Education directs the Superintendent or his/her designee to make a good faith effort to continue to maintain a drug-free workplace.

Unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance is prohibited within or on the property, building, buses, or facilities of the Mayfield City School District in order to maintain a drug-free workplace. "Controlled substances" are drugs that are illegal under the Federal Controlled Substance Act.

The use of alcoholic beverages on school property or at any Board-funded event is prohibited.

Any use of alcoholic substances (on or off premises) that interferes with job performance, or any violation of state or federal laws dealing with alcoholic substances that occurs in the Mayfield City School District is prohibited.

As part of its educational mission in the community, the Board discourages the use of alcoholic beverages by school-related groups or at school-related events, and especially discourages the use of alcoholic beverages by young people or in the presence of young people.

The Board of Education directs that an age-appropriate, developmentally based drug and alcohol education and prevention program for students shall be implemented for all students K through 12th grade. The Board further directs that students and parents shall be notified, through the student handbooks of the schools and any other appropriate means, of the requirements of a drug-free school, the standards of conduct expected, disciplinary sanctions (up to and including expulsion and referral for prosecution), availability of drug and alcohol counseling and rehabilitation programs, and that compliance with the standards is mandatory.

The Board of Education directs that each employee receive, in writing, notice of the standards of conduct applicable to them, including, at a minimum, that the unlawful possession, use, and distribution of illicit drugs and alcohol on school premises or as part of Board-approved activities is prohibited.

Compliance with the Drug-Free Policy is mandatory. Violators of this policy are subject to disciplinary actions as defined in the applicable negotiated agreements and the law. These disciplinary actions could include termination of employment. Any violation of the law may subject the employee to further actions on the part of the school district and/or with the appropriate law enforcement agency and could result in substantial fines and imprisonment.

Any employee of the Mayfield City School District who is convicted for a violation of any criminal drug statute occurring in the workplace is required to notify the Superintendent of the district no later than five (5) days after the conviction. The district will report this violation to the appropriate Federal agency within ten (10) days of receipt of such conviction. Further, the school district will take appropriate personnel action against

such an employee, up to and including termination, or require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purpose by federal, state, or local health law enforcement, or other appropriate agency.

The Superintendent or his/her designee is directed to publish this policy for maintaining a drug-free workplace to the employees and to establish a drug-free awareness program to inform employees about:

A. The dangers of drug abuse in the workplace,

B. The district's policy of maintaining a drug-free workplace,

C. Any available drug counseling, rehabilitation, and employee assistance programs, and

D. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

XLI. DURATION

This Collective Bargaining Agreement shall take effect following ratification by both parties and written execution thereof, and shall remain in full force and effect through June 30, 2030. If any provisions of this document shall be found contrary to law, then that provision or application shall be deemed invalid except to the extent permitted by law. All other provisions herein stated shall continue in full force and effect, through June 30, 2030.

This Agreement shall be in effect from July 1, 2026, until June 30, 2030.

WHEREAS, the undersigned persons representing the Mayfield City School Board of Education and the Mayfield Education Association have met, negotiated and agreed to the provisions as set forth in this Collective Bargaining Agreement;

NOW, THEREFORE, this Collective Bargaining Agreement between the parties is attested to by representatives whose signatures appear below.

Board of Education Negotiating Team

By _____
Dr. Michael J. Barnes, Superintendent

By _____
Scott C. Snyder, Treasurer

Mayfield Education Association Officers

By _____
Marty Mackar, M.E.A. President

By _____
Theresa Dutton, Vice President – Certified

APPENDIX AA:

TUTOR AGREEMENT

All articles and sections of the current Collective Bargaining Agreement between the Board and the M.E.A. shall fully apply to tutors unless otherwise determined herein.

I. PREAMBLE - Fully applies.

II. DEFINITIONS - Revise by addition as follows:

N. Tutor – Shall refer to all regularly employed and appropriately certified personnel who are under a tutor contract and assigned students. Such instruction will supplement but not supplant regular classroom instruction and may include but not be limited to learning centers, inclusion classes, assistance in regular classrooms, collaborative teaching and curriculum modification. Tutors shall not be required to give grades; however, tutors are required to prepare written communications of student progress as outlined in the specific program guidelines such as IEP goals and 504 plans. It is agreed that homebound tutors will not be considered as members of the bargaining unit.

O. English As A Second Language (ESL) Tutor - Shall refer to all regularly employed and, when required by the Ohio State Department of Education, appropriately certified or validated teachers who are under a tutor contract and assigned to serve students with limited proficiency in the English language and to assist them in making a successful academic transition. The activities of assisting students with reading, writing and speaking the English language is to supplement regular classroom instruction and ESL tutors shall not be required to give grades or complete interim progress reports to parents, however, ESL tutors are required to prepare written communications of student progress for the classroom teacher(s) as outlined in the specific program guidelines.

III. RECOGNITION OF ASSOCIATION - Revised for Tutor Agreement as follows:

The Mayfield City School Board of Education, hereinafter referred to as the Board, recognizes the Mayfield Education Association, hereinafter referred to as the M.E.A., as the sole and exclusive representative of all certified teachers, including regular replacement teachers, and tutors, in accordance with Article XXIX. REGULAR REPLACEMENT TEACHERS for the purpose of negotiating salaries, working conditions, fringe benefits and other items by mutual agreement. Said organization must represent teachers and tutors who are nonmembers in a nondiscriminatory manner. Teachers include all persons defined as such in Section 3319.09 of the Ohio Revised Code except the Superintendent, central office personnel, psychologists, reading supervisor, principals, high school athletic director and any other certified person who is devoting full time to managerial and supervisory matters and whose salary is determined by an administrative salary schedule.

IV. RECOGNITION OF BOARD AND THE SUPERINTENDENT - Fully applies.

V. SCOPE OF AGREEMENT - Fully applies.

VI. FAIR SHARE FEE - Fully applies.

VII. NEGOTIATING PROCEDURES - Fully applies.

VIII. GRIEVANCE PROCEDURE - Fully applies.

IX. TUTOR SALARY SCHEDULE

Effective for the 2026-2027 school year, the base salary will increase by 2%. In addition, bargaining unit members will receive a one time 4% stipend during the month of October, no later than October 31, 2026.

Effective for the 2027-2028 school year, the base salary will increase by 2%. In addition, bargaining unit members will receive a one time 4% stipend during the month of October, no later than October 31, 2027.

Effective for the 2028-2029 school year, the base salary will increase by 2%. In addition, bargaining unit members will receive a one time 4% stipend during the month of October, no later than October 31, 2028.

Effective for the 2029-2030 school year, the base salary will increase by 2%. In addition, bargaining unit members will receive a one time 4% stipend during the month of October, no later than October 31, 2029.

