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AGREEMENT

between the

CHAGRIN FALLS EDUCATION ASSOCIATION

and the

BOARD OF EDUCATION FOR THE CHAGRIN FALLS EXEMPTED VILLAGE SCHOOL DISTRICT

During the Period July 1, 2026 through June 30, 2029

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PREAMBLE

The Chagrin Falls Board of Education and the Chagrin Falls Education Association seek to promote cooperation and to act in the best interest of the community and students of the Chagrin Falls Exempted Village School District. With this goal in mind, the parties agree as follows:

ARTICLE I – RECOGNITION

A. Recognition of the Chagrin Falls Education Association

The Chagrin Falls Board of Education (hereinafter referred as Board of Education) recognizes the Chagrin Falls Education Association, an OEA/NEA affiliate, (hereinafter referred to as CFEA or the Association) as the sole and exclusive representative for the purposes of Collective Bargaining as defined in Chapter 4117 of the Ohio Revised Code. The bargaining unit shall include all classroom teachers, librarians, school counselors, social workers, speech and language pathologists, occupational therapists, psychologists, instructional coaches, wellness coaches, year-long building substitutes with such rights and privileges limited to those as outlined in Article VII, and holders of valid teaching certificates/licenses, temporary or otherwise, employed in like positions (hereinafter referred to as "employee(s)"). Holders of positions which are traditionally noncertificated/licensed positions, teacher aides, Performing Arts Center positions (PAC Manager, PAC Instructor, PAC Production Assistants), the Superintendent, Assistant Superintendent, Principals, Assistant Principals, Director of Technology, Technology Integrationists, Network Technician, Coordinator, and other management-level personnel shall be excluded from the bargaining unit.

Recognition of the Association shall continue in full force and effect until such time as a challenging employee organization is successful in gaining exclusive representative status in strict adherence to the provisions of Ohio Revised Code § 4117.05 and § 4117.07.

B. Recognition of the Board of Education

CFEA recognizes the Board of Education as the locally elected body charged with the control, supervision, and administration of public education in the Chagrin Falls School District and as the employer of all certificated personnel of the school system.

C. Recognition of the Superintendent

CFEA recognizes the Superintendent as the chief executive officer and primary professional advisor to the Board of Education, as well as the educational leader of the school system.

ARTICLE II – NEGOTIATIONS PROCEDURE

A. Good Faith Negotiating

The parties acknowledge and agree to abide by their mutual legal obligation to bargain in good faith. Examples of "Good faith" include:

- coming to the negotiating table with the intention of negotiating.
- the parties be willing to react to each other's proposals.
- the parties to recognize negotiations as a shared process in which each party is free to offer its candid opinion without censure or penalty.

Good faith does not require either side to make a concession.

B. Schedule

Either party may commence negotiations by serving a written Notice to Negotiate on the other not later than March 1 of the year in which the contract expires. Upon service of such notice, the parties shall meet not later than March 15 to exchange initial proposals and discuss the negotiating schedule.

C. Attendance at Negotiation Meetings; Released Time

Negotiation meetings shall be executive sessions. Attendance will be limited to the negotiating committee and to observers and consultants. Up to three (3) school days shall be provided to each member of the CFEA bargaining team during which the bargaining team members shall be released from their assignments.

D. Representation on Negotiating Committee

1. Representation shall be limited to five (5) representatives each of the Board of Education and the CFEA. Each team may also include one (1) consultant. (See G.)

2. Each of the parties may be allowed an observer at each meeting. The observer may comment by agreement of both parties.

E. Exchange of Information

Upon a request, reasonable in scope, the Board of Education and the Superintendent shall furnish the CFEA's negotiating committee or its designee, within a reasonable time, such information, including information concerning the district's finances, past, present, and projected, as will assist the CFEA in developing intelligent, accurate and constructive proposals. Similarly, upon a request, reasonable in scope, the CFEA shall furnish the Board of Education and the Superintendent, or a designee, within a reasonable time, such

information as will assist the Board of Education and Superintendent in developing intelligent, accurate and constructive proposals.

F. Progress Report

Each party shall be permitted to submit progress reports to its members.

G. Consultants

Either party may call upon professional and lay consultants to assist in all negotiations. Reasonable notice must be given when the consultant is to be a participant at the table. The expense of such consultants shall be borne by the requesting party.

H. Joint Study Committee(s)

By mutual consent, joint ad hoc study committees may be appointed to research, study, develop, and present reports and recommendations relative to matters under consideration. Each committee shall operate under procedures approved by the parties.

I. Caucus

Either party may caucus for a reasonable period of time.

J. Agreement

1. During the negotiation process, items which are tentatively agreed upon shall be signed by the designated chairs.

2. When tentative agreement is reached, it shall be reduced to writing and submitted to the CFEA for membership consideration by secret ballot.

3. Upon ratification by the CFEA membership, the tentative agreement will be submitted to the Board of Education for its action.

4. The Board of Education must take action within fifteen (15) days of the CFEA ratification, unless both parties agree to extend the time limit.

5. When approved by the Board of Education, the Agreement shall be signed by both parties and become a part of the official minutes of the Board of Education.

K. Impasse Procedures

1. Either party may declare impasse when the parties have failed to reach an agreement after full consideration of proposals and counterproposals.

2. Either party shall have the right to request the assistance of a federal mediator from the Federal Mediation and Conciliation Service (FMCS), the State

Employment Relations Board (SERB) Bureau of Mediation or a mutually agreed upon private mediator or panel service if neither FMCA nor SERB is able or willing to provide timely mediation. Such request shall be deemed a joint request. Such request shall include a request for a written report.

3. Any costs incurred in securing and utilizing the services of a federal mediator or alternate mediator or mediation service shall be shared equally by the Board of Education and the CFEA. Each party shall be responsible for any additional costs such party incurs.

4. The mediator shall have no authority to bind either party to any agreements.

5. If impasse is declared, it shall be with the understanding that impasse is declared on all issues where tentative agreement has not been reached.

6. The mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties and the parties agree to send representatives.

7. The mediation process shall continue until the parties mutually agree that no further progress can be made or until the mediator determines that no further progress can be made or until the contract expires. ORC 4117.14(D)(2) and provisions thereafter shall then apply.

8. Any agreements reached through the mediation process shall be acted upon in accordance with the procedures of Section J above.

9. These impasse procedures constitute the parties' mutually agreed upon dispute settlement procedures and shall operate in lieu of any and all settlement procedures set forth in Section 4117.14 of the Ohio Revised Code.

10. The parties may amend these procedures only by written agreement.

ARTICLE III – GRIEVANCE PROCEDURE

A. Basic Objective

The objective of this procedure is to secure, at the lowest possible administrative level, in the shortest time, equitable solutions to grievances. Proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure. All grievances shall be presented promptly and in any event, no later than twenty (20) school days after the employee knew, or should have known, of the act or condition-giving rise to the grievance.

B. Definitions

1. A "grievance" is any alleged violation of the written provisions of this Agreement or any dispute with respect to their meaning or application.

2. The term "grievance" shall not apply to any matter on which the Board of Education is without authority to act under state law.

3. The "grievant" is the employee or group of employees making the complaint or the CFEA.

4. "School days" shall mean actual employee working days. During the interval between academic years, grievances may be processed in accordance with the time limits contained herein with school days meaning weekdays that are not holidays, by mutual agreement of the parties.

5. "Representative" means an official of or other spokesperson for the CFEA or its affiliates.

C. Right to Assistance and Counsel

The grievant shall have the right to be accompanied by and receive assistance of a representative at any stage of the grievance procedure. If there is a resolution of the grievance and it is put in writing, the CFEA President shall be provided with a copy. The CFEA President/designee shall have a right to be present at any meeting called for the purpose of adjusting a grievance.

D. Informal (Discussion) Procedure

1. The employee(s) having a problem relating to a work situation shall first discuss it with his/her principal or immediate supervisor within twenty (20) school days after the employee(s) knew, or should have known, of the act or conditions giving rise to the problem. The objective of this discussion is to resolve the matter informally. The employee(s) shall inform the principal or immediate supervisor that he/she is exercising his/her right under the Informal Discussion section of the Agreement.

2. If the matter arises due to an act or omission of the Superintendent, the informal procedure may be initiated with the Superintendent and if unresolved may be advanced to Level Two.

E. The (Formal) Procedure

Level One: If the employee(s) is not satisfied with the outcome of the informal discussion, he/she may present a written grievance to the principal or immediate supervisor within twenty (20) school days after the grievant knew, or should have known, of the act or conditions upon which the grievance is based. The principal or immediate

supervisor shall, within five (5) school days after receipt of the written grievance render his/her decision and the reasons therefore in writing to the grievant with a copy to the CFEA President. In the event of the principal's or immediate supervisor's absence and where the grievant does not agree to extend the time limits, another administrator shall respond.

Level Two: If the grievant or the CFEA is not satisfied with the Level One response, the written grievance may be submitted to the Superintendent within five (5) school days after receipt of the Level One response. The Superintendent, at the option of either party, shall within five (5) school days after receipt of the written grievance, meet with the grievant for the purpose of resolving the grievance. The Superintendent shall, within five (5) school days after receipt of the grievance or after the meeting, if there is a meeting, render his/her decision and the reasons therefore in writing to the grievant with a copy to each of the following: the CFEA President, the principal, and other immediate supervisors involved. In the event of the Superintendent's absence and where the grievant does not agree to extend the time limits, another administrator shall respond.

Level Three: If the grievant or the CFEA is not satisfied with the Level Two response, an arbitrator shall be hired, providing the CFEA concurs with advancing the grievance to arbitration. The CFEA within fifteen (15) school days of the failure of resolution at Level Two may request a list of arbitrators from the American Arbitration Association (AAA) and selection of the arbitrator shall be made in accordance with the voluntary rules and regulations of the American Arbitration Association. The person so selected shall hold the necessary hearings promptly and issue his/her findings in writing. The arbitrator shall base his/her decision on the application or interpretation of the terms of the Agreement and he/she is specifically prohibited from making any decision which is inconsistent with the terms of the Agreement or contrary to law. Moreover, he/she shall have no power to add to, subtract from, or modify the Agreement. The decision given by the arbitrator shall be final and binding on all parties. The cost for the services of the arbitrator shall be borne equally by the Board of Education and the CFEA, unless the arbitrator determines that a greater cost should be assessed to one party which has argued a frivolous position.

F. Stipulations

1. The temporary absence of the grievant, the grievant's representative, the principal, or the Superintendent, shall toll any deadline requiring that person's action, during the absence of such person, but in no case for more than five (5) additional school days.

2. Failure of a grievant to comply with the time limits set forth in this Article shall void any further appeal on the grievance. Failure of the principal, immediate supervisor, or Superintendent to respond within the time limits shall provide the grievant with automatic-appeal rights to the next level in the formal procedure.

3. If a grievant waives representation by the CFEA, a representative selected by the CFEA Executive Committee shall have the right to be present and to represent the

CFEA at all levels of the procedure. Notification of all meetings at Levels One and Two and copies of all grievances and responses shall be given to the CFEA President.

4. The Board of Education and the CFEA agree that the grievant, the CFEA, the officers of CFEA, the members of the CFEA Executive Committee, witnesses in grievance hearings, school administrators and Board of Education members, may freely exercise all rights and duties under this grievance procedure.

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

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

7. The administration and the CFEA Executive Committee will cooperate in providing necessary and relevant information relating to any grievance, in keeping with law.

8. If a grievance involves a group or class of employees located in more than one school building or a decision by an administrator above the level of principal, the CFEA Executive Committee may initiate and submit such grievance in writing to the Superintendent directly and the processing of such grievance will be commenced at Level Two. The grievance must be presented to the Superintendent within twenty (20) school days after the grievant knew, or should have known, of the act or conditions upon which the grievance is based.

9. The CFEA agrees to assume full responsibility to fairly represent bargaining unit employees in the exercise of their rights as provided by the grievance and arbitration procedures contained herein.

ARTICLE IV – LEAVES OF ABSENCE

Paid Leaves of Absence

A. Sick Leave

1. Acceptable Reasons For Use of Sick Leave:

a. Sick leave will be available in increments of ¼, ½, ¾, or one (1) whole day(s) for personal illness, injury, or pregnancy and adoption.

b. Exposure to contagious disease which could be communicated to others.

c. Illness, injury, or death in the employee's immediate family. For purposes of illness or injury, the immediate family is defined as parent, parent-in-law, daughter-in-law, son-in-law, spouse, child, brother, sister, or member

of the immediate household standing in the same relationship as any of these. For purpose of death, immediate family is defined as parent, parent-in-law, daughter-in-law, son-in-law, grandparent, grandchild, brother, sister, spouse, child, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or member of the immediate household standing in the same relationship as any of these.

d. In the event of absence due to illness or death in the immediate family, absence with pay shall be limited to five (5) days unless extenuating circumstances require more, in which case the employee shall inform the Superintendent.

e. Evidence indicating to the Board of Education that leave with pay privileges have been abused may be considered just cause for disciplinary action which may result in dismissal.

f. Employee may be required to present a physician's note regarding absences over ten (10) consecutive days in a school year.

2. Accumulation of Sick Leave

a. Unused days of sick leave may be accumulated up to 310 days.

b. New employees may transfer accumulated sick leave to the Chagrin Falls Schools. Proper verification must be presented from the employee's previous public employer before credit can be given. In order for credit to be given for prior sick leave, the employee's last termination from public service has to have taken place within the last ten (10) years.

c. Each new employee without accumulated sick leave shall be entitled to an advancement of ten (10) days of sick leave. If an employee has not repaid all of his/her advanced days, upon leaving employment, the employee must repay sick days that have been advanced. Repayment of the days may be in the form of a deduction from his/her pay, or some other method as determined by the Superintendent.

Current employees shall be entitled to an advancement of five (5) days of sick leave once during their employment with the district under the same provisions as above, including repayment via payroll deduction.

3. Notice of Sick Leave/Absence

a. Electronic absence procedures will be followed.

b. In cases of ¼, ½, ¾, and 1 whole day(s), or short-term absences, the employee will notify the building principal or his/her designee.

c. In other cases (such as, but not limited to, a scheduled surgery or pregnancy), when the employee knows of the need for extended sick leave in advance of the date of the absence, the employee must notify the Treasurer's office in writing. The notice to the Treasurer's office must include the date on which the leave is expected to begin and its anticipated duration as soon as the employee becomes aware of the fact that illness or disability will require sick leave. All treasurer notification documents should be copied to the building principal.

d. Should there be any changes in the expected starting date or duration of the leave, the employee must promptly advise the Treasurer. While on extended sick leave of more than one (1) month, the employee must advise the Treasurer or Superintendent, if requested, at least monthly of his/her status and anticipated return date. In addition, this paragraph will apply to unpaid leaves of absence approved because of illness or disability.

B. Personal Leave

The purpose of personal leave is to allow employees paid time off to attend to situations over which they have no control. Personal leave may be used for an activity that requires the employee's presence elsewhere during his/her regular working hours. and is of such a nature that it cannot be attended to at any other time. Employees will enter any and all personal leave into the designated electronic reporting system.

1. Employees are eligible for three (3) days of paid personal leave per year, which shall be without restriction. Personal leave shall be taken in ½ day or full day increments. However, no more than ten percent (10%) of the teachers per building may be on personal leave on the same day, and no teacher may use personal leave on a professional development day without prior approval from the Superintendent or designated immediate supervisor.

2. Unused personal leave days may not be carried forward from year to year except for severance pay purposes.

3. If personal leave is requested at least ten (10) school days prior to the date sought, the applicant shall receive written notification of approval or denial within five (5) school days of submission.

4. No personal leave may be used without at least forty-eight (48) hours advance notice. If less than forty-eight (48) hours the employee will provide direct notice (i.e., phone call/message/text) to the employee's Principal or designated immediate supervisor, except in emergency situations.

   For emergency situations in which prior approval cannot be obtained, the employee will report the absence to his/her immediate supervisor at the earliest opportunity.

C. Sabbatical Leave

1. An employee who has been in the employ of the Chagrin Falls Board of Education for not less than six (6) years in a professional position(s), may be granted a leave of absence for not more than one (1) school year for the purpose of pursuing a professional growth plan. Such leave shall be subject to approval by the Board of Education upon recommendation by the Superintendent of Schools and shall be requested by the employee prior to the first day of March of the school year preceding the one for which the request is being made. The request must be in writing to the Superintendent of Schools and must be accompanied by a written plan for professional growth which fully details the plans for the period of leave, projected outcomes of the leave, and proposals of means by which satisfactory completion of the plan can be determined by the Superintendent of Schools.

2. An employee granted leave under this policy, upon return from leave and proof of completion of the plan for professional growth, as approved by the Superintendent of Schools, shall be paid a salary which shall be the difference between the employee's expected salary during the period of leave and the salary of the employee's replacement, if any, for such period. In no case shall any supplementary or extra duty pay of any kind be considered as part of the employee's expected salary for the period of leave.

3. Any salary which accrues to an employee in accordance with this sabbatical leave policy shall not be paid unless the employee returns to active employment with the Chagrin Falls Board of Education upon expiration of the leave.

4. Any payment which accrues to an employee as a result of leave granted under this policy shall be paid on the first regular pay date after the employee resumes active duty with the Chagrin Falls Exempted Village School District.

5. An employee on leave must indicate to the Superintendent no later than March 1, (during the leave year) his/her intention to return to duty the subsequent school year. If he/she fails to comply, the leave shall become a resignation. The Superintendent shall notify the employee in writing of this obligation at the time the leave is approved by the Board of Education. This notification shall include the fact that failure to comply shall result in resignation. The Superintendent shall also send notice of this requirement to the employee, in writing, at his/her last known address, with a copy to the CFEA President, on or after January 1, but not later than January 31 of the leave year. Should the employee fail to submit his/her written indication to the Superintendent on or before March 1 during the leave year, the lack of response shall be treated as a resignation.

D. Assault Leave

1. An employee who is absent due to disability resulting from an assault related to Board of Education employment shall receive assault leave. Assault is defined as the intentional, knowing, or reckless causation of harm to the employee by another person, including injuries suffered by the employee during the course or as a result of an assault as defined herein upon third person(s). The employee shall not suffer the loss of salary, sick leave, or any other emolument. Assault leave shall be limited to a maximum of twelve (12) months duration from the date upon which the assault occurred. If the leave exceeds five (5) school days, the Board of Education may require a physician's note.

2. The employee shall not qualify for assault leave except upon submission of a written application, justifying the granting of assault leave. An employee must also file a report with the proper law enforcement authorities. 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. Falsification of either a signed statement or a physician's certificate is grounds for suspension or termination of employment under Section 3319.16 of the Revised Code. Any student guilty of assaulting an employee shall be disciplined in accordance to Board Policy.

3. Payment of assault leave shall be at the regular rate of pay (employee's regular pay plus any extra-duty, supplemental and/or supplementary pay) in effect for such employee at the time of such assault, less any compensation to which the employee is entitled under the Worker's Compensation Act of Ohio.

4. An employee who has been assaulted in connection with the performance of a professional assignment of this Board of Education shall notify the building principal. The employee shall be apprised of his/her right to confer with a representative of the employee's choice prior to the submission of any report. The employee shall file a written report and the report shall be signed by the employee and/or his/her representative.

5. An employee temporarily disabled as a result of assault shall be returned to a position in accordance with Article IV, D (5), unless the employee's contract has been non-renewed or employment has been terminated for any other reason. Assault leave shall cease with the date of expiration of the employee's last limited contract or the effective date of termination in the event of nonrenewal or termination of the employee's contract for any other reason.

6. If court action results, the employee shall be granted leave of his/her professional duties with no loss of pay for necessary time in court.

7. If the Board of Education chooses to prosecute the individual(s) responsible for criminal action that resulted in an employee qualifying for and utilizing the assault leave provision of this agreement, the affected employee must be willing

to testify in the prosecution of the individual(s) involved in such action. The Board of Education agrees to assume all costs associated with said prosecution.

E. Legal Leave

1. An employee who is summoned or subpoenaed for litigation or a hearing during a school day shall be provided legal leave with pay when the employee is representing the interests of the Board of Education in a school-related matter. For example, testimony at a custody hearing for a student qualifies for legal leave. If the summons or subpoena applies to days on which school is not in session and the summons or subpoena is requested by the Board, the employee shall be paid the per diem rate of pay for all days of required attendance.

2. An employee summoned to jury duty or required to perform jury duty shall submit a leave request to his/her building administrator (or immediate supervisor) upon the employee's receipt of the summons. The employee shall be granted jury duty without loss of pay and may retain any jury fee provided to him/her.

F. Professional Leave

1. Each year, the Board of Education shall set aside an amount in its annual budget for certain expenses connected with the attendance at professional meetings, conferences, visitations, field trips or conventions. It shall be the policy of the Board of Education to provide a fair distribution of this money among the staff.

2. Any employee desiring to attend a professional conference or convention shall submit a completed Professional Leave Request Form (Appendix H) and then request the day off electronically. Said request shall be submitted no later than fifteen (15) school days prior to the conference or convention. The applicant shall receive written notification of approval or denial within five (5) school days of submission of the Professional Leave Request Form.

3. Expenses will be paid as approved on the Professional Leave Request Form. When traveling by car, mileage will be paid at the IRS rate established in Article XVIII, Section F.

4. Mileage reimbursement shall be based upon the actual mileage to and from the destination and/or destinations in accordance with the approved Professional Leave Request Form. In no case shall the transportation cost by automobile exceed the cost of the same trip by train or airplane coach.

5. Employees shall be reimbursed for meals, not otherwise paid for as part of a registration fee or similar prepayment, up to fifteen ($15) dollars for breakfast, twenty ($20) dollars for lunch and twenty-five ($25) dollars for dinner when the employee turns in detailed receipt(s).

6. Any foreseeable expenses other than mileage and meals must be approved in advance by the Superintendent or designee, and original receipts must be submitted evidencing those expenses. Unforeseen expenses that reflect actual and necessary costs may be submitted for reimbursement.

G. CFEA Leave

1. Five (5) school days of professional leave will be granted to the President of the CFEA, or his/her designee, for the purpose of attendance at meetings related to the professional activities of the organization, without expense to the Board of Education, except that, if the Board of Education provides substitutes, the Board of Education shall pay the substitute cost.

2. Additional days may be requested except that, if the Board of Education provides substitutes, the substitute cost shall be reimbursed to the Board of Education by the CFEA.

H. Parental Leave

1. Paid sick leave for the bargaining unit member who gives birth shall not exceed eight (8) consecutive calendar weeks from the date of birth unless medical complications due to birth, as verified with medical documentation, require longer use of sick leave.

2. Paid sick leave for a bargaining unit member who is the non-birth parent or adoptive parent(s) of a child shall not exceed four (4) consecutive calendar weeks from the date of birth or placement for adoption.

3. Members who take paid parental leave as prescribed above will be permitted to return to work upon completion of the leave.

4. Requests for parental leave shall be submitted at least thirty (30) days prior to the date on which the leave is anticipated to begin, or as soon as the member becomes aware of the need, whichever is later, unless unusual conditions arise so that a licensed physician recommends the need for leave to commence sooner than the thirty (30) day period. Failure to meet these timelines will result in a forfeiture of the leave rights provided herein.

5. This paid parental leave, under each circumstance above, shall not carry over through the summer months. Therefore, as an example, if an employee gives birth on May 15, she may take paid parental leave only through the end of that school year and shall not be entitled to additional paid leave upon commencement of school in the following school year. Likewise, if a child is born to a father on the last day of school, he may take paid leave for that day, but does not carry over additional days of paid parental leave into the following school year.

Unpaid Leaves of Absence

A. General Leave

The Board of Education, upon recommendation of the Superintendent of Schools, may grant such leave of absence without pay. A leave shall not be granted for the purpose of accepting employment as an employee in grades pre-K through 12 in the United States or in another occupation or business during the period of leave, unless approved in writing, in advance of the commencement of the leave, by the Superintendent. The Superintendent reserves full discretion to grant or deny the leave and the decision shall not be grievable. Leaves of absence that may be considered by the Superintendent of Schools must meet the following conditions:

1. The employee shall have been in the service of the Board of Education for a minimum of three (3) years immediately preceding the period of the proposed absence.

2. The application shall have been received in writing by the Superintendent of Schools prior to March 1 of the school year preceding the one for which the request is being made, unless there are extenuating circumstances.

3. Reasons for which leaves may be granted are professional study, educational endeavor, travel in line with professional advancement, alternate employment representing a unique opportunity, once-in-a-lifetime opportunity (one per employee during his/her tenure) and such other reasons as the Superintendent of Schools deems appropriate.

4. The employee shall return to the Chagrin Falls School system following the leave of absence.

An employee upon return at the expiration of a leave shall resume the contract status held prior to such leave. No credit shall be allowed on the salary schedule for experience while on leave.

An employee on leave must indicate to the Superintendent no later than March 1 during the leave year his/her intention to return to duty the subsequent school year. If he/she fails to comply, the leave shall become a resignation. The Superintendent shall notify the employee in writing of this obligation at the time the leave is approved by the Board of Education. This notification shall include the fact that failure to comply shall result in resignation. The Superintendent shall also send notice of this requirement to the employee, in writing, at his/her last known address, with a copy to the CFEA President, on or after January 1, but not later than January 31 of the leave year. Should the employee fail to submit his/her written indication to the Superintendent on or before March 1 during the leave year, the lack of response shall be treated as a resignation.

B. Child Care Leave

An employee may request and shall be granted a leave of absence without pay or benefits (except as otherwise provided under Article V, GROUP INSURANCE FOR EMPLOYEES ON APPROVED UNPAID OR PARTIALLY PAID LEAVES OR RECALL LIST, or in accordance with the Family and Medical Leave Act) for the purpose of early child care of a son or daughter (including adopted children) of the employee. Both birth and non-birth parents shall be eligible. Child care leave must also meet the following conditions:

1. Leave may begin on the date of the child's birth; on the date paid parental leave as outlined in Paid Leaves of Absence Section H. above expires; or on the date when the mother who has been on sick leave for pregnancy disability is no longer eligible for sick leave because she has recovered from the physical effects of pregnancy and childbirth which necessitated her absence.

2. The leave of absence shall be for the balance of the school year in which delivery is expected unless such leave is earlier terminated as hereinafter provided.

3. The leave may be extended for one (1) additional school year upon request of the employee to the Board of Education, made no later than March 1 preceding the year for which such leave is requested. However, those who start their child care leave after January 15th, shall have until June 15th to notify.

4. Members who take unpaid child care leave will be permitted to return to work following the use of child care leave with thirty (30) day written notice to the Superintendent/designee. Regardless of the 30-day notice period, any member seeking to return from such leave must do so prior to the last ten (10) school days that students are in session; otherwise, the member will be eligible to return for the first workday of the subsequent contractual year.

5. Upon return from approved leave, the employee shall be entitled to reinstatement to the same position with the same contractual status which the employee held prior to the leave, or, if that position is no longer available, to a substantially equivalent position for which the employee holds valid unexpired certification. If said leave is extended, the same provision shall apply.

6. Members who start their child care leave prior to January 15th, and who wish to return to employment from child care leave for the start of following school year, must notify the Superintendent/designee in writing of their intent to return by March 1st of the current year. However, those who start their parental leave after January 15th, shall have until June 15th to notify.

   If the employee fails to comply with the notification deadlines outlined above, the leave shall become a resignation. The Superintendent shall notify the employee, in writing, of this obligation at the time the leave is approved by the Board of Education. This notification shall include the fact that failure to comply shall

result in resignation. The Superintendent shall also send notice of this requirement to the employee, in writing, at his/her last known address, with a copy to the CFEA President, on or after January 1, but not later than January 31, of the leave year for those members subject to the March 1 deadline. For those members subject to the June 15th deadline, said notice shall be sent on or after May 1, but not later than May 31, of the leave year.

C. Short-Term Unpaid Leaves of Absence

1. Situations may arise when an employee may request to be away from his/her job due to rare personal commitments beyond his/her control or initiation, or to take advantage of once-in-a-lifetime opportunity not otherwise covered by paid leave. In these situations, the employee may request up to five (5) days of unpaid leave per year, which may be approved in the Superintendent's discretion. Approval of such leave shall not be unreasonably withheld.

2. Any unpaid leave days shall be at the discretion of the Superintendent, which shall not be grievable.

D. Family and Medical Leave (12-week leave)

The Board of Education shall comply with the requirements of the Family and Medical Leave Act of 1993 ("Act"), (Public Law 103-3, Feb. 5, 1993, 103rd Congress, H.R. 1; 107 Stat. 6 et seq.) and applicable regulations. It is understood and agreed that the Act shall not diminish the obligation of the Board of Education to comply with the provisions of this agreement which may provide greater leave rights and benefits than the Act, nor shall this agreement diminish any rights under the Act.

CATASTROPHIC SICK LEAVE BANK

a. The Catastrophic Sick Leave Bank (CSLB) is designed to assist employees who have exhausted their sick days due to catastrophic illness or injury.

b. CFEA members may voluntarily join the CSLB during the enrollment period below; long-term substitutes are not eligible.

c. CFEA members may contribute one sick day to the CSLB.

d. All contributions to the CSLB must be made on the Catastrophic Sick Leave Bank Contribution form and submitted to the Treasurer. The enrollment period thereafter will be from January 15th to February 15th of each year of the contract. The District shall send out an annual notice to bargaining unit members of the open enrollment period. The notice shall indicate employee eligibility and the number of aggregate days in the bank.

e. When the CSLB contains fewer than 100 days, members will be notified in writing and an open contribution/enrollment period will be determined by the CFEA President.

f. Days contributed to the CSLB will be deducted and reflected on the first payroll in March.

g. Once a sick day has been contributed to the CSLB, it cannot be returned to the member.

h. The CSLB will be administered by a committee composed of the CFEA President or designee, one member of the CFEA Executive Board, the Superintendent of Schools or designee, and the Treasurer.

i. Any CFEA member who has contributed a sick day to the CSLB is eligible to request days from the CSLB if (s)he meets the following criteria:

1. All of the member's sick leave is exhausted.

2. The member's absence is due to personal catastrophic illness, accident resulting in recovery from long-term injuries, or the catastrophic illness/accident of a spouse or child.

3. The member has submitted to the Treasurer written medical verification of the condition and the expected recovery period.

4. The member is not receiving any form of workmen's compensation or disability pay.

j. When written requests are made to the CSLB accompanied by the appropriate documentation, the CSLB committee shall meet to discuss the request. A member may request up to 30 days from the Sick Leave Bank during one school year.

k. Decisions of the Sick Leave Bank Committee will be final and are not eligible for the grievance process.

l. All records will be kept confidential and will not affect the member's status in the group health insurance.

ARTICLE V – GROUP INSURANCE FOR EMPLOYEES ON APPROVED UNPAID OR PARTIALLY PAID LEAVES OR RECALL LIST

A. Unless otherwise required by the 1993 Family and Medical Leave Act, employees on approved unpaid or partially paid leaves of absence or the recall list may maintain their hospitalization, dental insurance coverage, and other coverages, by paying the Treasurer

in advance monthly, the full cost of the premium, including any share normally paid by the Board of Education. The Board of Education shall continue to pay the life insurance premium.

B. In the event an employee begins, but does not complete a school year on a paid basis due to a Board-approved leave of absence, the employee shall be entitled to hospitalization and dental paid by the Board of Education through the first full month following the month in which unpaid leave began.

Any employee who completes the year shall have benefits paid for the months of June, July, and August,, except as provided in Article XIX, PAYROLL PRACTICES, D-1.

ARTICLE VI – BARGAINING UNIT VACANCIES

A. Definition

A vacancy shall exist whenever a new bargaining unit position is created, a current position will be open for a semester or more, when an employee dies, resigns, retires, is terminated, accepts an administrative position, is non-renewed for reasons other than reduction in force, or an employee takes a leave of absence which, based on available information, is expected to equal or exceed one semester.

B. Posting

When the Superintendent determines that a bargaining unit vacancy exists, it will be posted in each school building and electronically delivered to all Bargaining Unit Members via their school e-mail account address. The notice of the vacancy shall be posted in a conspicuous place accessible to employees. A vacancy need not be posted if an employee accepts recall to the position. Vacancies, other than supplemental positions, need not be posted if the position is for less than a full school year and will be filled in the succeeding year by the employee whose absence created the vacancy in the first place or if the position will be abolished in the succeeding school year. The CFEA President, however, will be notified of all bargaining unit vacancies.

In the case of bargaining unit vacancies which occur during the months of the summer vacation, reasonable efforts will be made to contact employees who have indicated interest in applying for the kind of vacancy to be filled. Employees interested in being contacted about vacancies which open during the summer vacation months shall leave with the Board of Education Treasurer, their name, summer address and telephone number. Notice of vacancies will be electronically delivered to the Bargaining Unit Members via their school e-mail account address for the duration of the posting during the summer vacation.

Posting may be waived if a vacancy occurs after August 10th.

Notice of each vacancy posting shall be mailed to the summer address provided by the employee. If after eight (8) days the Superintendent or his/her designee has not heard from the employee, then normal procedures in filling the vacancy shall occur.

Employees failing to notify the Treasurer of their interest in summer vacancies forfeit any claim to notice. The Board of Education, acting through its Superintendent of Schools, reserves the right to contact any present employee it wishes to consider for an opening, regardless of whether such employee has indicated an interest as described above.

C. Filling a Non-Supplemental Vacancy

Any employee may apply for such positions or for reinstatement to a previously held position. Members of the bargaining unit will be given serious consideration over applicants from outside the system, however, the administration retains the right to hire the best qualified applicant based on the interests of the students and the needs of the District. District employees will be afforded an interview and will be notified of their hiring status in writing prior to any public announcement of filling the position. When a transfer occurs, the transferee's previous position shall be considered a vacancy.

Upon written request of an employee applicant, a conference with the Superintendent or his/her designee will be held to discuss the reason(s) why another applicant was selected to fill the vacancy.

D. Reemployment of Retirees

Any bargaining unit member who retires under STRS and subsequently is reemployed in the district may be hired at a rate of pay equivalent to his or her academic training level and at step zero (0) for years of service as specified in the salary index contained in this agreement. (The rehired retiree can advance to a maximum of step three (3) on the salary index, with years of experience, upon rehire.) Said member may not hold the positions covered in #1 (Grade Level Chair/Department Head) or #2 (Curriculum Representatives) covered in Appendix D of this Agreement. Due to the automatic non-renewal at the end of each school year, said members shall not be subject to the entry year/mentoring program and the mandatory three observation process. Retire/rehire employees shall not be eligible for continuing contract. This provision and such salary and individual contract with a member expressly supersedes RC Section 3317.13 and all other applicable laws. All provisions in Article XII, Reduction in Force, shall apply to the member with the understanding that the member shall be considered a "Limited Contract Employee" with seniority being determined from the member's contract signing date which followed retirement. Such retired member is not eligible to receive a second severance payment upon leaving employment with the district. This provision of the agreement and such salary and contract will not be grievable under the grievance procedures of this agreement nor through any claim or action filed before the State Employment Relations Board (SERB) or any court of law.