X. OPERATION OF SALARY SCHEDULE - A thru G fully applies with addition of H.

H. Placement for tutors shall be to a maximum of three (3) years with credit given for prior tutor and/or teacher experience. To qualify for a year's experience on the salary schedule, the tutor must have worked any portion of a day for at least 120 days. (The Board and M.E.A. expressly agree that this provision is meant to supersede O.R.C.)

XI. PAYROLL PRACTICES - Fully applies.

XII. SUPPLEMENTAL SERVICE SCHEDULE - Fully applies.

XIII. REMUNERATION FOR SUBSTITUTING FOR ANOTHER TEACHER - Fully applies.

XIV. EMPLOYMENT FOR RETIRED TEACHERS - Fully applies.

XV. SEVERANCE PAY - Fully applies with addition of the following at the end of the first paragraph:

Upon retirement, as hereinafter defined, certificated personnel of the district shall be entitled to be paid a sum equal to twenty-five percent (25%) of their total accumulated and unused sick leave at the time of their retirement up to a maximum of seventy (70) days if retirement occurs prior to the end of the 2026-27 school year. The maximum amount of sick leave that may be paid to an employee upon retirement will be increased from seventy (70) days to seventy-five (75) days for the 2027-28 school year and all subsequent school years. For full-time employees such payment shall be based upon the tutor's daily rate of pay at the time of retirement exclusive of supplemental pay. Severance payment to tutors shall be based on the last year of employment or the average of the last three (3) years of employment, whichever is higher, exclusive of supplemental pay.

For part-time employees, severance pay will be prorated to the percentage of the employment contract. If the proration is already reflected in the daily rate of pay, no further proration is necessary.

In addition to the above calculation, each employee shall receive an additional severance day for each year of perfect attendance where no personal, sick or "salary deduct days" were used.

XVI. FRINGE BENEFITS PROVISIONS - Fully applies with the addition of the following:

Board/employee contributions toward payment of premium as follows:

15 hours to less than 20 hours
(tutors employed before March 23, 1994)
Board - 45% Employee - 55%

20 hours to under 24.5 hours
Board - 50% Employee - 50%

24.5 hours to under 27.5 hours
Board - 60% Employee - 40%

27.5 hours to under 32.5 hours
Board - 65% Employee - 35%

Hours used to determine fringe benefit eligibility and payments for the current year will be the hours scheduled as of the date of ratification. Hours used to determine fringe benefit eligibility and payments will be determined on October 10 of each year.

XVII. GROUP INSURANCE COVERAGE WHILE ON UNPAID LEAVE OF ABSENCE - Fully applies.

XVIII. LEAVES OF ABSENCES - Fully applies.

XIX. CERTIFICATION/LICENSURE - Fully applies.

XX. LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC) - Fully applies.

XXI. MASTER TEACHER COMMITTEE – Fully applies.

XXII. RESIDENT EDUCATOR PROGRAM – Fully applies.

XXIII. M.E.A. RIGHTS AND RESPONSIBILITIES - Fully applies.

XXIV. PERSONAL FREEDOM - Fully applies.

XXV. PERSONNEL FILES - Fully applies.

XXVI. PUPIL DISCIPLINE - Fully applies.

XXVII. JOB POSTING - Fully applies with the addition of the following:

A. Tutors who have been reduced in hours within a building shall have first right of refusal, by seniority, for additional hours (up to the number of hours reduced).

B. Increases and decreases in tutor hours shall not constitute a job opening when such increases and decreases occur during the normal school year. However, the above restoration of hours shall apply.

C. Tutors shall have seniority preference bidding rights for additional hours/days during the school year. Bidding may only take place on a building basis, where applicable or, if reasonable and agreed to by the parties, in another building which would create a traveling assignment.

D. Tutors may apply for a classroom teacher opening(s), as stipulated above, and if selected, shall receive credit for teaching experience in accordance with Board policy and the Ohio Revised Code.

E. Tutors may be considered for filling full-time vacancies or for vacancies offering work which provides greater employment than their existing position(s).

XXVIII. REGULAR PART-TIME CLASSROOM TEACHERS - Will not apply (see #E above).

XXIX. REGULAR REPLACEMENT TEACHERS - Revised for Tutor Agreement as follows:

Regular replacement tutors shall be defined as a tutor employed for the purpose of replacing a tutor on leave, or any tutor hired after October 10th for more than twenty (20) consecutive days in a specific tutoring position. During the first twenty (20) days in a specific tutoring position, the regular replacement tutor may be paid in accordance with the Board's substitute pay policy. However, as of the twenty-first (21st) day worked in a specific teaching position, the regular replacement tutor shall be placed on the appropriate position on the Tutors' Salary Schedule and shall be paid retroactively to

the first day worked in the specific tutoring assignment and all provisions of the Agreement, except all health insurance, shall be effective as of the first day worked in the specific tutoring position. However, if the first day of service occurs in the second semester, the tutor evaluation, and parental leave of absence provisions shall not apply to the replacement tutor. A regular replacement tutor will be nonrenewed and may be reconsidered for reemployment.

Regular replacement tutors shall be issued limited employment contracts for the duration of the school year in which they are employed, subject to return to duty of the regular tutor. The President/designee shall be notified when a regular replacement tutor is hired.

XXX. REDUCTION IN FORCE

Tutors - THIS SECTION SHALL ONLY PERTAIN TO TUTORS. THIS SECTION IS THE ONLY SECTION OF REDUCTION IN FORCE (RIF) WHICH APPLIES TO TUTORS.

A reduction in force occurs when a tutor's contract is nonrenewed or suspended. However, a contract suspension pending termination in accordance with O.R.C. 3319.16 shall not result in placement on the recall list or bumping rights nor shall a contract nonrenewal which is performed in accordance with O.R.C. 3319.11, O.R.C. 3319.111 and the evaluation process (See Article XXXIV – EVALUATION AND SUPERVISION OF TEACHERS).

A. Tutors will not have displacement rights over classroom teachers or other members of the bargaining unit nor shall classroom teachers or other members of the bargaining unit have bumping rights into tutor positions. In the event of a RIF, tutors will be considered for positions based upon their seniority and certification/licensure for the tutor position(s) to which they would have the right to displace. The determination of qualifications for the position shall be made by the administration and shall be based solely on the above criteria.

B. Definitions

1. Seniority - Seniority is defined as the total consecutive service in the district in a tutor bargaining unit position including time on recall. Leaves of absence shall not be counted toward seniority nor shall they be considered an interruption in consecutive employment in determining years of consecutive service. Tutors who work less than full time shall earn seniority on a proportionate basis.

   In the event that tutors have equal seniority, seniority will be determined by consideration of:

a. Consecutive years of service with the Mayfield Schools.

b. Length of previous professional service in other school districts provided the staff member comes to Mayfield without interrupted service. An interruption of service shall consist of a minimum of at least sixty (60) calendar days not under the terms of a regular teacher or tutor contract (not a substitute contract).

c. Length of previous interrupted professional service in Mayfield Schools.

d. Length of previous interrupted professional service in other school districts.

e. If, after application of the foregoing, individuals still have the same seniority, then seniority will be determined by (a) the date of the Board meeting at which the tutor was hired; and, then by (b) the date on which the tutor submitted a completed job application.