ARTICLE VII – PERSONNEL FILES

A. The Board of Education shall maintain the only official personnel file for each employee in accordance with applicable Ohio Law.

B. The employee shall be given a copy of any material placed in his/her file after the date of initial employment. All material in the file must be relevant to the employee's job and shall be included in the file within a reasonable period of time following its receipt or preparation, unless the employee agrees to its inclusion at a later date. All material placed in the file should be clearly stamped with the date of inclusion in the file.

Any employee interested in discussing the relevancy of materials in his/her personnel file may request and shall be granted an opportunity to discuss questions of relevancy with the Superintendent. Material mutually deemed irrelevant shall be removed from the file. If there is disagreement between the employee and the Superintendent regarding the relevancy of materials, the employee may insert in the file a statement of the reasons why said material is irrelevant which shall be physically attached to the disputed material or challenge the inclusion of the material in accordance with Ohio law.

C. All materials placed in the employee's file shall be available in the Central Office where the employee or employee's representative with written authorization from the employee may examine them. Material included in this file may be used for personnel decisions if it is properly included according to the conditions stated in this Article.

D. If an employee misplaces or loses his/her copies of materials which have been placed in the personnel file, the employee may request another copy of such material and it shall be supplied to the employee at his/her expense.

E. If a member of the public wishes to examine the contents of an employee's personnel file, the employee shall be notified of such request. Prior to the inspection of the file, the employee may request the opportunity to meet with the superintendent regarding the procedures outlined in Item B of this Article. For security reasons, the superintendent or designee will be present during the examination.

ARTICLE VIII – WORK DAYS, SCHOOL CALENDAR, PLANNING TIME, PREPARATIONS

A. Work Days

The teacher work year shall consist of one hundred and eighty-five (185) days which will include the following:

1. Five (5) employee in-service and/or work days prior to the opening of school. At least one (1) continuous day shall be teacher-directed.

2. One (1) teacher-directed Secondary Records day (at end of first semester).

3. Two (2) teacher-directed Elementary Records days (at the end of the first and second trimesters). The Elementary Records day at the end of the first trimester will include one TBT meeting per grade level lasting not more than one (1) hour per grade level.

4. One (1) teacher-directed Records Day (following the last student day).

B. Parent/Guardian Conference Days/Open House/Staff Meetings/Chaperones

1. Fall parent/guardian conference days and elementary (PreK-6) spring conference days (approximately two (2) full-time equivalent workdays, up to but not exceeding fifteen (15) hours) shall be scheduled as evening in-person sessions each school year. Compensatory time for the evening sessions shall be taken as a full release day for students and staff during the school year. The fall conference release day will be the day preceding Thanksgiving; the spring conference release day will be the Friday immediately preceding Memorial Day for elementary (PreK-6) students and staff only. Conference time for grades 7-12 shall be one (1) full-time equivalent workday (up to but not to exceed 7.5 hours). At the preschool level, if the Superintendent or designee determines that additional conference days are necessary, the District will compensate at the member's pro-rated per diem rate for hours worked.

2. Any art or music teacher involved in after-school music concerts/performances and the art show shall be released from attending Fall and Spring Conferences. The Media Specialist that is involved in book fair shall not be required to attend conferences.

3. Teachers are required to attend up to ten (10) staff meetings outside of the school day per school year. Such meetings should not last longer than one (1) hour.

4. Teachers are required to attend and participate in one (1) event for a maximum of four (4) hours designated by the Superintendent outside of the school day per school year.

C. School Calendar

1. The Superintendent and CFEA President or Designee will collaboratively develop two (2) calendars prior to January 15 of each school year. Thereafter, copies shall be distributed to employees and a vote taken to determine the most preferred calendar. The calendar receiving the most votes shall be presented to the Board for consideration.

2. The Board of Education will approve the following year's calendar prior to the end of the current school year. Copies will be sent to each employee via their school e-mail account address.

D. Hours

1. The employee workday shall be seven and one half (7.5) consecutive hours.

2. The employee workday shall not begin prior to 6:20 A.M., nor shall it end after 4:00 P.M.

3. K-12 employees are expected to be at school 10 minutes prior to their first scheduled duty or assignment.

4. Teachers that travel from one campus to another for a teaching assignment will be allotted a minimum of fifteen (15) minutes of travel time. Parking spaces will be designated for traveling teachers at each building.

5. The starting and ending times of the employee day may be adjusted providing the following conditions are met.

   a. Any change is implemented as of the beginning of a school year.

   b. Employees are sent notice by August 1 preceding the beginning of any school year in which a change is implemented.

6. The Board shall have the right to determine the number of periods in the teacher workday.

E. Elementary Schedules (Grades PreK-6)

1. By November 1 of each year, the Association will appoint up to three teachers to serve on the Master Schedule Committee for each elementary school. Each committee will be chaired by the building administrator. The committee's responsibility is to analyze the current schedule, study alternatives, and make recommendations for consideration by the Superintendent.

2. Times in this section are based on a five-day week, 7.5 hour work day, with a regular instructional schedule. Shortened weeks and modified schedules due to special programming will periodically affect the minimum/maximum minutes stated in this Section, but such variations will not be deemed a violation of this Section.

3. The elementary schedule shall include the following:

   a. A weekly maximum of 1,640 classroom instructional minutes, defined as direct instruction to a class section of students.

   b. A minimum of a fifty (50) minute duty-free lunch.

c. The elementary schedule shall include a minimum of three hundred (300) minutes per week for planning, in minimum blocks of twenty (20) minutes. In any given month, the Board may schedule no more than three (3) fifty-five (55) minute principal-directed professional development meetings and one (1) fifty-five (55) minute teacher-based team meeting during this planning time. Part-time teachers shall receive planning time prorated based on hours worked.

3. For the purpose of this Section, planning time includes but is not limited to the following: assessing student work or needs or creating classroom plans; conference time means time spent in teacher/teacher, teacher/student, teacher/parent-guardian, and/or teacher/administrator conferences.

F. Secondary Preparations

Secondary employees (Grades 7-12) shall not be assigned more than three (3) different class preparations without good cause. If, for good cause, more than three (3) preparations are required by the administration, a conference will be held with the employee, and the employee shall have the right to be accompanied by a CFEA representative.

G. Educators of Students with Disabilities

1. Bargaining Unit Members assigned to co-teaching or inclusion classrooms shall receive four (4) release days per year, to be educator directed for the purpose of collaborative planning. When the co-teaching or inclusion assignment involves multiple general education teachers, the release day shall be shared between those teachers. Intervention specialists (IEP case managers), that do not have a co-teaching schedule shall receive two (2) release days per year to be educator directed for the purpose of collaborative planning. The intervention specialist will identify the necessary general education teachers involved with the serving of a student's individual education plan to share in the collaborative planning process on each release day.

2. Selection of the day in which the release shall occur must be approved by the building principal in advance.

H. Secondary Schedule (Grades 7-12)

1. By November 1 of each year, the Association will appoint up to five teachers to serve on the Master Schedule Committee for the secondary campus. The committee will be chaired by the secondary administration and have representation from the middle and high schools. The committee's responsibility will be to analyze the current schedule, study alternatives and make recommendations for consideration by the Superintendent.

2. For purposes of this Section, times are based on a five-day week, 7.5 hour work day with a regular instructional schedule. Shortened weeks and modified schedules due to special programming will periodically affect the maximum/minimum minutes stated in this Section, but such variations shall not be deemed a violation of this Section.

3. The secondary schedule shall include the following:

Instructional Time
A weekly maximum of one thousand five hundred (1,500) classroom instructional minutes, defined as direct instruction to a class section of students.

Lunch
A minimum of a thirty (30) minute duty-free lunch.

Planning and Conference Time
A minimum of two hundred twenty-five (225) minutes per week for planning and conference time in minimum blocks of twenty (20) minutes. Planning time includes but is not limited to assessing student work or needs or creating classroom plans. Conference time means time spent in teacher/teacher, teacher/student, teacher/parent-guardian, and/or teacher/ administrator conferences. Part-time teachers shall receive planning time prorated based on hours worked.

Student Support/Advisory Programming
A weekly maximum of two hundred ten (210) minutes of student support/advisory time in grades 7-12. Student support/advisory time may include, but is not limited to, student advisory activities, enrichment opportunities, academic intervention and support, school programming, and relationship-building activities. On designated days, a portion of this time may be used for teacher collaboration, curriculum work, lesson design, data analysis, and other instructional improvement activities. At the 9-12 level, student advisory time shall not exceed one hundred sixty (160) minutes.

Duty Assignments
A weekly maximum of two hundred fifty (250) minutes of duty time for purposes of additional duties and responsibilities outside the regularly scheduled classroom teaching/instructional assignment. This includes, but is not limited to, study hall, lunch duty, and, when needed, substitute coverage. The Administration will give consideration to rotation of these assignments among teachers. Student support/advisory assignments shall not be considered duty assignments.

4. A maximum of twenty-four (24) secondary teachers per year may be assigned six (6) classes. Teachers assigned to teach a sixth (6th) class will not be assigned a

duty or advisory period. Teachers who teach a sixth (6th) class will be paid an additional stipend of two thousand two hundred fifty dollars ($2,250) per semester.

5. The administration shall inform the CFEA President of the necessity for a sixth class and work collaboratively with the department chairperson to assign the class. Consideration of rotation of staff will be given.

6. Any teacher assigned to six classes will not carry load greater than 150 students average per year, excluding special classes (music, art, health/physical education, business, computer science, family consumer science).

I. Class sizes will be determined in accordance with Board Policy.

J. The parties recognize that IEP/504/ETR meetings may occur in a virtual setting.

K. Teachers accepting a supplemental contract to provide home instruction may do so virtually on a case-by-case basis.

L. Moving Classrooms/Buildings

Teachers who are moving from building to building or classroom to classroom shall have furniture, equipment, and packed items moved by the Chagrin Falls School District. Teachers shall be paid a stipend of one hundred fifty dollars ($150.00) per day for up to two (2) days to pack and unpack the classroom.

ARTICLE IX – EVALUATION

A. Assessment of Teacher and Counselor Performance

1. The Board of Education is responsible for a standards-based teacher evaluation policy and related practices that conform to the framework for evaluation of all teachers as approved by the State Board of Education and aligns with state law. All teachers will be evaluated pursuant to the Ohio Teacher Evaluation System 2.0 ("OTES 2.0"), as adopted by the state and as reflected in Board policy. OTES 2.0 is a professional growth model and is intended to be used to continually assist educators in enhancing teacher performance. An effective professional growth model considers a teacher's instructional strengths and identified growth areas, while supporting identified focus areas. This process is to be collaborative, ongoing and supportive of the professional growth of the teacher.

2. All counselors will be evaluated pursuant to the Ohio School Counselor Evaluation System ("OSCES"), as adopted by the state and as reflected in Board policy.

3. Teacher and counselor evaluation results in assignment of an effectiveness

rating of: (a) Accomplished; (b) Skilled; (c) Developing; or (d) Ineffective.

4. Teachers and counselors will be scheduled for evaluations according to Board policy. By September 1 of each year, Administration will provide notice to members who are "on cycle" for evaluation for the current year. This notice shall contain a list of potential evaluators and the process for requesting an evaluator. If eligible to request an evaluator, the teacher or counselor must notify the Superintendent or designee of his/her intent by September 10. All requests are subject to approval by the Superintendent or designee.

5. Components of a full "on cycle" evaluation consist of a Professional Growth Plan or Improvement Plan, two (2) conferences, at least two (2) formal observations of at least thirty (30) minutes each, and at least two (2) classroom walkthroughs. In any year that the teacher's limited contract is set to expire or in any year that the teacher may be considered for continuing contract, the teacher will be placed "on cycle" as outlined above, and the teacher shall receive at least three (3) formal observations.

6. All teachers subject to OTES 2.0 and counselors subject to OSCES will be evaluated on their expertise and growth in the classroom and school setting. Teachers with an overall Accomplished or Skilled final holistic evaluation rating may request their credentialed evaluator for the evaluation cycle. Teachers with an overall Developing or Ineffective rating will be assigned the credentialed evaluator for the evaluation cycle. Employees are required to submit their input or request for an evaluator by September 10.

7. A credentialed evaluator is one who:

    a. possesses the proper certification/licensure to be an evaluator, or whom the Superintendent and CFEA Executive Committee has deemed may be an evaluator

    b. is approved as an evaluator by the local Board of Education

    c. is a credentialed OTES 2.0 evaluator for teacher evaluations and is a credentialed OSCES evaluator for school counselor evaluations

    d. is a District employee (not a purchased service)

B. The Observation Process

The formal observation process consists of a pre-conference, formal observation, walkthroughs, and a post-conference. The observation process may differ depending on whether the teacher is "on cycle" or "off cycle." Both the teacher and evaluator may bring evidence (to the pre- and post-conferences).

C. Classroom walkthroughs are informal observations of fewer than thirty (30) minutes.

Walkthroughs (for the purposes of evaluation) may occur periodically and may be unannounced. The evaluator will give written feedback to the teacher within three (3) school days through the OTES/OhioES website. There is no formal pre-conference or post-conference for classroom walkthroughs. However, a teacher may request to meet with the evaluator following the receipt of written feedback.

D. Pre-Observation Conference

1. The purpose of the pre-observation conference is to provide the evaluator and teacher with an opportunity to discuss the following:

   a. Lesson or unit objective(s)

   b. Prior learning experiences of the students

   c. Characteristics of the learners/learning environment

   d. Instructional strategies that will be used to meet the lesson objectives

   e. Student activities and materials

   f. Differentiation based on needs of students

   g. Evidence collected to demonstrate student learning

2. This communication will take place during a formal meeting, and will be recorded electronically in OTES/OhioES. The pre-observation conference will be scheduled for a mutually-agreeable date and time. If no agreement on a date/time is reached, the conference will be scheduled by the administrator to occur within seven (7) school days of the formal observation date. If the pre-observation conference is canceled for any reason, every effort will be made to reschedule the conference in order to maintain the scheduled formal observation date.

3. The conference will also give the teachers an opportunity to identify areas in which they would like focused feedback from the evaluator during the classroom observation.

4. The teacher and evaluator should set a specific date and time for the formal observation to take place, and change this scheduled date and time as necessary if the observation is not conducted as planned. In that case, a second pre-observation conference may be scheduled at the teacher's request.

E. Formal Observation

A formal observation shall consist of a visitation of a class period or the viewing of a class lesson which the evaluator shall schedule in collaboration with the teacher. The

observation should be conducted for a minimum of thirty (30) minutes but no longer than an entire class period. During the classroom observation, the evaluator shall document specific information related to teaching and learning, per the evaluation rubric. Each formal observation will be analyzed by the evaluator using the OTES 2.0 *Teacher Performance Evaluation Rubric* from the State Board of Education ("SBOE"). The evaluator will complete a narrative, recorded electronically within five (5) school days after the observation. Formal observations will not include videotaping or sound recordings except with the prior written permission of the teacher.

F. Post-Observation Conference

1. The results of each formal (holistic and focused) observation shall be reviewed with the teacher during the post-observation conference, within ten (10) school days after the observation. Professional conversations between the evaluator and the teacher during the post-observation conference will provide the teacher with feedback on the observed lesson, and shall center on areas of focus and growth.

2. The discussion between the evaluator and teacher should focus on successful aspects of focus areas when applicable and areas of growth. Teachers may bring additional evidence that supports the lesson observed to share with the evaluator at the conference. This may be considered evidence of student learning or evidence to support the teacher's performance. The evaluator's recommendations may become part of the teacher's professional growth plan.

G. High-Quality Student Data (HQSD)

HQSD is derived from District-determined instrument(s) rigorously reviewed by locally determined experts selected at the District's discretion. HQSD provides evidence of student learning attributable to the teacher being evaluated. Use of HQSD shall comply with State law.

H. Pursuant to Ohio Revised Code, the Board and the Association agree that the Board shall not conduct an evaluation of a teacher who: (1) was on leave for fifty percent (50%) or more of the school year, as calculated by the Board; or (2) has submitted notice of retirement, which has been accepted by the Board on or before December 1, of the current school year.

I. OTES/OhioES Compliance Issues

When prompted by the OTES/OhioES system or requested by administration, employees will "pin off" (i.e., acknowledge the input of) information entered into the system in a reasonable period of time. When either party is required to make an entry into the OTES/OhioES system, the parties recognize that a certain degree of latitude may be granted as to the deadline for compliance so long as such information is input

in good faith within a reasonable period of time. In determining reasonable period of time, extenuating circumstances will be considered.

J. Non-OTES/Non-OSCES Bargaining Unit Members

This section shall apply to the evaluation of bargaining unit members who are not subject to OTES 2.0 or OSCES, including but not limited to library/media specialists, speech language pathologists, occupational therapists, physical therapists, instructional coaches, and school psychologists. For those bargaining unit members, the District shall implement an applicable evaluation process and related form(s) that assesses the relevant competencies of the bargaining unit member. The process and form shall be developed with input from CFEA and the affected members of the respective fields.

K. The Association and the Board agree to establish a joint Evaluation Committee (OTES Committee) in order to assess HQSD options, attempt to reach consensus regarding HQSD, and make recommendations regarding HQSD.

1. This committee shall be comprised of equal numbers, not to exceed four (4), of Association members (designated by the Association) and Administrative representatives appointed by the Superintendent. Ad hoc members may be called for expertise in specialized areas.

2. Committee members shall be representative of elementary, middle, secondary, and specialty areas within the District.

L. Professional Growth and Improvement Plans

1. A Professional Growth Plan is a written plan, self-directed by teachers rated Accomplished, jointly developed between the teacher and evaluator for teachers rated Skilled, and guided by the assigned evaluator for teachers rated Developing. Professional Growth Plans are designed for the purpose of continuing teacher growth focused on areas identified in the teacher's observations and/or evaluation.

2. An Improvement Plan is a detailed, written plan that a teacher rated Ineffective is placed on by his/her assigned evaluator, however the administration has the discretion to place any teacher on an Improvement Plan at any time based on deficiencies in any individual component of the evaluation system.

3. Professional growth and improvement plans shall be aligned to the teacher's evaluation and, if applicable, include component(s) of the District or building level goals and strategic direction.

4. No Professional Growth Plan will have more than two (2) achievable goals per Evaluation Cycle.

5. No Improvement Plan will have more than three (3) achievable goals per Evaluation Cycle.

ARTICLE X – CFEA AND EMPLOYEE RIGHTS

A. Use of School Buildings

The CFEA and its representatives shall have the right to use school buildings, upon written request and approval from the administrator, at all reasonable hours, for meetings, provided that when custodial service is required, the CFEA will pay the actual cost of the CFEA requested and/or required custodial services. No charge shall be made for use of school rooms during normal school open hours. Said charge shall be the actual cost incurred by the Board of Education.

B. Duly Authorized Representatives

Duly authorized representatives of the CFEA and their respective affiliates shall be permitted reasonable access to school property in order to transact official CFEA business. CFEA business shall not be conducted during employee classroom time or any employee supervisory duties. Duly authorized representatives shall be responsible for checking in with the school office in accordance with the procedures for any school visitors.

C. Use of Bulletin Boards or Mailboxes

The CFEA shall have the right to post notice of its activities and matters of CFEA concern on employee bulletin boards. The CFEA may use employee mailboxes, including electronic mailboxes, for communications to employees and may make announcements of meetings at faculty meetings with the principal's permission.

D. Board of Education Meetings

The CFEA shall be notified of all Board of Education meetings as much in advance as possible. The CFEA shall receive a copy of the agenda for each Board of Education meeting and will receive a copy of the Board of Education minutes of each meeting.

E. Orientation Meetings

The CFEA shall be afforded an opportunity to address new employees during the orientation day prior to the opening of school. A general meeting, if scheduled, or meetings in the individual schools may be used for this purpose.

F. Employee Schedules

Prior to July 10, each employee shall be given a schedule of his/her assignment for the coming school year. This schedule shall include the building assignment and the classes to be taught. Changes may be made in the foregoing by the administration after

consultation with the affected employee. If the employee cannot be reached at the number and address left with the building principal prior to summer vacation, the administration may effect the necessary change.

G. Dues Deduction

The employer agrees to deduct from the wages of any employee-member of the Association, the dues, initiation fees and assessments of the Association, upon presentation of a written deduction authorization from any member of the Association. This deduction shall be without cost to the Association or the member. Dues deductions shall not be provided for any other competing organization, unless and until a collective bargaining agreement requires such deductions.

Deductions of the annual dues and assessments will be made in as nearly equal pay period installments during the school year and in an amount determined by the Association. Deductions shall begin with the first pay period in October and end with the last pay period in June.

All monies deducted for such purposes shall be sent to the Association not more than five (5) days following the collection. Accompanying each deposit notification will be a complete listing of the names of the members for which a payroll deduction was made.

The Board of Education assumes and accepts no responsibility or liability for deductions and payments other than:

1. To make deductions upon written request of the employee.

2. To forward the payment to the organization on the employee's written request the same day as the pay date.

The CFEA assumes full responsibility and liability for any claims for the enforcement of this Article provided the Board of Education follows the provisions contained herein.

Association membership is annual with the membership year being September 1 through August 31. Dues deductions shall be on a continuous basis following the submission of a written dues deduction authorization form. For all school years following the submission of the dues deduction authorization, dues shall continue without the need to resubmit additional authorization forms, unless between August 1 through August 31 the member employee discontinues membership and/or payroll deductions by providing written notice to the CFEA President and the Board of Education Treasurer. A member may cancel their membership outside of the aforementioned cancellation period but shall be responsible for all remaining dues and assessments of the current membership year. On or before September 10 of each school year the CFEA Treasurer shall provide the Board of Education Treasurer with a list of all CFEA members and the total amount of dues to be deducted.

The Board of Education shall withhold the balance of any dues from the final paycheck of anyone who resigns, retires, takes leave (including maternity/paternity leave), is terminated, or is denied membership. The CFEA Treasurer will be notified by the Board of Education when any employee meets any of the above criteria. Employees employed by the district after October 1, of any school year may have dues deducted in even installments from the remaining paychecks that will coincide with the dues deducted for other CFEA members.

ARTICLE XI – PROCESSING OF COMPLAINTS OR CONCERNS

A. The parties recognize that attempting to resolve both internal and third-party complaints or concerns at the lowest level possible is encouraged and advisable. This informal complaint procedure does not supplant or supersede management rights to address employment/professional concerns with bargaining unit members, nor does it supplant or supersede an employee's right to due process.

"Internal complaints" shall be defined as complaints or concerns asserted by individuals who are District employees at the time the complaint is made.

"Third-party complaints" shall be defined as complaints or concerns brought by individuals who are not District employees.

When administration identifies a complaint/concern that may be suitable for informal resolution, the following process shall apply:

1. Step 1. The complainant will discuss the complaint or concern with the staff member(s) involved. The affected staff members will have the opportunity to remedy the complaint or concern with the complainants. All relevant information including the nature of the complaint or concern, the name(s) of the complainant(s), and any resolution outcome will be forwarded to the immediate supervisor. The immediate supervisor will provide all necessary information to the affected staff member(s).

2. Step 2. If the staff member(s) and the complainant cannot satisfactorily resolve the problem at Step 1, either the complainant(s), the staff member(s), or the immediate supervisor may request a meeting of all parties with the immediate supervisor and CFEA representative (if requested) present. Unless mutually-agreed upon otherwise, the staff member will be given at least two (2) days advance notice of the date, time, and place of the conference.

3. Step 3. If the complaint/concern is not satisfactorily resolved at Step 2 and further action may be warranted, the immediate supervisor will inform the Superintendent. The notification from the immediate supervisor to the Superintendent must be in writing and contain the following: 1) the specific nature of the complaint and brief statement of the facts giving rise to it; 2) the respect in which it is alleged that the complainant has been adversely affected;

and 3) the action which the complainant wishes taken and the reasons for such action. The Superintendent will determine the subsequent course of action.

B. Formal Complaint/Investigation Notice Procedure

1. The administration has the authority to determine when it is necessary to conduct a formal investigation based upon a complaint or allegations levied against an employee.

2. Typically, the teacher will be informed of the investigation prior to the District interviewing students or CFEA members who are not complainants. However, the parties recognize that each situation must be handled on a case-by-case basis depending upon the nature and severity of the underlying complaint/allegations, as well as the steps required to conduct a full and fair investigation. Therefore, prior notice may not be provided in situations of extenuating circumstances, including but not limited to those related to health, safety or welfare of a student or staff member, a potential criminal or third-party agency investigation or where evidence may be compromised or destroyed.

3. The employee who is the subject of the investigation may be accompanied by a CFEA representative at any conference with administration relating to the investigation of a complaint or allegations.

C. Anonymous Complaints

Anonymous complaints or concerns against staff members that are not corroborated or confirmed shall not be used in evaluations, discipline, decisions of assignment or placed in an employee's official personnel file.

D. Opportunity for Rebuttal

If the complaint or concern is placed in the staff member's personnel file, or used in an evaluative or disciplinary manner, the staff member shall be notified in writing (e.g., provided a copy of the document being placed in the file) and be given the opportunity to write a rebuttal to such record for placement in the personnel file.

E. Open Communication

Nothing contained in this procedure shall be construed as limiting the individual right of an employee having a complaint or concern to discuss the matter informally with members of the administration through normal channels of communication.

ARTICLE XII – REDUCTION IN FORCE

A. Scope of Procedure

If the Board of Education determines that it is necessary to reduce the size of the teaching staff, the Board of Education may do so. The Board reserves the right to non-renew limited contract employees in accordance with the Ohio Revised Code.

Limited contract employees may be suspended and the validity of the reason(s) for a reduction of limited contract employees is solely a matter of Board of Education discretion. The preceding sentence shall in no way be construed as guaranteeing renewal of limited contract employees. All those whose limited contracts are renewed and then suspended on account of the planned reduction shall have recall rights as specified herein.

Continuing contract employees may be suspended for any of the reasons contained in ORC 3319.17, as well as for declining enrollment in a particular subject or financial reasons. In the event of the suspension of the contract of any employee for the purpose of a reduction in force, the suspension shall become effective with the beginning of a school year and the employee shall be notified not later than June 1 of the school year preceding the effective date of the contract suspension.

The CFEA President shall be notified in advance of the Board of Education meeting at which time action on the proposed reduction in force shall occur. Notification shall be in writing and shall include the positions in each area of certification affected by such reduction in force.

The procedures contained in Section B through H of this Article shall not apply to an employee filling a leave of absence nor an employee whose contract nonrenewal is governed by the evaluation procedures of this Agreement.

B. Attrition

The number of employees affected by a reduction in force will be kept to a minimum by not employing replacements insofar as practical for employees who resign, retire, go on leave, or whose limited contracts are not renewed as a result of performance.

C. Reduction Other Than By Attrition and Non-Renewal

1. To the extent that reductions are not achieved through attrition and non-renewal, any reduction will result first in the layoff of limited contract employee(s) who were not non-renewed. Continuing contract employees have preference over all limited contract employees and may exercise this preference to remain employed over limited contract employees in any area of their certification/licensure. No preference is given to any employee based on seniority, except when making a decision between employees who have comparable evaluations.

2. For purposes of this Article only, evaluations are deemed "comparable" as follows:

a. The overall evaluation rating shall be based upon the most recent three (3) year average. The average rating shall be computed using the following formula:

Evaluation Rating	Points
Accomplished	3
Skilled	3
Developing	1
Ineffective	0

b. The average three (3) year evaluation rating shall be computed by adding the points for each evaluation and dividing by the number of evaluation years. For example, if an employee receives an Accomplished (3 points), Skilled (3 points) and a Developing (1 point) rating, the employee's three-year average will be 2.33.

1. In calculating the overall average, a teacher who has been employed less than three full years with the District shall receive only the points awarded to him/her for the year(s) evaluated, which shall then be divided by the number of evaluation years to determine the employee's average rating.

2. In calculating the overall average for a teacher who is "off-cycle" due to a prior Skilled or Accomplished rating, the "off-cycle" year shall be given the same point value attached to the evaluation leading to the "off-cycle" year(s).

3. In calculating the overall average, a teacher who may be on leave or otherwise does not receive an evaluation in the current year shall receive the point value attached to the last full-cycle evaluation.

3. Seniority

If two (2) or more employees have the same length of continuous service in the bargaining unit, seniority shall be determined by:

a. The greatest amount of bargaining unit service in the Chagrin Falls Schools, even if interrupted, if still equal by

b. Total teaching experience, if still equal by

c. Coin toss or drawing of lots with employee present, if desired by the employee.

Length of continuous service shall not be interrupted by authorized leaves of absence, but time spent on leaves of absence shall not be counted towards seniority. Employee(s) who work less than full-time shall earn seniority on a proportionate basis [i.e. an employee who has worked two (2) consecutive school years on a one-half (1/2) time basis shall be credited with one (1) year as seniority].

D. Reassignment Retraining

In the event that an employee is assigned to an area on his/her certificate/license which the employee has not taught at least one (1) class a day for 120 days minimum (as required for credit on the state minimum salary schedules set forth in ORC 3317.13) in any of the five (5) years preceding the school year in which the reassignment will occur, or, in the event that an elementary certified employee is assigned to teach a subject area at the seventh or eighth grades and that employee has not taught that subject area at the seventh or eighth grade in any of the last five (5) school years preceding the school year in which the reassignment will occur, the employee may be required to complete up to three (3) semester hours or may elect to complete up to six (6) semester hours of course work in that subject area. The courses will be submitted to the LPDC in advance for approval. The courses shall be completed within the year following the receipt of notice of reassignment. Expenses of the employee taking courses pursuant to this provision shall be reimbursable in accordance with Article XIII BOARD OF EDUCATION REQUESTED COURSE WORK.

E. Reduction in Force List and Status Upon Recall

Employee(s) selected for reduction shall be placed upon a reduction in force list. A current copy shall be given to the CFEA President. [Employee(s) whose contracts are not renewed for reasons other than reduction in force shall not be placed on this list.] Employee(s) on the list shall be offered reemployment to positions for which he/she is certified/licensed and/or qualified. Seniority shall not be the basis for recalling an employee, except when making a decision between employees who have comparable evaluations. Employee(s) recalled to a position shall resume the contract status held prior to the reduction and shall be credited with the sick leave accumulation and years of service for salary schedule placement held prior to the reduction. The seniority of a recalled employee shall be calculated (for further RIF consideration) as if service were not interrupted. Employee(s) on the recall list shall have access to the grievance procedure in the event recall is based on seniority and there is a disagreement over their order of recall.

F. Notice of Recall

In the event a vacancy becomes available in a position for which the employee is certified/licensed and/or qualified, the Board of Education shall recall an employee to active employment status by giving written notice. Said written notice shall be sent to the employee by registered or certified letter addressed to the employee's last known address. It shall be the responsibility of each employee to notify the Board of Education of any

change in address. If an employee fails to accept active employment status within fifteen (15) calendar days (excluding Saturdays, Sundays, and holidays) from the date said notification was delivered, said employee shall be considered to have declined the offer but shall remain on the recall list. An employee shall forfeit recall rights if the offer is for full-time work for a full school year unless the employee is under contract to another school district, or, in the case of part-time employees, if the recall is for work equivalent to that which the part-time employee previously held.

An employee on a reduction in force list shall be offered a short-term recall opportunity to fill a temporary opening in his/her area(s) of certification/licensure, providing no reassignments of students or employee is required. Short-term recall is defined as service which is expected to last for at least thirty (30) work days in a single assignment. During this period the employee shall receive his/her per diem rate according to the salary schedule placement reflecting his/her status at the time of suspension. He/she shall not lose his/her recall status should temporary employment not be accepted; nor shall he/she earn additional time on the recall list or gain in seniority while on temporary recall status. Employees interested in temporary recall options must request consideration in writing to the Superintendent and provide him/her with a phone number where the employee may be reached day and evening within a period of five (5) days. In order to assure continuity of instruction, the employee must be reachable and able to accept the temporary recall assignment within five (5) calendar days. An employee offered short-term recall to fill a temporary opening shall not be required to retrain, nor shall they be eligible for reimbursement from the Fund.

An employee on limited contract at the time of reduction shall be retained on the recall list for thirty-six (36) months.

An employee who was initially hired on a part-time basis shall have recall/advancement rights only for the subject area(s) to which the employee was initially assigned plus any other subject area(s) to which the employee may have been assigned following the employee's initial assignment up to the maximum of the part-time employee's greatest part-time employment. The employee initially hired on part-time basis shall not have recall rights to subject areas on the employee's teaching certificate unless the employee is hired for or subsequently assigned to that subject area.

G. Part-Time Employees

Previous full-time employees who are now regularly employed on a part-time basis shall be offered the opportunity to fill full-time vacancies, or vacancies offering work which provides greater employment time than their existing position. An employee initially hired on a full-time basis and subsequently reduced to part-time basis, shall have recall/advancement rights to any subject area(s) for which the employee is certified and/or qualified (with Reassignment/Retraining Requirement).

An employee who was initially hired on a part-time basis shall have recall/advancement rights only for the subject area(s) to which the employee was initially assigned plus any other subject area(s) to which the employee may have been assigned following the

employee's initial assignment up to the maximum of the part-time employee's greatest part-time employment. The employee initially hired on part-time basis shall not have recall rights to subject areas on the employee's teaching certificate unless the employee is hired for or subsequently assigned to that subject area.

H. An employee reduced under this article may maintain, hospital, surgical, major medical, prescription, and dental coverage by paying in advance, either monthly, semi-annually or annually at the discretion of the employee, the full cost of the premium, including any share normally paid by the Board of Education, to the Treasurer of the Board of Education unless the carrier does not permit this practice.

ARTICLE XIII – BOARD OF EDUCATION REQUESTED COURSE WORK

If the Superintendent recommends to the Board of Education that an employee take additional course work and the Board of Education approves the recommendation, the employee shall be requested to do so in writing. If the employee agrees to take the course(s), tuition, fees, and other expenses, shall be specified in advance and shall be paid subject to Board of Education approval. Reimbursement shall be made by the Board of Education to the employee not later than the satisfactory completion of the course work.

ARTICLE XIV – DRUG-FREE WORKPLACE

A. Board of Education Policy

All employees shall receive a copy of the Board of Education adopted resolution and procedures regarding a drug-free workplace, which shall apply to each employee and shall be followed.

B. Prohibitions

All employees shall refrain from the use, manufacture, distribution, or possession of controlled substances or alcohol while in the workplace. All employees shall refrain from the use of tobacco while in the workplace.

C. Definitions

For the purpose of this provision, the following definitions shall apply:

1. "Drug Abuse Offenses" shall be defined as the unlawful possession, use or distribution of controlled substances and alcohol.

2. "Workplace" is defined as any area under the control of the Board of Education or at any Board-funded activity, regardless of location.

D. Violations

An employee accused of being in violation of this provision shall be afforded due process and shall not be disciplined without just cause.

E. Rehabilitation

For employees who are first offenders in the workplace, the corrective action shall include a requirement for the employee to complete an appropriate rehabilitation program provided by the Board of Education, unless otherwise determined under Section F. below.

F. Disciplinary Action

Drug abuse offenses may result in just cause discipline. Such discipline may ultimately result in termination of employment in accordance with the Ohio Revised Code and the provisions of this Agreement.