In the event the tutor leaves the bargaining unit for a managerial or supervisory job in this district, the teacher shall retain his/her bargaining unit seniority for a period of time not to exceed the length of his/her first administrative contract or two (2) school years (the year the administrative contract becomes effective plus an additional school year), whichever is less.

2. Teaching Field - For the purposes of this Article, each of the following categories of tutor assignments on the effective date of a staff reduction shall constitute a teaching field:

   a. Tutor
   b. English as a Second Language (ESL) or English Language Learner (ELL) Tutor

C. Reductions

1. Reduction in Force; Continuing Contract Teachers.

Tutors holding continuing contracts may have their contracts suspended for any reason specified in Section 3319.17 of the Ohio Revised Code. Prior to suspension, such tutors who have certification/licensure in more than one teaching field shall be placed in positions for which they have certification/licensure and greater seniority. Less senior tutors and tutors holding limited contracts in the teaching field will have their contracts suspended or nonrenewed prior to the suspension of any continuing contracts of tutors.

2. Reduction in Force; Limited Contracts

   Tutors holding limited contracts may have their contracts suspended with recall rights for the following reasons:

   a. A return to duty of a bargaining unit member after a leave of absence.

   b. Suspension of schools or closing of a school building.

   c. Territorial changes affecting the school district.

   d. Decreased enrollment of total students in the district, individual building, grade level or department.

   e. Financial reasons, as determined by the Board.

   f. Changes in curricular offerings.

   g. Loss or redirection of available grant funds.

   Tutors holding limited contracts in a teaching field shall be reduced in accordance with their seniority, the least senior tutor in the teaching field being reduced first, except that limited contract tutors will be placed in tutoring assignments for which they have certification/licensure and greater seniority.

3. A list shall be prepared indicating the specific position(s), or portion thereof within each teaching field, to be reduced. System-wide seniority, as defined in (B-1) above shall be the basis of any reduction in force. The employee(s) who presently hold those positions are the tutor(s) whose contract(s) are to be suspended or nonrenewed unless it is possible for the involved tutor(s) to displace another tutor with less seniority in another area of certification/licensure for which the involved tutor(s) is properly certificated.

   The Board will publish and post in each teacher lounge/work area on the first workday in March, for informational purposes, the following:

   a. A seniority list by teaching field (this list shall show each tutor's teaching field(s) of assignments for the current school year).

   b. A seniority list by areas of certification/licensure. A tutor shall appear in every area within this list where the tutor has certification/licensure. The administration will approve no validation if the validation will affect the order of seniority for the purposes of layoff or recalls.

   Tutors shall file current certificates/licenses showing all subjects and grade levels by February 1 of each school year with the office of the Director of Human Resources.

Each tutor shall have until March 15 to notify the office of the Director of Human Resources of additional areas of certification/licensure and to provide proof of such certification/licensure and/or corrections to the seniority list. If a tutor has completed the requirements for additional certification/licensure, but has not yet received the certificate/license, the teacher may provide that information to the office of the Director of Human Resources and certification/licensure shall be shown as pending. An updated seniority list will be published by March 20, if appropriate. If the tutor can provide to the Director of Human Resources written/verbal confirmation from the Ohio Department of Education & Workforce that the requirements for additional certification/licensure have been completed at least by noon of the Friday prior to the April Board meeting at which time reductions are acted upon, the certification/licensure shall be included in the determination of the order of layoff.

Once the updated seniority list is published, no additional areas of certification/licensure shall be valid for the determination of the order of layoff until the next published and posted list. In addition, the contract status of individuals (limited or continuing) on March 20th in any school year will determine placement on seniority list. The change from limited contract to continuing contract will not apply when the continuing contract is granted in the same year as a reduction occurs.

Seniority lists and revisions thereof shall be given to the officers and building representatives of the M.E.A.

4. Recall

   a. Tutors whose continuing contracts are suspended shall be placed on a recall list and shall have first priority in recall and shall be recalled in order of greater seniority to fill vacancies for which they are certificated or, if no certificate/license is required, for which they are qualified.

   b. Tutors whose limited contracts are suspended only by virtue of reduction-in-force shall be placed on a recall list for a period of three (3) years unless earlier recalled. Tutors whose limited contracts are nonrenewed for reasons other than reduction-in-force will be nonrenewed in accordance with the provisions of Article XXXIV, EVALUATION AND SUPERVISION OF TEACHERS, and shall not be placed on the recall list. Tutors whose limited contracts were suspended only by virtue of reduction-in-force shall have priority after continuing contract tutors have been recalled. Limited contract tutors shall be recalled in order of greater seniority to fill vacancies for which they are certificated/licensed, or, if no certificate/license is required, for which they are qualified.

c. A tutor shall have two (2) days, excluding Saturdays, Sundays and holidays, from the date of receipt of notification of the opening to indicate his/her intent to accept or reject reemployment, but not to exceed a total of seven (7) days from the mailing date provided the Board can provide proof of attempted delivery to the tutor's last known address; otherwise, such tutor shall lose all rights to be reemployed unless:

(1) the tutor is under contract with another district and is unable to obtain a release from that contract, which waiver shall be valid for the school year in which the position is being offered, or

(2) the tutor is gainfully employed and the position offered is a temporary position, or

(3) the position to which the tutor is recalled is for fewer hours of employment than the tutor was working at the time of layoff.

(4) A copy of these requirements shall be included in the layoff notice provided to the tutor at the time of layoff.

In the event the administration is unable to contact a tutor on recall, the M.E.A. President shall receive notice of the Board's intention to remove a tutor from the recall list at least one (1) calendar day prior to actual removal.

Notice of vacancy shall be sent to the tutor by registered or certified letter addressed to the tutor's last known address. It shall be the responsibility of each tutor to notify the Board of any change in address, whether temporary or permanent.

d. If the tutor is a continuing contract tutor, the tutor shall retain his/her right to recall and shall be permitted to return to work with the Board at the beginning of the next school year following the notice of recall, providing he/she makes timely written notification to the Director of Human Resources. Timely written notification shall be sent within five (5) calendar days following notice of recall. A job shall be available at the beginning of the next school year unless further reductions in force result in the suspension of the tutor filling the position during the year when the teacher could not obtain release from his/her existing contract.

e. If the tutor is a limited contract tutor, the tutor shall retain his/her right to recall as provided in Section 4-b of this Provision.

f. A tutor on the recall list substituting for a tutor who is scheduled to go on parental leave may waive recall for openings that occur prior to the beginning of the parental leave.

g. A waiver of a right to recall shall be in writing, signed by the tutor, and shall indicate the position and school year which are the subject of the waiver and delivered to the Director of Human Resources promptly after notification.

h. No tutor shall be hired to fill a vacancy if there is a tutor who meets the eligibility requirements for recall and who accepts recall, or, if no certificate/license is required, who is qualified for the vacancy and accepts recall. No reassignments or transfers shall be made if such reassignments or transfer would preclude the recall of a tutor on the recall list. In addition, in the event a tutor is reassigned or transferred in connection with a reduction and a vacancy occurs in the tutor's former teaching field, the tutor shall be returned to the former teaching field if the return permits the recall of another tutor.

i. A tutor who was evaluated and recommended by the principal for a continuing contract but who is reduced shall, if recalled, be given a continuing contract. A tutor who was not evaluated for a continuing contract but who is reduced shall, if recalled, be given a limited contract for at least one complete school year following recall.