G. Reporting

Any employee convicted under a criminal drug statute of an offense occurring in the workplace must report their conviction to the Superintendent no later than five (5) work days after the conviction. Failure to do so may result in discipline for just cause.

H. Education

The Board of Education shall provide a drug-free awareness and education program for all employees.

ARTICLE XV –CONTINUING CONTRACTS

Continuing contracts will be granted pursuant to Ohio Revised Code no later than the final Board of Education meeting in May of each year.

Each year, no later than September 1, the Superintendent or designee shall provide a memo to all teachers on limited contract setting out the criteria for eligibility for continuing contract. The memo also shall set out the options available in the event continuing contract status is not approved. Teachers who believe they are or will be eligible for consideration for continuing contract status and will have completed the requirements by April 30 of that school year and wish to be so considered, shall notify the Superintendent or designee by September 15.

By October 1, the Superintendent or designee will confer with the teachers who have expressed an interest in being considered for tenure to discuss the process. This informational meeting may be done in a group setting. A teacher who does not notify the Superintendent of his/her intent to be considered shall not be eligible for consideration for continuing contract status during that school year and waives any such right to receive a continuing contract for that year.

A teacher who expresses her/his intent to be considered and is not able to complete the steps required or who wishes to withdraw from tenure consideration shall notify the Superintendent of that fact not later than April 1. In this case, such teacher shall not be eligible for continuing contract but shall not experience another employment consequence solely as a result of not completing the continuing contract eligibility requirements. However, such teacher may be non-renewed in compliance with the collective bargaining agreement and Ohio law. If such teacher remains employed by the District, he/she shall not be required to, but may elect to apply for continuing contract consideration in a subsequent year.

With respect to continuing contract consideration only, this provision shall supersede conflicting provisions in Ohio Revised Code to extent permitted by law. However, nothing herein supersedes the Board's discretion to determine whether a teacher will be approved for a continuing contract.

ARTICLE XVI – SUBSTITUTION BY EMPLOYEES OF THE BARGAINING UNIT

Employees may be asked to substitute during their conference/planning period(s). Employees agreeing to substitute during their conference/planning period(s) shall be compensated at a rate of Thirty Five Dollars ($35) per hour or receive one (1) compensatory day for every seven and one half (7 ½) hours of substitution.

A teacher may receive no more than two (2) compensatory days per year. Hours accumulated towards such leave may carry over from year to year. Compensatory days may not be used consecutively. A minimum of seventy-two (72) hours' notice must be given prior to use. Leave shall not conflict with professional responsibilities related to but not limited to conference days, open house, district in-service days, etc. and in all cases be subject to approval by the building principal with appeals to the Superintendent.

ARTICLE XVII – ATTENDANCE OF EMPLOYEE'S CHILDREN

Employees may enroll their children in Chagrin Falls Exempted Village Schools, as of the beginning of any school year, provided the Board of Education shall not be required to provide additional education services to the children of employees which are not ordinarily locally provided to students. Employees will complete open enrollment paperwork articulated in Board policy.

It is understood that the employee shall provide transportation and that the children shall arrive at and leave their school(s) on the same time schedules as other pupils, thereby assuring that the parent/employee's duties or the duties of other employees shall not be interrupted as a result of this benefit.

Specifically, the parent/employees will make arrangements for the off-site care of their children before and after school which will not interfere with their regular and/or supplemental job duties and responsibilities. Child care by any employees during regular or supplemental working hours is inappropriate and will be considered a violation of this Article. Continuation of this benefit for each employee will be contingent upon compliance with this Article.

ARTICLE XVIII – COMPENSATION

A. Salary Schedules

1. The base salary shall increase as follows:

   July 1, 2026 – three percent (3.00%)
   July 1, 2027 – two and one-quarter percent (2.25%)
   July 1, 2028 - two and one-quarter percent (2.25%)

   The salary schedules are in Appendix A.

2. Payment for advancement to the next higher education (training) level for employees beyond Step 20 of the salary schedule shall be calculated by subtracting the amount at Step 20 of the previous education level from the amount at Step 20 of the new education level and adding the difference to the employee's salary to determine the new previous year's salary.

3. The salaries of part-time employees shall be prorated. Any part-time employee may be required to work full-time, provided that the Superintendent gives the employee at least sixty (60) calendar days written notice before the change takes effect.

B. Interscholastic/Co-Curricular Salary Schedules

All supplemental salaries shall be paid at the rate set forth in the attached INTERSCHOLASTIC/CO-CURRICULAR SALARY SCHEDULE (Appendix C).

Schedule 1	-	District Interscholastics
Schedule 2	-	High School Co-Curriculars
Schedule 3	-	Middle School Co-Curriculars
Schedule 4	-	Elementary Co-Curriculars
Appendix D	-	Grade Level Representatives/Department Heads/ Curriculum Representatives/Events Helpers

For the purposes of determining placement on any one of the schedules, total years' experience in any one activity shall be used (for example, 3 years as an assistant football coach would put a reassignment level to head coach at level 4). The District shall track the number of years of experience.

C. Year-Long Building Substitutes

The Board may hire year-long building substitutes. Until a year-long building substitute teacher serves sixty-one (61) consecutive days in the District, the substitute teachers shall be excluded from the bargaining unit of the Association and will not be subject to the terms and conditions of this Negotiated Agreement.

The District shall pay year-long building substitute teachers a per diem rate of One Hundred Fifty Dollars ($150.00) per day for the duration of the school year. If a year-long building substitute returns for the next contract year after working at least one hundred twenty (120) days in the prior year, the substitute shall be paid a per diem rate of One Hundred Sixty Dollars ($160.00) for that second consecutive contract year. If, after the second (2nd) consecutive contract year, a year-long building substitute returns for the next contract year after working at least one hundred twenty (120) days in the prior year for the District, the substitute shall be paid a per diem rate of One Hundred Seventy-Five Dollars ($175.00) for that third (3rd) consecutive contract year.

Notwithstanding the above, upon his/her first date of employment, a year-long building substitute teacher shall be granted health insurance, paid sick leave and personal leave benefits as provided under this Negotiated Agreement.

Except as otherwise indicated in this section, provisions in Article VIII will be followed with respect to the work day for year-long building substitute teachers.

Year-long building substitute teachers shall teach a full schedule, including lunch and preparation time, as applicable to the elementary or secondary teaching position to which the year-long building substitute teacher is assigned. Year-long building substitute teachers at the secondary level may be assigned six (6) classes without additional compensation and such assignments shall not count toward the maximum set forth in the Negotiated Agreement. Article VIII., Section F., shall not apply to year-long building substitute teachers.

Year-long building substitute teachers may earn additional compensation (at a rate of Sixty Cents ($.60) per minute / Thirty-Six Dollars ($36.00) per hour) by serving as a substitute teacher for another period that is in addition to and separate from that teacher's full schedule. Year-long building substitute teachers may use their planning period to cover a period as a substitute teacher that is outside their assigned schedule and receive additional compensation for doing so.

Year-long building substitute teachers shall be excluded from being evaluated under the Ohio Teacher Evaluation System (OTES), unless an OTES evaluation is otherwise required under the Ohio Revised Code or Board policy.

When hiring a year-long building substitute teacher, the District will give preference to candidates who are licensed teachers (i.e., the individual has a license beyond that of a substitute teaching license).

The employment of any year-long building substitute teacher shall automatically terminate at the end of each school year and any employment contract entered into between the Board and a year-long building substitute teacher shall automatically expire effective at the end of each school year. No other action on the part of the Board or District shall be required to terminate or end the employment relationship between the Board and the year-long substitute teacher, including but not limited to having to issue a

nonrenewal notice of a notice of a non-re-employment as prescribed in the Ohio Revised Code. Any provision to the contrary in the Ohio Revised Code, including but not limited to R.C. 3319.10, is hereby expressly superseded by this section.

If an individual who worked as a long-year building substitute teacher for any school year is employed by the District for the next immediate school year in any capacity, then that individual shall have no right to a contract as a regular teacher solely on the basis that the District employed the individual as a substitute teacher for one hundred twenty (120) days or more during a prior school year or re-employed that person for, or assigned that person to, a specific teaching position for a succeeding school year. Any provision to the contrary in the Ohio Revised Code, including but not limited to R.C. 3319.10 is hereby expressly superseded by this section.

Upon employment to any position for a succeeding school year, time spent as a year-long building substitute teacher for any prior school year shall not be recognized for purposes related to seniority or accumulating service credit within the District, nor shall it be used to be placed on a salary schedule, to advance on any salary schedule, or to gain any other additional pay or benefits.

The Superintendent, or designee, may assign year-long building substitute teachers to any class in any building on any given day at any time.

The Association and the Board agree that the hiring, staffing and assignment of year-long building substitute teachers shall be accomplished at the discretion of the Board and representatives of the District in accordance with applicable Board policies, including but not limited to Board Policy GCE ("Part-Time and Substitute Certified Staff Employment").

D. Remuneration for College Credit

Coursework completed for the renewal of an educator license shall be taken at an accredited institution of higher education whose credits are accepted by the Ohio Department of Education and Workforce. Such coursework must lead to new knowledge in the licensure area and be related to student achievement, student success, or student wellness.

To qualify for advancement to the next higher education (training) level on the schedule, the employee must submit to the Superintendent prior to September 15 an official college or university transcript reflecting the successful completion of the required number of credits. All coursework used for salary advancement must be completed through an accredited institution of higher education whose credits are accepted by the Ohio Department of Education and Workforce for purposes of educator licensure and teacher preparation at the appropriate level. A grade slip or other satisfactory evidence may be substituted for the transcript for a period not to exceed sixty (60) days.

1. All graduate level courses taken will be accepted for advancement to a higher educational (training) level.

2. Undergraduate level courses will be accepted for advancement to a higher educational (training) level provided the courses are:

   a. Related to the field of education, or

   b. Related to the employee's assignment, or

   c. Related to a prospective area of instruction currently being offered in the Chagrin Falls Schools or an area of instruction being considered for inclusion within the curriculum.

3. For all teachers, all post-masters coursework used for advancement on the pay scale must be graduate level courses, must be graded, and must be a grade of "A", "B", or "C". If the course is graded as a "pass/fail," the rating of "pass" will be sufficient.

   Undergraduate level courses taken prior to the time a master's degree is conferred will not be used for advancement beyond the master's column on the salary schedule. Beginning with the 04-05 school year, newly hired teachers are responsible to keep current certification/licensure in all areas as presented/demonstrated on their hire.

4. Credit for undergraduate and graduate coursework shall be recognized in semester hour increments. A "semester hour" means a unit of credit granted by an accredited institution of higher education recognized by the Ohio Department of Education and Workforce for the satisfactory completion of an undergraduate or graduate-level semester course that will be recognized by the institution as leading to an undergraduate or graduate-level education degree. One (1) semester hour is the equivalent of thirty (30) contact hours. Continuing Education Units, also known as CEUs, do not qualify as undergraduate or graduate-level coursework and shall not be considered for purposes of salary schedule placement or advancement.

E. Severance Pay

Upon retirement, as hereinafter defined, employees shall be entitled upon application, to be paid a sum equal to twenty-five percent (25%) of their total accumulated and unused sick leave days at the time of their retirement, providing that the maximum number of paid severance days shall be seventy-seven and one-half (77-1/2) days. These severance pay maximums shall be increased by twenty-five percent (25%) of total accumulated and unused personal leave for severance pay purposes only. Such payment shall be based upon the employee's daily rate of pay at the time of retirement or at the highest rate of pay the employee received in any of the last three (3) school years in which the employee worked, whichever is greater, exclusive of supplementary pay. The employee's eligibility will be determined as of his/her final date of employment in the school district. At the time of retirement, as defined below, the employee shall be provided a copy of the

Severance Pay Application form. It shall be the employee's responsibility to complete the form and return it promptly to the Treasurer.

Retirement shall be defined as resignation from Board of Education employment in addition to any one of the following:

1. Proof of eligibility for benefits under the State Teachers Retirement System. (First retirement check.)***

   ***Upon mutual agreement of the parties via advance written approval prior to the employee's resignation, an employee may delay his/her actual retirement under the STRS system for no more than twelve (12) months from the date of his/her resignation and remain eligible for severance under this section.

2. Death of the employee in which case payment shall be made to the surviving spouse, or if there is no surviving spouse, to the employee's estate.

Payment for sick leave under this policy shall be considered to eliminate all sick leave credit accrued by the employee at that time. Such payment shall be made within thirty (30) calendar days of the submission of the Severance Pay Application and proof of retirement as defined above, unless the employee elects to defer receipt of severance pay, in which case payment shall be deferred for a period not to exceed twelve (12) months from the employee's effective retirement date.

If the employee elects to defer severance payment, such payment shall be made within fifteen (15) calendar days of the date designated by the employee. Any previous payment received by an individual under the terms of this policy shall make such individual ineligible for a repeat payment under this policy.

F. Expenses

1. Mileage

   a. Rate

      Employees shall be reimbursed at the IRS rate per mile. This rate will be used/changed upon receipt of official notice to the Treasurer's office.

   b. Prior Approval

      Trips for which mileage is to be paid must have prior approval by the Superintendent/designee and the building principal on the appropriate form. Forms shall be available in the building offices. In emergency situations, the prior approval requirement may be waived.

2. Other Expenses

Approved expenses incurred in the course of employment shall be reimbursable providing that (1) a purchase order is processed prior to the expenditure or (2) verifiable receipts accompanied with a purchase order are provided for purchases of up to twenty-five dollars ($25.00).

G. Insurance

All regularly employed full and part-time employees shall be eligible for insurance benefits as described in this Article. Coverage shall be either single or family coverage (two rates) for hospitalization/major medical and prescription drug insurance, at the option of the employee. Dental coverage shall be either single or family coverage with a composite coverage rate (same rate) regardless of coverage.

1. Premium

a. HOSPITAL/SURGICAL / MAJOR MEDICAL / PRESCRIPTION INSURANCE: The Board shall pay eighty percent (80%) of the premium for family hospital, surgical, major medical, and prescription drug coverage. Effective July 1, 2018, the Board shall pay one hundred-percent (100%) of the premium for single coverage regardless of premium costs. Effective July 1, 2019, the Board shall pay ninety-five percent (95%) of the premium for single coverage regardless of premium costs. Effective July 1, 2020, the Board shall pay ninety percent (90%) of the premium for single coverage regardless of premium costs. The employee portion of premium payments shall be made through an IRS 125 flexible spending account.

The Board's share of premium payments for part-time employees shall be prorated based on FTE, according to procedure currently in effect. The CFEA President shall be given a copy of this procedure.

b. DENTAL INSURANCE: The Board of Education shall pay eighty percent (80%) of the premium for composite coverage for family premium. Effective July 1, 2018, the Board shall pay one-hundred percent (100%) of the composite premium for single coverage regardless of premium costs. Effective July 1, 2019, the Board shall pay ninety-five percent (95%) of the composite premium for single coverage regardless of premium costs. Effective July 1, 2020, the Board shall pay ninety percent (90%) of the composite premium for single coverage regardless of premium costs. The Board of Education's share of premium payments for part-time employees shall be pro-rated according to procedures currently in effect.

c. TERM LIFE INSURANCE: The Board of Education shall pay one hundred percent (100%) of the premium for the agreed to amount of term life insurance, without prorating for part-time.

2. Coverage

a. Hospital, Surgical and Major Medical Insurance

The plan shall be managed care with different amounts of coverage for in-network and out-of-network services. (See Appendix F.)

Levels and types of services covered are as illustrated in the benefits book.

b. Dental

Current coverage to be maintained unless altered by mutual agreement of the parties.

c. Term Life Insurance

The policy will be in the amount of seventy-five thousand dollars ($75,000) with seventy-five thousand ($75,000) accidental death and dismemberment.

3. Healthcare Committee

A joint committee of CFEA, OAPSE and Administration will serve as the Healthcare Committee, consisting of an equal number of members of CFEA, OAPSE, and administration. In addition, up to two (2) members of the Board of Education may serve on the Committee. The Treasurer shall serve as the chairperson. The Committee's work will include, but not be limited to:

a. Developing a better understanding of the healthcare program;

b. Identifying various options to reduce the costs associated with the healthcare program;

c. Developing strategies, which, if implemented, will reduce the costs within the healthcare program;

d. Developing and implementing strategies for educating employees regarding employee benefits.

The Committee shall be provided with all relevant documentation and shall be authorized to require the carriers to furnish data and required reports concerning cost trends and funding levels.

Either the CFEA or the Board of Education can initiate a study of existing policies and their coverages as compared to others. The Board maintains the right to select the carrier as long as the coverage remains the same.

The Committee shall be assembled at the call of the Chair (minimum two-week advanced notice) on an ongoing basis for the purpose of maintaining an overview of the insurance program.

The Committee shall have no authority to add to, subtract from, or modify any of the provisions of this Agreement.

4. Medical Benefits Waiver (Opt-out Program)

   a. An employee may waive medical (including dental) benefit coverage for the entire school year and receive a waiver payment. An employee's eligibility for the waiver is based upon contracted hours, with payment amounts prorated based on percentage of full-time. An employee is not eligible for this waiver if his/her spouse maintains family coverage through the District. Members eligible for waivers on June 30 of each year shall determine the amount paid as follows:

0 – 30 Waivers	$1,000.00
31+ Waivers	$2,000.00

   b. New employees hired during the school year are eligible to participate at a pro-rated annual payment.

   c. The waiver payment shall be paid in July following the waiver year.

   d. The form must be completed and returned to the Treasurer's Office by the second Friday in September to be eligible for participation. The Medical Benefits Waiver Form will be submitted electronically.

5. Policy Descriptions

   All employees shall receive a copy of the life insurance policy and plan descriptions for each of the insurance coverages provided as soon as practicable following employment or when an insurance coverage becomes effective, whichever is later.

6. Wellness Testing

   Wellness/preventative testing will be arranged on site each school year. If such testing is not covered by the employee's health insurance, the cost of tests shall be borne by the Board of Education.

7. Section 125 Flexible Pay Plan

Bargaining unit members have the option to participate in the 125 Flexible Benefits Plan. This Plan allows employees to participate in medical reimbursement up to the IRS maximum per the Plan with permissible annual carryover; dependent care reimbursement per the Plan; and premium pass-through of employee contributions for insurances. Information regarding this Plan is available through the Treasurer's office. There is an open enrollment period once during the calendar year. The Treasurer's office will notify all members of this open enrollment period.

H. STRS Pick-Up

The Board of Education agrees with the CFEA to pick-up contributions to the State Teachers Retirement System on behalf of the employees in the bargaining unit in accordance with the following:

1. The amount to be picked-up and paid on behalf of each employee shall be the amount required by the State Teachers Retirement System. The employee's annual compensation shall be reduced by an amount equal to the amount picked-up and paid by the Board.

2. The pick-up percentage shall apply uniformly to all employees.

3. No employee covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pick-up.

4. The pick-up shall apply to all compensation earned, including supplemental earnings. Severance pay, supplemental salaries and index, and similar matters shall be based upon the published salary schedule.

5. The Board of Education shall be held harmless from any change in ruling by the IRS regarding the appropriateness of this procedure and the financial obligation of employees to the Federal or State Government.

I. Extended Service/Compensatory Time/Release Time

1. Media Specialist

Each media specialist may work up to three (3) days prior to a new school year or following the conclusion of the school year with compensatory time during the school year. Arrangements for scheduling these days shall be made between the media specialist and the school principal. Additional days between school years may be provided if agreed to between the media specialist and the school principal.

2. Special Education Teacher

Each special education teacher required to write IEPs shall have four (4) days per year of professional release time for the sole purpose of preparing said documents. The special education teacher and building principal will establish the dates for release time.

3. Counselor

a. Each K-6 counselor may be assigned to work up to five (5) extended days per contract year. Each 7-12 counselor may be assigned to work up to 10 extended days per contract year. The extended days will be scheduled by the Superintendent or his/her designee. At the high school level, extended days will be scheduled to allow for a counselor to be available during each week of June. Scheduling shall take into account the input of the counselors. Counselors will be paid their per diem rate for any assigned extended day.

b. Counselors will be required to attend no more than five (5) school activities outside of their regular work day (*e.g.*, College Night, etc.). The first three (3) of these activities will be without additional compensation. The remaining two (2) activities will be compensated with the use of flex time on the affected date(s). Administration will establish a rotational worked in excess of the number of days in the school year unless otherwise specifically provided for in this Agreement.

5. Extended School Year (ESY) Services

Upon submission of time records verifying the time/hours incurred, employees working ESY shall be paid forty-five ($45.00) dollars per hour.

6. School Psychologists may request, for approval by the supervisor or designee, up to ten (10) extended days per contract year, as needed. Extended days shall be paid at the per diem rate.

J. Supplemental Positions and Salaries

Provisions

1. All supplemental salaries shall be paid at the rate set forth in the attached Co-Curricular Salary Schedule (Appendix C). All supplemental salaries shall be paid pursuant to a properly issued limited employment contract. In order to be compensated for a supplemental position, a bargaining unit member must conduct some supplemental duties outside of the scope of normal teaching duties and normal teacher workday. Contracts for supplemental duties shall be one-year limited contracts and all contracts will be automatically non-renewed each year. Employees must fulfill all obligations pursuant to the supplemental contract.

Employees who cannot fulfill the material terms of the supplemental contract, due to separation of employment, leaves of absence, or any other reason, will be compensated a pro-rated supplemental salary amount based on the work performed.

Preference for reemployment shall be given to employees holding supplemental contracts, including non-bargaining unit member employees, who wish to be reemployed in the same activity in the next school year, but the Board maintains the right to employ the best qualified candidate in its sole discretion. Notification by any employee to the Board of the employee's intent to be reemployed in the same activity next school year does not create any expectation of an employment contract.

Grievances filed on this Article shall be limited to procedural violations only.

2. For those positions which carry years of experience credit employees shall immediately be placed in the appropriate column corresponding to the number of years of experience credit the employee has as a coach or sponsor of the particular activity or sport. Upon the initial employment of an employee in a supplemental position, credit may be given for experience in the particular activity or sport at the discretion of the Superintendent of Schools, but in no case shall the person be advanced more than one column more than his/her actual experience. Once an employee is placed on the schedule, the employee can only move a year for each year of experience in the sport or activity, and the employee must move a year for each year of experience. An employee who functions in the position of assistant and is promoted to the head position, or vice versa, shall be given full credit for experience as long as the assistant experience/head experience is in the same activity or sport.

3. Whenever a vacancy occurs or a new position is created on the Interscholastic/Co-Curricular Salary Schedules, the administration shall first post the opening and seek qualified applicants from within the recognized bargaining unit. If no one from the bargaining unit applies within the time designated for applications or if no one is a qualified applicant then, and only then, the administrator may hire applicants from outside the recognized bargaining unit.

4. Job descriptions for supplemental salary positions shall be developed and/or revised. Job descriptions shall set forth fully and explicitly the duties to be performed.

5. Pay for all supplemental duties shall be negotiated with the CFEA.

6. Upon completion of supplemental duties, the employee shall submit the Completion of Duties form to his/her supervisor for processing payment.

7. The creation of additional supplemental contract positions may be suggested by an administrator or an employee. The proposal shall include rationale, number of

students to be served, the time period to be covered, a draft job description, and salary range to be considered by the Superintendent/Board and the CFEA President/Association.

The change of a student enrichment to a listed supplemental contract position may be suggested by an administrator or an employee. The proposal shall include rationale, number of students to be served, the time period to be covered, a draft job description, and salary to be considered by the Superintendent / Board and the CFEA President / Association.

8. For each week, after the first week, that the season is extended as a result of athletic tournament play for athletics, or advanced competition beyond the regular season for competitive clubs/activities, if the coach attends the competitive event, compensation will be as follows:

Head Coaches/Directors/Advisors

Team Qualifier	Individual Qualifier
.06 of their supplemental salary	.05 of their supplemental salary

Assistant Coaches/Directors/Advisors

Team Qualifier	Individual Qualifier
.05 of their supplemental salary (who actively work with squad during season)	.04 of their supplemental salary (who actively work with squad during season)

9. The Middle School Athletic Director positions shall be calculated as one (1) duty assignment.

10. Longevity Stipend

Beginning with the 10th year, and for each 5-year increment following, a longevity pay award of 10% of Appendix C interscholastic and co-curricular salaries shall be paid at the conclusion of the qualifying season or activity. To qualify for this stipend, all years must be in one sport/position, and all must be at Chagrin Falls.

11. Overnights

Teachers volunteering for and are selected to chaperone overnight grade-level trips shall be compensated Two Hundred Fifty Dollars ($250) per night. The eighth-grade Washington, D.C. trip and the sixth-grade retreat are examples of trips that constitute a grade-level trip.

12. Outside Events

Teachers who volunteer for and are selected to chaperone outside event participation (such as Gurney Elementary School Holiday Show, school dances, or other events) shall be paid the coverage rate of forty-five dollars ($45.00) per hour for each hour worked.

K. Local Professional Development Committee (LPDC)

The Chagrin Falls Exempted Village Schools Local Professional Development Committee (LPDC), operating under the requirements of SB 230; ORC 3301-24-08, and policies established by the Chagrin Falls Schools Board of Education, will review all certificate/license renewal applications for all certificated employees. The LPDC is the official body through which Chagrin Falls School District certificated/licensed employees must seek credential renewal.

The LPDC shall consist of one (1) committee at the district level. It will have ten (10) members, five (5) teachers and five (5) administrators. The five (5) teachers shall include one (1) representative from the high school, middle school, intermediate, and elementary, and the President of CFEA or his/her designee will be a standing member. LPDC committee members shall be compensated six hundred dollars ($600.00) per year. Teacher members will be appointed by the CFEA. The Superintendent or designee shall be a standing member and will appoint four (4) district administrators to the committee.

A majority of voting members will be teachers for a teacher's review and a majority of administrators for an administrator's review.

ARTICLE XIX – PAYROLL PRACTICES

A. Pay Periods

Annual pay shall be computed on the basis of twenty-four (24) pay periods.

B. Electronic Transfer

The Board of Education shall require and make electronic transfers for all CFEA employees to institutions specified by the employee.

C. Paycheck/Pay Form Distribution

The Board of Education shall establish pay dates on the fifteenth (15^{th}) and last day of each month. If the date falls on a day that is not a regularly-scheduled work day, paychecks or pay forms shall be received by the employee or designee on the last regularly-scheduled work day prior thereto, except for the pay dates which occur between academic terms.

D. Final Payment

1. Termination of Employment – An employee whose employment is terminated for any reason shall receive upon written request any unpaid monies due, other than retirement monies, on the next regularly-scheduled pay date, at which time all benefits cease.

2. Death – Upon an employee's death any payments due to an employee will be made to the surviving spouse, or if there is no surviving spouse, to the employee's estate, or in accordance with the Ohio Revised Code.

E. Supplemental Pays

The minimum allowable federal and state tax deductions will be deducted from supplemental pay unless otherwise requested by the employee.

ARTICLE XX – PROGRESSIVE DISCIPLINE

A. A teacher shall be afforded due process in the disciplinary process and will not be disciplined without cause. With the exception of termination, such disciplinary action shall be subject to the grievance procedure set forth in this Agreement. Teachers who may be subject to discipline are entitled to Union representation at any meeting in the discipline process.

B. Any discipline issued to a teacher will be reasonably appropriate for the alleged infraction. The disciplinary procedure generally will be progressive in structure, and typically should include at least one verbal and at least one written warning prior to initiating more serious disciplinary action, such as suspension without pay or termination. However, the Board of Education may skip steps in the progressive discipline framework should it determine the magnitude of the offense warrants a more serious corrective action.

C. If the Board determines a suspension is warranted given the magnitude of the offense and/or prior steps in the progressive discipline process, the administration may suspend a teacher without pay for up to ten (10) days.

D. If the Board determines termination is warranted given the magnitude of the offense and/or prior steps in the progressive discipline process, the termination of the teacher's contract shall be governed by Ohio Revised Code 3319.16. Any appeal of termination shall proceed according to the statute and shall not be subject to the grievance procedure.

ARTICLE XXI – FINALIZING THE AGREEMENT

Upon finalizing the Agreement between the CFEA and the Board of Education, a copy of the new Agreement will be made available electronically, a paper copy shall be issued to each employee, and the total cost of printing the Agreement shall be shared equally by the Board of Education and the CFEA.

ARTICLE XXII – HONORING OF CONTRACT

During the term of the Agreement, there shall be no strikes of any kind, work stoppages, slow downs, or interference or interruption with the operation of the schools by any employees or the CFEA

During the term of the Agreement, the Board shall not "lock-out" members of the bargaining unit. A "lock-out" is action by the Board to prevent employees from performing their regularly assigned duties where an object thereof is to bring pressure on the employees or an employee organization to compromise or capitulate to the employer's terms regarding a labor relations dispute.

ARTICLE XXIII – CONFLICT WITH LAW OR REGULATIONS

If any provision of this document, or any application of the provisions of this document to any person or persons, or any agreement reached under its terms, conflicts with any federal or state law as determined by a court of competent final jurisdiction, then such provision, application, or agreement shall be inoperative, but the remaining provisions hereof shall continue in effect. The parties shall meet within thirty (30) school days for the purpose of renegotiating only those provisions or applications found to be contrary to law and to begin bargaining over its impact and to bring the Contract into compliance. If the parties fail to reach agreement over the affected provision thirty (30) days after the initial bargaining session, the mutually agreed upon dispute resolution procedure (MAD) found in Article II of the CBA shall be utilized to resolve the dispute.

ARTICLE XXIV – WAIVER OF NEGOTIATIONS DURING TERM OF AGREEMENT

A. After the Agreement has been officially approved by the CFEA and the Board of Education, both parties waive the right to initiate further negotiations on the matters included in this Agreement, during the period covered by this Agreement unless the parties mutually agree to reopen negotiations. The written provisions of this contract represent complete collective bargaining and full agreement by the parties with respect to rates of pay, wages, hours and other terms and conditions of employment which shall prevail during the term hereof.

B. The Board of Education and the CFEA acknowledge that during the negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the area of collective bargaining and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE XXV – SPECIALIZED HEALTH CARE PROVISIONS

A. Bargaining unit members (other than nurses) may volunteer to serve as custodians of medication and/or administer medication in accordance with state law and Board policy. If no bargaining unit members volunteer to serve as custodians of medication or administer medication and the building principal or teacher in charge (person in charge when building principal is not available) is not available, administration may assign these duties. Employees who volunteer to serve as or are assigned to be custodians of medication and/or to administer medication shall be offered training as-needed.

B. A nurse or healthcare provider will attend a school field trip that involves a student with a complicated health care plan.

C. Staff training in CPR, AED, and First Aid-Choking shall be offered free of charge to members at regular intervals consistent with state law and/or Board policy.

D. This article shall not apply to bargaining unit members who are fulfilling their supplemental duties/contract responsibilities.

ARTICLE XXVI – TERM OF AGREEMENT

The Agreement shall be in effect from July 1, 2026 through June 30, 2029. Unless terminated or changed by mutual written consent of the parties, the procedures set forth in this document and the terms thereof governing its application and interpretation will remain in force so long as recognition of the CFEA as exclusive representative of the bargaining unit continues.

Any changes, additions, or deletions to the terms of this agreement must be in writing and may only be made upon ratification by the CFEA membership and approval by the Board of Education.

CHAGRIN FALLS EDUCATION ASSOCIATION

By _____
President, CFEA

_____
Bargaining Team Member

_____
Bargaining Team Member

THE BOARD OF EDUCATION OF THE CHAGRIN FALLS EXEMPTED VILLAGE SCHOOL DISTRICT

By _____
President, Board of Education

_____
Superintendent

_____
Treasurer

Appendix A – Salary Schedules

2026-2027							
Base	**$54,714**						
Step	BA	BA+15SH	BA+24SH	MA	MA+18SH	MA+36SH	PhD or Equivalent
0	$54,714	$55,808	$56,355	$56,902	$57,449	$57,996	$59,091
	1	1.02	1.03	1.04	1.05	1.06	1.08
1	$56,552	$57,996	$58,708	$59,419	$60,130	$60,842	$62,264
	1.0336	1.06	1.073	1.086	1.099	1.112	1.138
2	$58,390	$60,185	$61,060	$61,936	$62,811	$63,687	$65,437
	1.0672	1.1	1.116	1.132	1.148	1.164	1.196
3	$60,229	$62,374	$63,413	$64,453	$65,492	$66,532	$68,611
	1.1008	1.14	1.159	1.178	1.197	1.216	1.254
4	$62,067	$64,562	$65,766	$66,969	$68,173	$69,377	$71,784
	1.1344	1.18	1.202	1.224	1.246	1.268	1.312
5	$63,905	$66,751	$68,118	$69,486	$70,854	$72,222	$74,958
	1.168	1.22	1.245	1.27	1.295	1.32	1.37
6	$65,744	$68,939	$70,471	$72,003	$73,535	$75,067	$78,131
	1.2016	1.26	1.288	1.316	1.344	1.372	1.428
7	$67,582	$71,128	$72,824	$74,520	$76,216	$77,912	$81,304
	1.2352	1.3	1.331	1.362	1.393	1.424	1.486
8	$69,421	$73,316	$75,176	$77,037	$78,897	$80,757	$84,478
	1.2688	1.34	1.374	1.408	1.442	1.476	1.544
9	$71,259	$75,505	$77,529	$79,554	$81,578	$83,602	$87,651
	1.3024	1.38	1.417	1.454	1.491	1.528	1.602
10	$73,097	$77,693	$79,882	$82,070	$84,259	$86,447	$90,825
	1.336	1.42	1.46	1.5	1.54	1.58	1.66
11	$74,936	$79,882	$82,235	$84,587	$86,940	$89,293	$93,998
	1.3696	1.46	1.503	1.546	1.589	1.632	1.718
12	$76,774	$82,070	$84,587	$87,104	$89,621	$92,138	$97,171
	1.4032	1.5	1.546	1.592	1.638	1.684	1.776
13	$78,613	$84,259	$86,940	$89,621	$92,302	$94,983	$100,345
	1.4368	1.54	1.589	1.638	1.687	1.736	1.834
14	$80,451	$86,447	$89,293	$92,138	$94,983	$97,828	$103,518
	1.4704	1.58	1.632	1.684	1.736	1.788	1.892
15	$82,289	$88,636	$91,645	$94,655	$97,664	$100,673	$106,692
	1.504	1.62	1.675	1.73	1.785	1.84	1.95
16	$84,128	$90,825	$93,998	$97,171	$100,345	$103,518	$109,865
	1.5376	1.66	1.718	1.776	1.834	1.892	2.008
17	$85,966	$93,013	$96,351	$99,688	$103,026	$106,363	$113,038
	1.5712	1.7	1.761	1.822	1.883	1.944	2.066
18	$87,804	$95,202	$98,703	$102,205	$105,707	$109,208	$116,212
	1.6048	1.74	1.804	1.868	1.932	1.996	2.124
19	$89,643	$97,390	$101,056	$104,722	$108,388	$112,053	$119,385
	1.6384	1.78	1.847	1.914	1.981	2.048	2.182
20	$91,919	$99,579	$103,409	$107,239	$111,069	$114,899	$122,558
	1.68	1.82	1.89	1.96	2.03	2.1	2.24