5. Notification to M.E.A.

A list of all teaching positions, or portions thereof, in each teaching field, as defined above, to be reduced shall be provided to the M.E.A. President and a list of tutors whose contracts will be suspended or nonrenewed due to reductions in each teaching field shall be presented to the M.E.A. President a reasonable number of days prior to presentation to the Board for action but not later than April 15. In the event that the Board of Education has placed an operating levy on the May ballot, the deadline for notification to the M.E.A. will be not later than May 15. A copy of all recall notices, employee refusals of vacancies, waivers will be given to the M.E.A. President when sent to a tutor to enable the M.E.A. President to update the recall list or when received by the Director of Human Resources from the tutor.

6. General

   a. Nothing in this Article shall be deemed to apply to the issuance, termination and/or renewal of supplemental contracts.

   b. Tutors recalled from the Recall List shall, upon return to active employment status, be placed on the salary schedule at the step and level based upon their experience and training and shall have the accumulated sick leave that they held at the time of the effective date that their tutor's contract was suspended or nonrenewed plus any sick leave which may be transferred in accordance with law.

   c. In the event a tutor leaves the bargaining unit for a managerial or supervisory job in this District, the tutor shall retain his/her bargaining unit seniority for a period of time not to exceed the length of his/her first administrative contract or two (2) school years (the year the administrative contract becomes effective plus an additional school year), whichever is less.

7. Increases or decreases in the hours of assignment for tutors may be made during the school year dependent upon the demand for student services as determined by the administration. Tutors may not bump into another tutor position based on a reduction in student demand and working hours. Tutors reduced in hours during the school year, shall have the first right of refusal for restoration of hours in their respective building(s), provided the tutor meets the requirements for providing instructional services in accordance with the age level and academic needs of the student(s) and certification/licensure for the tutor position.

8. Seniority accrued as a tutor shall transfer to a position(s) of classroom teacher provided, however, that a former tutor who was subject to reduction in force from a classroom teacher position shall be entitled to exercise accrued seniority as a tutor for retention in tutor positions subject to the provisions of the immediately preceding paragraphs.

9. Tutors on the recall list will not have rights of reinstatement to a classroom teaching vacancy if a teaching vacancy position exists, however, a tutor may be considered for the vacancy(ies) if there is no teacher on the recall list certified for the vacant position.

10. Tutors who have been subject to a reduction in force shall have recall rights, on a seniority preference basis, to tutor positions for which they are certified. No tutor, new to the district, shall be employed while there is a tutor on the recall list certified for an open tutor position.

XXXI. REASSIGNMENTS AND TRANSFERS - Tutors are contained in Article XXIX, REGULAR REPLACEMENT TEACHERS and accordingly tutors are exempt from this Article except for the following:

E. No classroom teacher shall be involuntarily transferred to a tutor position.

XXXII. TEACHER DISCIPLINE - Fully applies.

XXXIII. TEACHER EMPLOYMENT - Fully applies.

XXXIV. EVALUATION AND SUPERVISION OF TEACHERS - Fully applies.

XXXV. TEACHING HOURS AND TEACHING LOAD - Add the following:

A. Tutors

Elementary and Middle School
Four hundred fifty minutes (450)

High School
Four hundred fifty minutes (450)

B. High School - Does not apply.

C. Middle School - Does not apply.

D. Elementary School - Does not apply.

E. Meetings - Replace with the following language:

1. Meetings may be held to provide in-service as mandated by law (e.g., child abuse training required of all elementary teachers).

2. Tutors new to the district may be required to attend additional staff development in-service not to exceed one and one-half (1-1/2) hours per month of time beyond the school day.

F. Schedule for Part-time Teachers - Does not apply.

G. Traveling Tutors - Replace with the following language:

1. Tutors who travel between buildings shall have a duty-free lunch period and preparation time. In the event the tutor's time is divided between buildings, the length of lunch period and preparation time shall be determined according to the schedule for the building where the tutor spends most of his/her tutoring time.

2. Tutors assigned to more than one (1) building will be guaranteed a minimum of fifteen (15) minutes of travel time per trip between buildings. Five (5) minutes prior to the fifteen (15) minutes travel time will be allowed for the tutor to dismiss students and leave the building. Five (5) minutes following the fifteen (15) minutes travel time will be allowed for the tutor to reach the classroom and begin the class.

3. Any conflicts or difficulties associated with the schedules of traveling tutors shall be brought to the attention of the principals by the traveling tutor for resolution. If not resolved, the matter shall be referred to the Superintendent and M.E.A. President for resolution.

H. Tutors shall have a duty-free lunch period of at least 30 minutes.

I. Does not apply.

J. Fully applies.

K. Does not apply.

L. Fully applies.

M. Special Education Class Size - Fully applies.

N. Staff Development - Does not apply.

O. Virtual Instruction - Fully applies.

P. The actual working hours of each tutor will, by necessity, be determined by the number and needs of the students served, as determined by the administration, with input from the classroom teacher and a standard assessment and evaluation tool designed collaboratively for the specific program.

Q. Each tutor shall receive a minimum of twelve (12) minutes paid planning and conferencing time for each sixty (60) minutes of assigned time in accordance with the attached chart. Such time shall not be utilized by the administration for other than planning and conferencing, and may be scheduled into the tutor's workday by the administration.

R. Any tutor expressly, individually requested or required by the building principal/supervisor and/or the Director of Pupil Services to attend a meeting or conference (e.g., parent/teacher conferences, in-service meetings, open house, parent orientation, staff development activities, etc.) outside the normal workday will be compensated according to the tutor's hourly rate on the tutor salary schedule, unless the tutor is given release time from his/her normal work schedule.

S. Tutors working four (4) scheduled hours or more per day shall have a thirty (30) minute unpaid duty-free lunch, but not necessarily during the workday if a tutor's regular schedule is between four (4) and four and one-half (4-1/2) continuous hours each day.

XXXVI. SATELLITE COURSES - Does not apply.

XXXVII. AIDS AGREEMENT - Fully applies.

XXXVIII. TESTS - Fully applies.

XXXIX. INCLUSION - Section A, C, D, E, F and H only apply.

XL. DRUG-FREE SCHOOLS WORKPLACE - Fully applies.

XLI. DURATION - Fully applies.

XLII. IMMERSION

A. Immersion is defined as intensified instruction in the basic (functional) English intended for students who have little or no knowledge of English, without which they could not benefit from the regular education program even with the aid of ESL tutoring.

Immersion is characterized by the following:

1. It is intended to substitute (replace) rather than support regular instruction and the instructor is responsible for the assignment of grades and/or progress reports for course credit where applicable.

2. It is taught in a class format with students of similar limited English proficiency rather than individual small group instruction (tutoring).

3. Students typically receive immersion for a limited time, usually one (1) semester to a maximum of one (1) school year.

4. Immersion classes shall be limited to students identified as "Beginning LEP (Limited English Proficiency)" or "Intermediate LEP" with beginning level abilities in reading and writing as defined by state and district adopted guidelines and assessment tools.

5. Immersion classes will be determined by need each semester and will be approved by the Director of Special Pupil Services in collaboration with the building administrator and staff.

B. Tutors of immersion classes will be paid at their hourly rate on the Teacher's Salary Schedule (i.e., salary amount / 185 days / 7.5 hours times number of hours working in immersion classes = hourly rate).

Example:

Salary schedule placement is BA, 0 Step ($38,535) / 185 = $208.30 per day, / by 7.5 hours = $27.77 per hour times two hours of immersion classes = $55.54 per day times five days = $277.70 per week.

XLIII. CONTRACTS

Tutors shall be eligible for continuing contract status as tutors but not in any other bargaining unit position.

A continuing contract tutor employed as a regular classroom teacher shall be considered for a continuing contract as a regular classroom teacher not later than the conclusion of the first full school year (i.e., at least 120 days) of employment as a classroom teacher or at the conclusion of the second year of employment as a classroom teacher if the first year is not a full school year of at least 120 days.

MAYFIELD CITY SCHOOLS
1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR SALARY SCHEDULE

EFFECTIVE 2026/27 SCHOOL YEAR

Years Experience	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18
0	31.92	32.42	32.94	33.45	34.00	35.89	37.85
1	33.57	34.18	34.85	35.46	36.12	38.05	39.99
2	35.18	35.94	36.73	37.47	38.26	40.20	42.16
3	36.87	37.74	38.61	39.49	40.37	42.33	44.31
4	38.47	39.51	40.49	41.48	42.49	44.47	46.44
5	40.14	41.28	42.39	43.51	44.66	46.60	48.58
6	41.79	43.03	44.30	45.56	46.79	48.74	50.73
7	43.42	44.80	46.18	47.56	48.91	50.88	52.88
8	45.07	46.57	48.06	49.58	51.02	53.02	55.03
9	46.69	48.33	49.96	51.59	53.16	55.17	57.16
10	48.34	50.09	51.87	53.61	55.30	57.29	59.28

LONGEVITY

Tutors with 15 years or more of service recognized for salary schedule placement will receive an a	2,950
Tutors with 20 years or more of service recognized for salary schedule placement will receive an a	3,363
Tutors with 25 years or more of service recognized for salary schedule placement will receive an a	3,775

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for the additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOLS

1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR SALARY SCHEDULE

EFFECTIVE 2027/28 SCHOOL YEAR

Years Experience	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18
0	32.55	33.06	33.59	34.11	34.68	36.61	38.61
1	34.24	34.86	35.55	36.16	36.84	38.81	40.79
2	35.88	36.66	37.46	38.22	39.03	41.00	43.00
3	37.61	38.49	39.38	40.28	41.18	43.18	45.19
4	39.24	40.31	41.30	42.31	43.34	45.36	47.37
5	40.94	42.10	43.24	44.38	45.55	47.54	49.55
6	42.63	43.89	45.18	46.47	47.72	49.71	51.75
7	44.29	45.69	47.10	48.51	49.89	51.90	53.93
8	45.98	47.50	49.02	50.57	52.04	54.08	56.13
9	47.62	49.29	50.96	52.62	54.23	56.28	58.30
10	49.30	51.09	52.90	54.68	56.41	58.44	60.47

LONGEVITY

Tutors with 15 years or more of service recognized for salary schedule placement will receive 3,009

Tutors with 20 years or more of service recognized for salary schedule placement will receive 3,430

Tutors with 25 years or more of service recognized for salary schedule placement will receive 3,851

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for th additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOLS

1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR SALARY SCHEDULE

EFFECTIVE 2028/29 SCHOOL YEAR

Years Experience	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18
0	33.21	33.73	34.27	34.80	35.37	37.34	39.38
1	34.92	35.56	36.26	36.89	37.58	39.58	41.61
2	36.60	37.40	38.21	38.99	39.81	41.82	43.86
3	38.36	39.26	40.17	41.09	42.00	44.04	46.10
4	40.03	41.11	42.13	43.16	44.21	46.27	48.32
5	41.76	42.95	44.10	45.27	46.46	48.49	50.55
6	43.48	44.77	46.09	47.40	48.68	50.70	52.78
7	45.18	46.61	48.04	49.48	50.88	52.93	55.01
8	46.89	48.45	50.00	51.59	53.08	55.16	57.25
9	48.57	50.28	51.98	53.68	55.31	57.40	59.47
10	50.29	52.12	53.96	55.78	57.54	59.61	61.68

LONGEVITY

Tutors with 15 years or more of service recognized for salary schedule placement will receive 3,069

Tutors with 20 years or more of service recognized for salary schedule placement will receive 3,499

Tutors with 25 years or more of service recognized for salary schedule placement will receive 3,928

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for th additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

MAYFIELD CITY SCHOOLS

1101 SOM Center Road, Mayfield Heights, OH 44124

TUTOR SALARY SCHEDULE

EFFECTIVE 2029/30 SCHOOL YEAR

Years Experience	BA	150 HRS or BA+9	BA+18	BA+27	MA	MA+9	MA+18
0	33.87	34.40	34.95	35.49	36.08	38.09	40.17
1	35.62	36.27	36.99	37.63	38.33	40.37	42.44
2	37.33	38.14	38.98	39.77	40.60	42.66	44.74
3	39.13	40.05	40.97	41.91	42.84	44.92	47.02
4	40.83	41.93	42.97	44.02	45.09	47.19	49.28
5	42.59	43.81	44.99	46.18	47.39	49.46	51.56
6	44.35	45.67	47.01	48.35	49.65	51.72	53.84
7	46.08	47.54	49.00	50.47	51.90	53.99	56.11
8	47.83	49.42	51.00	52.62	54.14	56.26	58.40
9	49.54	51.29	53.02	54.75	56.42	58.55	60.66
10	51.30	53.16	55.04	56.89	58.69	60.80	62.91

LONGEVITY

Tutors with 15 years or more of service recognized for salary schedule placement will receive 3,130

Tutors with 20 years or more of service recognized for salary schedule placement will receive 3,569

Tutors with 25 years or more of service recognized for salary schedule placement will receive 4,006

All amounts are received annually and payable with the last pay in June. The Federal withholding tax for th additional payments will be calculated based on the current year's Internal Revenue Service publication, Circular E, Employers Tax Guide.