2027-2028							
Base	$55,945						
Step	BA	BA+15SH	BA+24SH	MA	MA+18SH	MA+36SH	PhD or Equivalent
0	$55,945	$57,064	$57,623	$58,182	$58,742	$59,301	$60,420
	1	1.02	1.03	1.04	1.05	1.06	1.08
1	$57,824	$59,301	$60,029	$60,756	$61,483	$62,210	$63,665
	1.0336	1.06	1.073	1.086	1.099	1.112	1.138
2	$59,704	$61,539	$62,434	$63,329	$64,224	$65,120	$66,910
	1.0672	1.1	1.116	1.132	1.148	1.164	1.196
3	$61,584	$63,777	$64,840	$65,903	$66,966	$68,029	$70,155
	1.1008	1.14	1.159	1.178	1.197	1.216	1.254
4	$63,464	$66,015	$67,245	$68,476	$69,707	$70,938	$73,399
	1.1344	1.18	1.202	1.224	1.246	1.268	1.312
5	$65,343	$68,252	$69,651	$71,050	$72,448	$73,847	$76,644
	1.168	1.22	1.245	1.27	1.295	1.32	1.37
6	$67,223	$70,490	$72,057	$73,623	$75,190	$76,756	$79,889
	1.2016	1.26	1.288	1.316	1.344	1.372	1.428
7	$69,103	$72,728	$74,462	$76,197	$77,931	$79,665	$83,134
	1.2352	1.3	1.331	1.362	1.393	1.424	1.486
8	$70,983	$74,966	$76,868	$78,770	$80,672	$82,574	$86,379
	1.2688	1.34	1.374	1.408	1.442	1.476	1.544
9	$72,862	$77,204	$79,274	$81,344	$83,413	$85,483	$89,623
	1.3024	1.38	1.417	1.454	1.491	1.528	1.602
10	$74,742	$79,441	$81,679	$83,917	$86,155	$88,393	$92,868
	1.336	1.42	1.46	1.5	1.54	1.58	1.66
11	$76,622	$81,679	$84,085	$86,490	$88,896	$91,302	$96,113
	1.3696	1.46	1.503	1.546	1.589	1.632	1.718
12	$78,502	$83,917	$86,490	$89,064	$91,637	$94,211	$99,358
	1.4032	1.5	1.546	1.592	1.638	1.684	1.776
13	$80,381	$86,155	$88,896	$91,637	$94,379	$97,120	$102,602
	1.4368	1.54	1.589	1.638	1.687	1.736	1.834
14	$82,261	$88,393	$91,302	$94,211	$97,120	$100,029	$105,847
	1.4704	1.58	1.632	1.684	1.736	1.788	1.892
15	$84,141	$90,630	$93,707	$96,784	$99,861	$102,938	$109,092
	1.504	1.62	1.675	1.73	1.785	1.84	1.95
16	$86,021	$92,868	$96,113	$99,358	$102,602	$105,847	$112,337
	1.5376	1.66	1.718	1.776	1.834	1.892	2.008
17	$87,900	$95,106	$98,519	$101,931	$105,344	$108,756	$115,582
	1.5712	1.7	1.761	1.822	1.883	1.944	2.066
18	$89,780	$97,344	$100,924	$104,505	$108,085	$111,666	$118,826
	1.6048	1.74	1.804	1.868	1.932	1.996	2.124
19	$91,660	$99,581	$103,330	$107,078	$110,826	$114,575	$122,071
	1.6384	1.78	1.847	1.914	1.981	2.048	2.182
20	$93,987	$101,819	$105,735	$109,652	$113,568	$117,484	$125,316
	1.68	1.82	1.89	1.96	2.03	2.1	2.24

2028-2029							
Base	**$57,203**						
Step	BA	BA+15SH	BA+24SH	MA	MA+18SH	MA+36SH	PhD or Equivalent
0	$57,203	$58,347	$58,920	$59,492	$60,064	$60,636	$61,780
	1	1.02	1.03	1.04	1.05	1.06	1.08
1	$59,125	$60,636	$61,379	$62,123	$62,867	$63,610	$65,097
	1.0336	1.06	1.073	1.086	1.099	1.112	1.138
2	$61,047	$62,924	$63,839	$64,754	$65,670	$66,585	$68,415
	1.0672	1.1	1.116	1.132	1.148	1.164	1.196
3	$62,970	$65,212	$66,299	$67,386	$68,472	$69,559	$71,733
	1.1008	1.14	1.159	1.178	1.197	1.216	1.254
4	$64,892	$67,500	$68,758	$70,017	$71,275	$72,534	$75,051
	1.1344	1.18	1.202	1.224	1.246	1.268	1.312
5	$66,814	$69,788	$71,218	$72,648	$74,078	$75,509	$78,369
	1.168	1.22	1.245	1.27	1.295	1.32	1.37
6	$68,736	$72,076	$73,678	$75,280	$76,881	$78,483	$81,686
	1.2016	1.26	1.288	1.316	1.344	1.372	1.428
7	$70,658	$74,364	$76,138	$77,911	$79,684	$81,458	$85,004
	1.2352	1.3	1.331	1.362	1.393	1.424	1.486
8	$72,580	$76,653	$78,597	$80,542	$82,487	$84,432	$88,322
	1.2688	1.34	1.374	1.408	1.442	1.476	1.544
9	$74,502	$78,941	$81,057	$83,174	$85,290	$87,407	$91,640
	1.3024	1.38	1.417	1.454	1.491	1.528	1.602
10	$76,424	$81,229	$83,517	$85,805	$88,093	$90,381	$94,958
	1.336	1.42	1.46	1.5	1.54	1.58	1.66
11	$78,346	$83,517	$85,977	$88,436	$90,896	$93,356	$98,275
	1.3696	1.46	1.503	1.546	1.589	1.632	1.718
12	$80,268	$85,805	$88,436	$91,068	$93,699	$96,331	$101,593
	1.4032	1.5	1.546	1.592	1.638	1.684	1.776
13	$82,190	$88,093	$90,896	$93,699	$96,502	$99,305	$104,911
	1.4368	1.54	1.589	1.638	1.687	1.736	1.834
14	$84,112	$90,381	$93,356	$96,331	$99,305	$102,280	$108,229
	1.4704	1.58	1.632	1.684	1.736	1.788	1.892
15	$86,034	$92,670	$95,816	$98,962	$102,108	$105,254	$111,547
	1.504	1.62	1.675	1.73	1.785	1.84	1.95
16	$87,956	$94,958	$98,275	$101,593	$104,911	$108,229	$114,864
	1.5376	1.66	1.718	1.776	1.834	1.892	2.008
17	$89,878	$97,246	$100,735	$104,225	$107,714	$111,203	$118,182
	1.5712	1.7	1.761	1.822	1.883	1.944	2.066
18	$91,800	$99,534	$103,195	$106,856	$110,517	$114,178	$121,500
	1.6048	1.74	1.804	1.868	1.932	1.996	2.124
19	$93,722	$101,822	$105,655	$109,487	$113,320	$117,153	$124,818
	1.6384	1.78	1.847	1.914	1.981	2.048	2.182
20	$96,102	$104,110	$108,114	$112,119	$116,123	$120,127	$128,136
	1.68	1.82	1.89	1.96	2.03	2.1	2.24

Appendix B – Interscholastic/Co-Curricular Salary Schedules

Pages 60-72

Base Salary:	2026-2027	54,714
	2027-2028	55,945
	2028-2029	57,203

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Schedule 1 - District Interscholastics
Years of Service

Position	1	2	3	4	5
Asst. Athletic Director-M.S. (1)	0.119	0.123	0.128	0.132	0.137
Football Program Coor. (1)	0.152	0.160	0.168	0.176	0.190
Asst. H.S. Football Coach (6)	0.106	0.111	0.115	0.120	0.126
M.S. Head Coach (1)	0.091	0.096	0.100	0.104	0.109
Asst. M.S. Coach (3)	0.081	0.085	0.088	0.092	0.098
Boys/Girls Basketball Coor. (2)	0.139	0.146	0.152	0.159	0.185
Asst. Bball Coach (6)	0.094	0.098	0.102	0.107	0.115
M.S. Head Bball Coach (4)	0.072	0.075	0.078	0.081	0.090
Wrestling Coord. (1)	0.137	0.143	0.150	0.156	0.170
Asst. Wrestling Coach (2)	0.091	0.096	0.100	0.104	0.110
M.S. Wrestling Coach (1)	0.072	0.076	0.079	0.083	0.087
Asst. M.S. Wrestling (1)	0.049	0.053	0.056	0.06	0.064
Boys/Girls Head Soccer (2)	0.110	0.116	0.122	0.128	0.140
Asst. Soccer Coach (4)	0.079	0.082	0.086	0.089	0.094
Head Gymnastics Coach (1)	0.113	0.118	0.123	0.128	0.135
Head Swimming Coach (1)	0.113	0.118	0.123	0.128	0.135
Asst Swimming Coach (2)	0.081	0.085	0.088	0.092	0.096
Head Hockey Coach (1)	0.113	0.118	0.123	0.128	0.135
Asst. Hockey Coach (1)	0.081	0.085	0.088	0.092	0.096
Head Baseball/Softball (2)	0.106	0.111	0.116	0.121	0.127
Asst. Baseball/Softball (4)	0.076	0.079	0.083	0.086	0.091
Boys/Girls Track Coor. (2)	0.106	0.111	0.116	0.121	0.127
Asst. Track Coach (4)	0.076	0.079	0.083	0.086	0.091
M.S. Track Coach (2)	0.063	0.065	0.067	0.070	0.074
Asst. M.S. Track Coach (2)	0.048	0.050	0.052	0.055	0.058
Boys/Girls Lacrosse Coach (2)	0.106	0.111	0.116	0.121	0.127
Asst. Lacrosse Coach (4)	0.076	0.079	0.083	0.086	0.091
Cheerleading Coor.-Fall (1)	0.074	0.078	0.081	0.085	0.094
Cheerleading Coor-Wtr (1)	0.074	0.078	0.081	0.085	0.094
Asst. H.S. Cheerleading-Fall (1)	0.057	0.060	0.063	0.065	0.071
Asst. H.S. Cheerleading-Wtr (1)	0.057	0.060	0.063	0.065	0.071
M.S. Cheerleading-Fall (1)	0.043	0.046	0.049	0.052	0.055
M.S. Cheerleading-Wtr (1)	0.043	0.046	0.049	0.052	0.055
Asst. M.S. Cheerleading-Fall (1)	0.033	0.036	0.039	0.042	0.045
Asst. M.S. Cheerleading-Wtr (1)	0.033	0.036	0.039	0.042	0.045
Volleyball Coordinator (1)	0.110	0.116	0.122	0.128	0.140
Asst. Volleyball Coach (3)	0.079	0.082	0.086	0.089	0.094
M.S. Volleyball Coach (2)	0.065	0.067	0.069	0.072	0.076
Boys/Girls Head Golf Coach (2)	0.074	0.078	0.081	0.085	0.094
Asst. Golf Coach (2)	0.057	0.060	0.063	0.065	0.071
Boys/Girls Tennis Coach (2)	0.074	0.078	0.081	0.085	0.094
Asst. Tennis Coach (2)	0.057	0.060	0.063	0.065	0.071
Boys/Girls Cross Country Coor. (1)	0.11	0.116	0.122	0.128	0.14
Assistant Cross Country boys/Girls (2)	0.079	0.082	0.086	0.089	0.094
M.S. Cross Country (3)	0.046	0.049	0.052	0.055	0.061
Faculty Manager/Fall (1)	0.047	0.0495	0.052	0.0545	0.058
Faculty Manager/Winter (1)	0.047	0.0495	0.052	0.0545	0.058

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Schedule 1 - District Interscholastics
Years of Service

2026-2027

Position	1	2	3	4	5
Asst. Athletic Director-M.S. (1)	$ 6,511	$ 6,730	$ 7,003	$ 7,222	$ 7,496
Football Program Coor. (1)	$ 8,317	$ 8,754	$ 9,192	$ 9,630	$ 10,396
Asst. H.S. Football Coach (6)	$ 5,800	$ 6,073	$ 6,292	$ 6,566	$ 6,894
M.S. Head Coach (1)	$ 4,979	$ 5,253	$ 5,471	$ 5,690	$ 5,964
Asst. M.S. Coach (3)	$ 4,432	$ 4,651	$ 4,815	$ 5,034	$ 5,362
Boys/Girls Basketball Coor. (2)	$ 7,605	$ 7,988	$ 8,317	$ 8,700	$ 10,122
Asst. Bball Coach (6)	$ 5,143	$ 5,362	$ 5,581	$ 5,854	$ 6,292
M.S. Head Bball Coach (4)	$ 3,939	$ 4,104	$ 4,268	$ 4,432	$ 4,924
Wrestling Coord. (1)	$ 7,496	$ 7,824	$ 8,207	$ 8,535	$ 9,301
Asst. Wrestling Coach (2)	$ 4,979	$ 5,253	$ 5,471	$ 5,690	$ 6,019
M.S. Wrestling Coach (1)	$ 3,939	$ 4,158	$ 4,322	$ 4,541	$ 4,760
Asst. M.S. Wrestling (1)	$ 2,681	$ 2,900	$ 3,064	$ 3,283	$ 3,502
Boys/Girls Head Soccer (2)	$ 6,019	$ 6,347	$ 6,675	$ 7,003	$ 7,660
Asst. Soccer Coach (4)	$ 4,322	$ 4,487	$ 4,705	$ 4,870	$ 5,143
Head Gymnastics Coach (1)	$ 6,183	$ 6,456	$ 6,730	$ 7,003	$ 7,386
Head Swimming Coach (1)	$ 6,183	$ 6,456	$ 6,730	$ 7,003	$ 7,386
Asst Swimming Coach (2)	$ 4,432	$ 4,651	$ 4,815	$ 5,034	$ 5,253
Head Hockey Coach (1)	$ 6,183	$ 6,456	$ 6,730	$ 7,003	$ 7,386
Asst. Hockey Coach (1)	$ 4,432	$ 4,651	$ 4,815	$ 5,034	$ 5,253
Head Baseball/Softball (2)	$ 5,800	$ 6,073	$ 6,347	$ 6,620	$ 6,949
Asst. Baseball/Softball (4)	$ 4,158	$ 4,322	$ 4,541	$ 4,705	$ 4,979
Boys/Girls Track Coor. (2)	$ 5,800	$ 6,073	$ 6,347	$ 6,620	$ 6,949
Asst. Track Coach (4)	$ 4,158	$ 4,322	$ 4,541	$ 4,705	$ 4,979
M.S. Track Coach (2)	$ 3,447	$ 3,556	$ 3,666	$ 3,830	$ 4,049
Asst. M.S. Track Coach (2)	$ 2,626	$ 2,736	$ 2,845	$ 3,009	$ 3,173
Boys/Girls Lacrosse Coach (2)	$ 5,800	$ 6,073	$ 6,347	$ 6,620	$ 6,949
Asst. Lacrosse Coach (4)	$ 4,158	$ 4,322	$ 4,541	$ 4,705	$ 4,979
Cheerleading Coor.-Fall (1)	$ 4,049	$ 4,268	$ 4,432	$ 4,651	$ 5,143
Cheerleading Coor-Wtr (1)	$ 4,049	$ 4,268	$ 4,432	$ 4,651	$ 5,143
Asst. H.S. Cheerleading-Fall (1)	$ 3,119	$ 3,283	$ 3,447	$ 3,556	$ 3,885
Asst. H.S. Cheerleading-Wtr (1)	$ 3,119	$ 3,283	$ 3,447	$ 3,556	$ 3,885
M.S. Cheerleading-Fall (1)	$ 2,353	$ 2,517	$ 2,681	$ 2,845	$ 3,009
M.S. Cheerleading-Wtr (1)	$ 2,353	$ 2,517	$ 2,681	$ 2,845	$ 3,009
Asst. M.S. Cheerleading-Fall (1)	$ 1,806	$ 1,970	$ 2,134	$ 2,298	$ 2,462
Asst. M.S. Cheerleading-Wtr (1)	$ 1,806	$ 1,970	$ 2,134	$ 2,298	$ 2,462
Volleyball Coordinator (1)	$ 6,019	$ 6,347	$ 6,675	$ 7,003	$ 7,660
Asst. Volleyball Coach (3)	$ 4,322	$ 4,487	$ 4,705	$ 4,870	$ 5,143
M.S. Volleyball Coach (2)	$ 3,556	$ 3,666	$ 3,775	$ 3,939	$ 4,158
Boys/Girls Head Golf Coach (2)	$ 4,049	$ 4,268	$ 4,432	$ 4,651	$ 5,143
Asst. Golf Coach (2)	$ 3,119	$ 3,283	$ 3,447	$ 3,556	$ 3,885
Boys/Girls Tennis Coach (2)	$ 4,049	$ 4,268	$ 4,432	$ 4,651	$ 5,143
Asst. Tennis Coach (2)	$ 3,119	$ 3,283	$ 3,447	$ 3,556	$ 3,885
Boys/Girls Cross Country Coor. (1)	$ 6,019	$ 6,347	$ 6,675	$ 7,003	$ 7,660
Assistant Cross Country Boys/Girls (2)	$ 4,322	$ 4,487	$ 4,705	$ 4,870	$ 5,143
M.S. Cross Country (3)	$ 2,517	$ 2,681	$ 2,845	$ 3,009	$ 3,338
Faculty Manager/Fall (1)	$ 2,572	$ 2,708	$ 2,845	$ 2,982	$ 3,173
Faculty Manager/Winter (1)	$ 2,572	$ 2,708	$ 2,845	$ 2,982	$ 3,173