ATTACHMENT #1

CHART FOR SCHEDULING
INSTRUCTIONAL, CONFERENCE, PREPARATION AND PLANNING TIME

INSTRUCTIONAL TIME	CONFERENCE PREPARATION AND PLANNING TIME	TOTAL TIME
1 hr.	12 min. (.2 hr.)	1.2 hours
2 hrs.	24 min. (.4 hr.)	2.4 hours
2 hrs. 30 min. (2.5 hours)	30 min. (.5 hr.)	3.0 hours
3 hrs.	36 min. (.6 hr.)	3.6 hours
3 hrs. 30 min. (3.5 hours)	42 min. (.7 hr.)	4.2 hours
4 hrs.	48 min. (.8 hr.)	4.8 hours
4 hrs. 30 min. (4.5 hours)	54 min. (.9 hr.)	5.4 hours
4 hrs. 35 min. (4.6 hours)	55 min. (.9 hr.)	5.5 hours
5 hrs.	60 min. (1.0 hr.)	6.0 hours
5 hrs. 30 min. (5.5 hours)	66 min. (1.1 hrs.)	6.6 hours
6 hrs.	72 min. (1.2 hrs.)	7.2 hours
6 hrs. 15 min. (6.25 hours)	75 min. (1.25 hrs.)	7.5 hours

To complete the total hours per day including instructional time and planning time:

1. Compute the number of hours and minutes of instructional time per day.

2. State the instructional time in hours. Convert minutes to a decimal by dividing by 60.

   Example: 15 divided by 60 = .25; 6 hours and 15 minutes is 6.25 hours.

3. Multiply hours times 12 minutes.

   Example: 6.25 hours X 12 minutes = 75 minutes of planning time.
   75 minutes is 1 hour and 15 minutes or 1.25 hours.

4. Add instructional time and planning time to determine total hours per day.
   Example: 6.25 hours + 1.25 hours = 7.5 hours.

Appendix A – Dental Benefit Information

DENTAL BENEFIT INFORMATION		
Mayfield City School District		
A MEMBER OF THE OASIS TRUST -ADMINISTERED BY CORESOURCE		
Account Number 84535; Group Number 2634		
CoreSource Customer Service: (800) 282-3920		
Claim Address: CoreSource		
PO Box 2821 Clinton, IA 52733-2821		
www.mjl:coresource.com		
For participating provider's call: Dentemax (800) 752-1547		
www.dentemax.com		
	ALL PROVIDERS	
Individual Calendar Year Deductible	**$25**	
Family Calendar Year Deductible	**$50**	
Deductible applies to classes II and III services only		
Fourth Quarter Deductible Carryover		
Class I - Preventive & Diagnostic	Cleanings, exams, fluorides, x-rays, sealants, and space maintainers.	The Plan Pays 100% of Usual & Customary Charges
Class II - Basic Restorative	Amalgams, extractions. root canals, oral surgery, bruxism appliances, crown/denture repair, re-cement crowns, palliative treatment, anesthesia and periodontics.	The Plan Pays 80% of Usual & Customary Charges
Class III - Major Restorative	bridges, crowns, inlays/onlays, implants and dentures.	The Plan Pays 80% of Usual & Customary Charges
Class IV - Orthodontics	Initial study, appliances, full banding, and retention.	The Plan Pays 60% of Usual & Customary Charges
Calendar Year Maximum Payable Per Person	Includes Classes I, II, & III	$3,000
Orthodontic Lifetime Maximum	Includes Class IV	$1,750
ADULTORTHO	Yes	
BITEWINGS	Class I	
Examinations	2 per 12 consecutive months	
FAMILY SECURITY BENEFIT	2 Years	
FLUORIDE TREATMENTS	1 per 12 consecutive months	
FULL MOUTH X-RAYS/PANOREX	1 per 36 consecutive months	
IMPLANTS	NOT COVERED	
PROPHYLAXIS (CLEANINGS)	2 per 12 consecutive *months*	
PROSTHODONTICS	5 Year Replacement Clause	
——SPACE MAINTAINERS	Class I	
SEALANTS	dependent children to age 14	
This is a summary of benefits only and does not represent a contract		

This summary represents highlights only and is not intended to take the place of the plan agreement.

Appendix B – Comprehensive Major Medical / PPO NETWORK

Benefit Period	Calendar year
Dependent Age Limit	The end of the month of the 26th birthday.
PPO Network Provider Deductible per Benefit Period	
If you have single coverage:	$1,000
If you have family coverage:	$2,000
Non-PPO Network Provider Deductible per Benefit Period	
If you have single coverage:	$1,000
If you have family coverage:	$2,000
PPO Network Provider Coinsurance Limit per Benefit Period	
If you have single coverage:	$0
If you have family coverage:	$0
Non-PPO Network Provider Coinsurance Limit per Benefit Period	
If you have single coverage:	$500
If you have family coverage:	$1,000
PPO Network Provider Out-of-Pocket Maximum per Benefit Period (Includes Deductibles, Copayments, and Coinsurance)	
If you have single coverage:	$1,000
If you have family coverage:	$2,000
Prescription Drug Benefit Out-of-Pocket Maximum	
If you have single coverage:	$5,600
If you have family coverage:	$11,200
PPO Network Provider Out-of-Pocket Maximum, including Prescription Drug Covered Charges If you	
have single coverage:	$6,600
If you have family coverage:	$13,200
Non-PPO Network Provider Out-of-Pocket Maximum per Benefit Period (Includes Deductibles, Copayments, and Coinsurance)	
If you have single coverage:	Unlimited
If you have family coverage:	Unlimited
Deductible and Out-of-Pocket Maximum Processing (1)	Embedded

After the applicable Out-of-Pocket Maximum shown above has been met, you are no longer responsible for paying any further Copayments, Deductibles or Coinsurance for Covered Charges Incurred during the balance of the Benefit Period. If the Out-of-Pocket Maximum is unlimited, you continue to be responsible for paying the amounts shown above.

Any Excess Charges you pay for claims will not accumulate toward any applicable Coinsurance Limit or toward the Out-of-Pocket Maximum.

Any amounts applied to your PPO Network Deductible will also be applied to your Non-PPO Network Deductible. Any amounts applied to your Non-PPO Network Deductible will also be applied to your PPO Network Deductible.

You may be charged more than one Copayment per visit if multiple types of examinations are performed.

It is important that you understand how Medical Mutual calculates *your* responsibilities under your Benefit Book. Please consult the "HOW CLAIMS ARE PAID" section for necessary information.

To receive maximum benefits, you must use PPO Network Providers. PPO Network Providers may change. Medical Mutual will tell you 60 days before a PPO Network Hospital becomes Non-PPO Network.

Remember, in an emergency, always go to the nearest appropriate medical facility; your benefits will not be reduced if you go to a Non-PPO Network Hospital in an emergency.

This summary represents highlights only and is not intended to take the place of the plan agreement.

Appendix B – Comprehensive Major Medical (Continued)

BENEFIT MAXIMUMS PER COVERED PERSON (per Benefit Period unless otherwise shown)		
Chiropractic/Spinal Manipulation Visits	24 visits	
Home Health Care Services	60 visits	
Inpatient Physical Medicine and Rehabilitation Services	60 days	
Medically Necessary and Routine Invitro Fertilization and Artificial Insemination	$10,000	
Outpatient Institutional Cardiac Rehabilitation Services	50 visits	
Outpatient Institutional Pulmonary Therapy Services	50 visits	
Outpatient Occupational Therapy Services	50 visits	
Outpatient Physical Therapy Services	50 visits	
Outpatient Professional Cardiac Rehabilitation Services	50 visits	
Outpatient Professional Pulmonary Therapy Services	50 visits	
Outpatient Speech Therapy Services	50 visits	
Routine Mammogram Services	One mammogram; mammograms are limited to 130% of the Medicare reimbursement amount; the maximum reimbursement amount applies only to Covered Services received inside the state of Ohio, as mandated by the state of Ohio.	
Routine Pap Tests	One test	
Skilled Nursing Facility Services	60 days	
MAXIMUM LIFETIME BENEFIT PER COVERED PERSON		
Hospice Services	360 days	
COINSURANCE PAYMENTS	Institutional and Professional Charges	Institutional and Professional Charges
TYPE OF SERVICE	For Covered Services received from a PPO Network Provider, you pay the following portion, based on the Allowed Amount	For Covered Services received from a Non-PPO Network or a Non-Contracting Provider, you pay the following portion, based on the applicable Allowed Amount or Non-Contracting Amount (2)
IF A DEDUCTIBLE APPLIES, ALL COVERED SERVICES ARE SUBJECT TO THE DEDUCTIBLE, UNLESS "NOT SUBJECT TO THE DEDUCTIBLE" IS SPECIFICALLY STATED.		
EMERGENCY ROOM SERVICES		
The Institutional charge for use of the Emergency Room for an Emergency Medical Condition	$125 Copayment, waived if admitted, not subject to the Deductible	
All other related Institutional charges and Emergency Room Physician's charges for an Emergency Medical Condition	0%, not subject to the Deductible	
The Institutional charge for use of the Emergency Room in a non-emergency	$125 Copayment, waived if admitted, not subject to the Deductible	$125 Copayment, waived if admitted, then 20%, not subject to the Deductible
Emergency Room Physician's Charges in a non-emergency	0%, not subject to the Deductible	20%, not subject to the Deductible
IM,'ATENT SERVICES		
Maternity	0%	20%
Physical Medicine and Rehabilitation	0%	20%
Semi-Private Room and Board	0%	20%
Skilled Nursing Facility	0%	20%

This summary represents highlights only and is not intended to take the place of the plan agreement.

Appendix B – Comprehensive Major Medical (Continued)

MENTAL HEALTH CARE, DRUG ABUSE AND ALCOHOUSM SERVICES		
Mental Health Care, Drug Abuse and Alcoholism Services	Any applicable Deductible, Out-of-Pocket Maximum or Copayment corresponds to the type of service received and is payable on the same basis as any other illness (e.g., emergency room visits for a Mental Illness will be paid according to the Emergency Services section above).	
CARDIAC REHABILITATION SERVICES-NOT SUBJECT TO THE $15 COPAYMENT		
• Professional and Institutional	Deductible (3)	20%
Chiropractic Services	$15 Copayment, not subject to the Deductible (3)	20%
Occupational Therapy Services	$15 Copayment, not subject to the Deductible (3)	20%
Physical Therapy Services	$15 Copayment, not subject to the Deductible (3)	20%
Pulmonary Therapy Services • Professional and Institutional	$15 Copayment, not subject to the Deductible (3)	20%
Speech Therapy Services	$15 Copayment, not subject to the Deductible (3)	20%
PHYSICIAN/OFFICE SERVICES (Includes Mental Health and Substance Abuse Disorder)		
Immunizations	0%, not subject to the Deductible	20%
Medically Necessary Office Visits	$15 Copayment, not subject to the Deductible (3)	20%
Urgent Care Office Visits	$20 Copayment, not subject to the Deductible	
ROUTINE, PREVENTIVE AND WELLNESS SERVICES		
Preventive Services in accordance with state and federal law (4) (Please refer to the "Routine, Preventive and Wellness Services" benefit in this Benefit Book for more information.)	0%, not subject to the Deductible	20%
Routine Colonoscopy and Sigmoidoscopy (Ages 40-75)	0%, not subject to the Deductible	20%
Routine Anoscopy and Proctosigmoidoscopy (all ages) and Routine Colonoscopy and Sigmoidoscopy (other than ages40-75) (5)	0%, not subject to the Deductible	20%
Routine Hearing Examinations (Age 21 and over)	0%, not subject to the Deductible	20%
Routine Laboratory, X-ray and Medical Testing Services	0%, not subject to the Deductible	20%
Routine Mammograms	0%, not subject to the Deductible	20%
Routine Pap Tests	0%, not subject to the Deductible	20%
Routine Physical Examinations (Age 21 and over)	0%, not subject to the Deductible	20%
Routine Vision Examinations (Age 21 and over)	0%, not subject to the Deductible	20%
Well Child Care Services (Under age 21)	0%, not subject to the Deductible	20%

Appendix B – Comprehensive Major Medical (Continued)

SURGICAL SERVICES		
Inpatient Surgery	0%	20%
Medically Necessary Endoscopic Procedures (i.e. Colonoscopy, Sigmoidoscopy, etc.)	0%	20%
Outpatient Anesthesia and Assistant Surgeon Services when performed in a Physician's office	0%, not subject to the Deductible	20%
Outpatient Surgery when performed in a Physician's office	$15 Copayment, not subject to the Deductible (3)	20%
Surgical Services performed in all other places of service	0%	20%
OTHER SERVICES		
Ambulance Services	0%	
Dental Services for an Accidental Injury	0%	
Durable Medical Equipment and Medical Supplies when received in a Physician's Office	0%, not subject to the Deductible	20%
IUD Devices	0%, not subject to the Deductible	20%
Outpatient Allergy Testing and Treatment Services	0%, not subject to the Deductible	20%
Outpatient Medically Necessary Laboratory Services, Medical Tests and X- rays	0%, not subject to the Deductible	20%
Therapeutic Injections when performed in a Physician's Office	0%, not subject to the Deductible	20%
All Other Covered Services	0%	20%
Autism	0%	20%
Hearing Aids	0%	

Comprehensive Major Medical Notes

1. Under "Embedded processing," the Deductible applicable to single coverage must first be satisfied for at least one Covered Person within a family before Covered Services are payable for that Covered Person. After the Deductible has been met for that Covered Person, the Out-of-Pocket Maximum applicable to single coverage would then apply. Before Covered Services become payable for any other covered Dependents, the Deductible applicable to family coverage must be satisfied. After the family Deductible has been met, the Out-of-Pocket Maximum applicable to family coverage would then apply.

2. The Coinsurance percentage will be the same for Non-Contracting Providers as Non-PPO Network Provider Providers but you may still be subject to balance billing and/or Excess Charges. Payments to Contracting Non-PPO Network Provider Providers are based on Allowed Amount Payments to Non-Contracting Providers are based on the Non-Contracting Amount.

3. If any of these Covered Services are received on the same day, only one $15 Copayment will be charged per day.

4. Preventive services include evidence-based services that have a rating of "A" or "B" in the United States Preventive Services Task Force, routine immunizations and other screenings, as provided for In the Patient Protection and Affordable Care Act.

5. If a diagnosis of a medical Condition is made during the screening (e.g., removal of a polyp), the procedure is no longer considered routine and may be considered a diagnostic procedure under Surgical Services.

This summary represents highlights only and is not intended to take the place of the plan agreement.

Appendix C – Prescription Drug Benefits

RETAIL AND HOME DELIVERY PRESCRIPTION DRUG 8ENEFIT

Prescription Drug Covered Services are subject to any Comprehensive Major Medical Out-of-Pocket Maximum shown in the Comprehensive Major Medical Schedule of Benefits. However, if a Brand Name Prescription Drug is purchased when a Generic Prescription Drug is available and medically appropriate (as determined by the Covered Person's Physician), the difference between the cost of the Generic and Brand Name Prescription Drug that the Covered Person pays is not counted toward the Out-of-Pocket Maximum.

Prescription Drug Out-of-Pocket Maximum	
If you have single coverage	$5,600
If you have family coverage	$11,200
Days Supply	30 days for Specialty Prescription Drugs 30 days for Retail Prescription Drugs 90 days for Home Delivery Prescription Drugs

The following Prescription Drugs are not subject to a Prescription Drug Copayment each time services are received from a Participating Drug Provider or a Contracting Home Delivery Pharmacy:

- Prescribed Generic Prescription Drug Contraceptives or Brand Name Prescription Drug Contraceptives when an equivalent Generic Prescription Drug Contraceptive is not available.
- preventive care vaccines, including immunizations for flu and shingles (i.e., Zostavax)
- diabetic supplies including over-the-counter supplies[1], glucose monitors and glucometers
- immunizations, vaccines and biologicals

RETAIL PHARMACY BENEFIT - UP TO A 30 DAYS SUPPLY	
TYPE OF SERVICE	**For Covered Services, you pay the following portion, baaed on the Allowed Amount**
Generic Prescription Drugs	$5 Copayment
Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is not available or manufactured	$10 Copayment
Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is available or manufactured (2)	$5 Copayment plus the difference between the cost of the Generic Prescription Drug and the cost of the Brand Name Prescription Drug
Non-Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is not available or manufactured	$20 Copayment
Non-Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is available or manufactured (2)	$5 Copayment plus the difference between the cost of the Generic Prescription Drug and the cost of the Brand Name Prescription Drug
Preventive Prescription Drugs and Vaccines in accordance with state and federal law.	$0 Copayment
Prescription Drugs received from non-Networ1< Pharmacies	You pay the entire amount at the Pharmacy and file a claim form with Medical Mutual. Medical Mutual will reimburse you for 75% of the Allowed Amount, minus the Prescription Drug Copayment as indicated. You may be responsible for any amount in excess of the Prescription Drug Covered Charges. If the Prescription Drug is not available from a Networ1< Pharmacy, you will not be subject to this reduced reimbursement.

Appendix C – Prescription Drug Benefits (Continued)

CONTRACTING HOME DELIVERY PHARMACY BENEFIT - 90 DAYS SUPPLY	
Type of Service	For Covered Services received from a CONTRACTING Home Delivery Pharmacy, you pay the following portion, based on the Allowed Amount.
Generic Prescription Drugs	$5 Copayment
Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is not **available** or manufactured	$10 Copayment
Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is available or manufactured (2)	$5 Copayment plus the difference between the cost of the Generic Prescription Drug and the cost of the Brand Name Prescription Drug
Non-Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is not available or manufactured	$20 Copayment
Non-Preferred Brand Name Prescription Drugs for which a Generic Prescription Drug is not available or manufactured (2)	$5 Copayment plus the difference between the coat of the Generic Prescription Drug and the cost of the Brand Name Prescription Drug
Preventive Prescription Drugs and Vaccines in accordance with state and federal law.	$0 Copayment

Coverage is provided for Contracting Horne Delivery Pharmacies only. **Services received** from any Non-Contracting Home Delivery Pharmacy are excluded.

Prescription Drug Notes

1. Over-the-counter supplies/drugs require a Prescription Drug Order.
2. If your Physician prescribes a Brand Name Prescription Drug and Indicates this drug Is to be dispensed as written (DAW), you will only be required to pay the Brand Name Prescription Drug Copayment

Appendix D – Vision Benefits

VISION SCHEDULE OF BENEFITS

Benefit Period	Calendar year
Dependent Age Limit	The end of the month of the 26th birthday

The choice of a Provider is solely yours. Providers are designated as Participating or Non-Participating.

The amount of benefits you receive for Covered Services may vary depending upon the status of the Provider. When Covered Services are provided by Non-Participating Providers, you may be responsible for Excess Charges.

The following are subject to a $5.00 Copayment:

Vision Examinations

The following are subject to a $10.00 Copayment:

Lenses
Frames

It is important that you understand how the Claims Administrator, Medical Mutual, calculates your responsibilities under this coverage. Please consult the "HOW CLAIMS ARE PAID" section of your Certificate of Coverage for necessary information.

Type of Service	Benefit Maximums
Vision Examinations	One examination per Benefit Period
Frames	One Frame every Benefit Period
Lenses	One pair per Benefit Period Progressive to a maximum of $200
Contact Lenses	One pair per Benefit Period

Notes

1. Benefits available for Lenses may be used for Contact Lenses in lieu of Lenses.

VISION PAYMENT SCHEDULE

Type of Service	You Pay the Following
Contact Lenses	0% of the Traditional Amount
For all other Covered Services	0% of the Traditional Amount

This summary represents highlights only and is not intended to take the place of the plan agreement.