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Schedule 1 - District Interscholastics
Years of Service

2027-2028

Position	1	2	3	4	5
Asst. Athletic Director-M.S. (1)	$ 6,657	$ 6,881	$ 7,161	$ 7,385	$ 7,664
Football Program Coor. (1)	$ 8,504	$ 8,951	$ 9,399	$ 9,846	$ 10,630
Asst. H.S. Football Coach (6)	$ 5,930	$ 6,210	$ 6,434	$ 6,713	$ 7,049
M.S. Head Coach (1)	$ 5,091	$ 5,371	$ 5,595	$ 5,818	$ 6,098
Asst. M.S. Coach (3)	$ 4,532	$ 4,755	$ 4,923	$ 5,147	$ 5,483
Boys/Girls Basketball Coor. (2)	$ 7,776	$ 8,168	$ 8,504	$ 8,895	$ 10,350
Asst. Bball Coach (6)	$ 5,259	$ 5,483	$ 5,706	$ 5,986	$ 6,434
M.S. Head Bball Coach (4)	$ 4,028	$ 4,196	$ 4,364	$ 4,532	$ 5,035
Wrestling Coord. (1)	$ 7,664	$ 8,000	$ 8,392	$ 8,727	$ 9,511
Asst. Wrestling Coach (2)	$ 5,091	$ 5,371	$ 5,595	$ 5,818	$ 6,154
M.S. Wrestling Coach (1)	$ 4,028	$ 4,252	$ 4,420	$ 4,643	$ 4,867
Asst. M.S. Wrestling (1)	$ 2,741	$ 2,965	$ 3,133	$ 3,357	$ 3,580
Boys/Girls Head Soccer (2)	$ 6,154	$ 6,490	$ 6,825	$ 7,161	$ 7,832
Asst. Soccer Coach (4)	$ 4,420	$ 4,587	$ 4,811	$ 4,979	$ 5,259
Head Gymnastics Coach (1)	$ 6,322	$ 6,602	$ 6,881	$ 7,161	$ 7,553
Head Swimming Coach (1)	$ 6,322	$ 6,602	$ 6,881	$ 7,161	$ 7,553
Asst Swimming Coach (2)	$ 4,532	$ 4,755	$ 4,923	$ 5,147	$ 5,371
Head Hockey Coach (1)	$ 6,322	$ 6,602	$ 6,881	$ 7,161	$ 7,553
Asst. Hockey Coach (1)	$ 4,532	$ 4,755	$ 4,923	$ 5,147	$ 5,371
Head Baseball/Softball (2)	$ 5,930	$ 6,210	$ 6,490	$ 6,769	$ 7,105
Asst. Baseball/Softball (4)	$ 4,252	$ 4,420	$ 4,643	$ 4,811	$ 5,091
Boys/Girls Track Coor. (2)	$ 5,930	$ 6,210	$ 6,490	$ 6,769	$ 7,105
Asst. Track Coach (4)	$ 4,252	$ 4,420	$ 4,643	$ 4,811	$ 5,091
M.S. Track Coach (2)	$ 3,525	$ 3,636	$ 3,748	$ 3,916	$ 4,140
Asst. M.S. Track Coach (2)	$ 2,685	$ 2,797	$ 2,909	$ 3,077	$ 3,245
Boys/Girls Lacrosse Coach (2)	$ 5,930	$ 6,210	$ 6,490	$ 6,769	$ 7,105
Asst. Lacrosse Coach (4)	$ 4,252	$ 4,420	$ 4,643	$ 4,811	$ 5,091
Cheerleading Coor.-Fall (1)	$ 4,140	$ 4,364	$ 4,532	$ 4,755	$ 5,259
Cheerleading Coor-Wtr (1)	$ 4,140	$ 4,364	$ 4,532	$ 4,755	$ 5,259
Asst. H.S. Cheerleading-Fall (1)	$ 3,189	$ 3,357	$ 3,525	$ 3,636	$ 3,972
Asst. H.S. Cheerleading-Wtr (1)	$ 3,189	$ 3,357	$ 3,525	$ 3,636	$ 3,972
M.S. Cheerleading-Fall (1)	$ 2,406	$ 2,573	$ 2,741	$ 2,909	$ 3,077
M.S. Cheerleading-Wtr (1)	$ 2,406	$ 2,573	$ 2,741	$ 2,909	$ 3,077
Asst. M.S. Cheerleading-Fall (1)	$ 1,846	$ 2,014	$ 2,182	$ 2,350	$ 2,518
Asst. M.S. Cheerleading-Wtr (1)	$ 1,846	$ 2,014	$ 2,182	$ 2,350	$ 2,518
Volleyball Coordinator (1)	$ 6,154	$ 6,490	$ 6,825	$ 7,161	$ 7,832
Asst. Volleyball Coach (3)	$ 4,420	$ 4,587	$ 4,811	$ 4,979	$ 5,259
M.S. Volleyball Coach (2)	$ 3,636	$ 3,748	$ 3,860	$ 4,028	$ 4,252
Boys/Girls Head Golf Coach (2)	$ 4,140	$ 4,364	$ 4,532	$ 4,755	$ 5,259
Asst. Golf Coach (2)	$ 3,189	$ 3,357	$ 3,525	$ 3,636	$ 3,972
Boys/Girls Tennis Coach (2)	$ 4,140	$ 4,364	$ 4,532	$ 4,755	$ 5,259
Asst. Tennis Coach (2)	$ 3,189	$ 3,357	$ 3,525	$ 3,636	$ 3,972
Boys/Girls Cross Country Coor. (1)	$ 6,154	$ 6,490	$ 6,825	$ 7,161	$ 7,832
Assistant Cross Country Boys/Girls (2)	$ 4,420	$ 4,587	$ 4,811	$ 4,979	$ 5,259
M.S. Cross Country (3)	$ 2,573	$ 2,741	$ 2,909	$ 3,077	$ 3,413
Faculty Manager/Fall (1)	$ 2,629	$ 2,769	$ 2,909	$ 3,049	$ 3,245
Faculty Manager/Winter (1)	$ 2,629	$ 2,769	$ 2,909	$ 3,049	$ 3,245

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Schedule 1 - District Interscholastics
Years of Service

2028-2029

Position	1	2	3	4	5
Asst. Athletic Director-M.S. (1)	$ 6,807	$ 7,036	$ 7,322	$ 7,551	$ 7,837
Football Program Coor. (1)	$ 8,695	$ 9,152	$ 9,610	$ 10,068	$ 10,869
Asst. H.S. Football Coach (6)	$ 6,064	$ 6,350	$ 6,578	$ 6,864	$ 7,208
M.S. Head Coach (1)	$ 5,205	$ 5,491	$ 5,720	$ 5,949	$ 6,235
Asst. M.S. Coach (3)	$ 4,633	$ 4,862	$ 5,034	$ 5,263	$ 5,606
Boys/Girls Basketball Coor. (2)	$ 7,951	$ 8,352	$ 8,695	$ 9,095	$ 10,583
Asst. Bball Coach (6)	$ 5,377	$ 5,606	$ 5,835	$ 6,121	$ 6,578
M.S. Head Bball Coach (4)	$ 4,119	$ 4,290	$ 4,462	$ 4,633	$ 5,148
Wrestling Coord. (1)	$ 7,837	$ 8,180	$ 8,580	$ 8,924	$ 9,725
Asst. Wrestling Coach (2)	$ 5,205	$ 5,491	$ 5,720	$ 5,949	$ 6,292
M.S. Wrestling Coach (1)	$ 4,119	$ 4,347	$ 4,519	$ 4,748	$ 4,977
Asst. M.S. Wrestling (1)	$ 2,803	$ 3,032	$ 3,203	$ 3,432	$ 3,661
Boys/Girls Head Soccer (2)	$ 6,292	$ 6,636	$ 6,979	$ 7,322	$ 8,008
Asst. Soccer Coach (4)	$ 4,519	$ 4,691	$ 4,919	$ 5,091	$ 5,377
Head Gymnastics Coach (1)	$ 6,464	$ 6,750	$ 7,036	$ 7,322	$ 7,722
Head Swimming Coach (1)	$ 6,464	$ 6,750	$ 7,036	$ 7,322	$ 7,722
Asst Swimming Coach (2)	$ 4,633	$ 4,862	$ 5,034	$ 5,263	$ 5,491
Head Hockey Coach (1)	$ 6,464	$ 6,750	$ 7,036	$ 7,322	$ 7,722
Asst. Hockey Coach (1)	$ 4,633	$ 4,862	$ 5,034	$ 5,263	$ 5,491
Head Baseball/Softball (2)	$ 6,064	$ 6,350	$ 6,636	$ 6,922	$ 7,265
Asst. Baseball/Softball (4)	$ 4,347	$ 4,519	$ 4,748	$ 4,919	$ 5,205
Boys/Girls Track Coor. (2)	$ 6,064	$ 6,350	$ 6,636	$ 6,922	$ 7,265
Asst. Track Coach (4)	$ 4,347	$ 4,519	$ 4,748	$ 4,919	$ 5,205
M.S. Track Coach (2)	$ 3,604	$ 3,718	$ 3,833	$ 4,004	$ 4,233
Asst. M.S. Track Coach (2)	$ 2,746	$ 2,860	$ 2,975	$ 3,146	$ 3,318
Boys/Girls Lacrosse Coach (2)	$ 6,064	$ 6,350	$ 6,636	$ 6,922	$ 7,265
Asst. Lacrosse Coach (4)	$ 4,347	$ 4,519	$ 4,748	$ 4,919	$ 5,205
Cheerleading Coor.-Fall (1)	$ 4,233	$ 4,462	$ 4,633	$ 4,862	$ 5,377
Cheerleading Coor-Wtr (1)	$ 4,233	$ 4,462	$ 4,633	$ 4,862	$ 5,377
Asst. H.S. Cheerleading-Fall (1)	$ 3,261	$ 3,432	$ 3,604	$ 3,718	$ 4,061
Asst. H.S. Cheerleading-Wtr (1)	$ 3,261	$ 3,432	$ 3,604	$ 3,718	$ 4,061
M.S. Cheerleading-Fall (1)	$ 2,460	$ 2,631	$ 2,803	$ 2,975	$ 3,146
M.S. Cheerleading-Wtr (1)	$ 2,460	$ 2,631	$ 2,803	$ 2,975	$ 3,146
Asst. M.S. Cheerleading-Fall (1)	$ 1,888	$ 2,059	$ 2,231	$ 2,403	$ 2,574
Asst. M.S. Cheerleading-Wtr (1)	$ 1,888	$ 2,059	$ 2,231	$ 2,403	$ 2,574
Volleyball Coordinator (1)	$ 6,292	$ 6,636	$ 6,979	$ 7,322	$ 8,008
Asst. Volleyball Coach (3)	$ 4,519	$ 4,691	$ 4,919	$ 5,091	$ 5,377
M.S. Volleyball Coach (2)	$ 3,718	$ 3,833	$ 3,947	$ 4,119	$ 4,347
Boys/Girls Head Golf Coach (2)	$ 4,233	$ 4,462	$ 4,633	$ 4,862	$ 5,377
Asst. Golf Coach (2)	$ 3,261	$ 3,432	$ 3,604	$ 3,718	$ 4,061
Boys/Girls Tennis Coach (2)	$ 4,233	$ 4,462	$ 4,633	$ 4,862	$ 5,377
Asst. Tennis Coach (2)	$ 3,261	$ 3,432	$ 3,604	$ 3,718	$ 4,061
Boys/Girls Cross Country Coor. (1)	$ 6,292	$ 6,636	$ 6,979	$ 7,322	$ 8,008
Assistant Cross Country Boys/Girls (2)	$ 4,519	$ 4,691	$ 4,919	$ 5,091	$ 5,377
M.S. Cross Country (3)	$ 2,631	$ 2,803	$ 2,975	$ 3,146	$ 3,489
Faculty Manager/Fall (1)	$ 2,689	$ 2,832	$ 2,975	$ 3,118	$ 3,318
Faculty Manager/Winter (1)	$ 2,689	$ 2,832	$ 2,975	$ 3,118	$ 3,318

Base Salary:

2026-2027	54,714
2027-2028	55,945
2028-2029	57,203

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Schedule 2 - High School Co-Curriculars

Years of Service

Position	1	2	3	4	5
Art Club Advisor	0.021	0.022	0.024	0.025	0.026
Asst. Marching Band Director (2)	0.091	0.096	0.100	0.104	0.108
Bridge to the World Coordinator (1)	0.021	0.022	0.024	0.025	0.026
Cum Laude Society Advisor (1)	0.031	0.033	0.035	0.036	0.038
Dramatics - "Fall Play" Advisor	0.091	0.096	0.100	0.104	0.108
Dramatics - Spring Musical Advisor	0.091	0.096	0.100	0.104	0.108
Dramatics - Spring Musical Director	0.091	0.096	0.100	0.104	0.108
Speech and Debate Advisor	0.101	0.107	0.113	0.119	0.125
Speech and Debate Club Assistant	0.072	0.076	0.079	0.083	0.086
Freshman Class Advisor	0.021	0.022	0.024	0.025	0.026
Department Chair	0.051	0.053	0.056	0.060	0.063
Head Marching Band Director	0.137	0.143	0.150	0.156	0.163
International Club Advisor (2)	0.021	0.022	0.024	0.025	0.026
Jazz Band Advisor	0.072	0.076	0.079	0.083	0.086
Junior Class Advisor	0.051	0.053	0.056	0.060	0.063
Interact Advisor	0.071	0.072	0.074	0.075	0.076
Interact Assistant	0.022	0.023	0.025	0.026	0.028
Digital Journalism (25% Newswriting and 75% Yearbook)	0.072	0.076	0.079	0.083	0.086
Prism Advisor(s), Art 30%, Literary 70%	0.021	0.022	0.024	0.025	0.026
Science Club Advisor	0.021	0.022	0.024	0.025	0.026
Select Choir Advisor	0.085	0.088	0.091	0.094	0.097
Senior Class Advisor	0.051	0.053	0.056	0.060	0.063
Sophomore Class Advisor	0.021	0.022	0.024	0.025	0.026
Student Council Advisor	0.051	0.053	0.056	0.060	0.063
Student Enrichment	0.021	0.022	0.024	0.025	0.026
Student Tutoring Coordinator	0.022	0.023	0.025	0.026	0.028
Technology Advocate	0.038	0.040	0.042	0.045	0.047
Thespian/Drama Club	0.021	0.022	0.024	0.025	0.026
Science Olympiad	0.038	0.040	0.042	0.045	0.047
Tiger Perk Coord.	0.051	0.053	0.056	0.060	0.063
DLT - $30 Hourly Rate (not to exceed $2,400 - 2X Bldg.)					

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2026-2027

Schedule 2 - High School Co-Curriculars

Years of Service

Position	1	2	3	4	5
Art Club Advisor	$ 1,149	$ 1,204	$1,313	$ 1,368	$1,423
Asst. Marching Band Director (2)	$ 4,979	$ 5,253	$5,471	$ 5,690	$5,909
Bridge to the World Coordinator (1)	$ 1,149	$ 1,204	$1,313	$ 1,368	$1,423
Cum Laude Society Advisor (1)	$ 1,696	$ 1,806	$1,915	$ 1,970	$2,079
Dramatics - "Fall Play" Advisor	$ 4,979	$ 5,253	$5,471	$ 5,690	$5,909
Dramatics - Spring Musical Advisor	$ 4,979	$ 5,253	$5,471	$ 5,690	$5,909
Dramatics - Spring Musical Director	$ 4,979	$ 5,253	$5,471	$ 5,690	$5,909
Speech and Debate Advisor	$ 5,526	$ 5,854	$6,183	$ 6,511	$6,839
Speech and Debate Club Assistant	$ 3,939	$ 4,158	$4,322	$ 4,541	$4,705
Freshman Class Advisor	$ 1,149	$ 1,204	$1,313	$ 1,368	$1,423
Department Chair	$ 2,790	$ 2,900	$3,064	$ 3,283	$3,447
Head Marching Band Director	$ 7,496	$ 7,824	$8,207	$ 8,535	$8,918
International Club Advisor (2)	$ 1,149	$ 1,204	$1,313	$ 1,368	$1,423
Jazz Band Advisor	$ 3,939	$ 4,158	$4,322	$ 4,541	$4,705
Junior Class Advisor	$ 2,790	$ 2,900	$3,064	$ 3,283	$3,447
Interact Advisor	$ 3,885	$ 3,939	$4,049	$ 4,104	$4,158
Interact Assistant	$ 1,204	$ 1,258	$1,368	$ 1,423	$1,532
Digital Journalism (25% Newswriting and 75% Yearbook)	$ 3,939	$ 4,158	$4,322	$ 4,541	$4,705
Prism Advisor(s), Art 30%, Literary 70%	$ 1,149	$ 1,204	$1,313	$ 1,368	$1,423
Science Club Advisor	$ 1,149	$ 1,204	$1,313	$ 1,368	$1,423
Select Choir Advisor	$ 4,651	$ 4,815	$4,979	$ 5,143	$5,307
Senior Class Advisor	$ 2,790	$ 2,900	$3,064	$ 3,283	$3,447
Sophomore Class Advisor	$ 1,149	$ 1,204	$1,313	$ 1,368	$1,423
Student Council Advisor	$ 2,790	$ 2,900	$3,064	$ 3,283	$3,447
Student Enrichment	$ 1,149	$ 1,204	$1,313	$ 1,368	$1,423
Student Tutoring Coordinator	$ 1,204	$ 1,258	$1,368	$ 1,423	$1,532
Technology Advocate	$ 2,079	$ 2,189	$2,298	$ 2,462	$2,572
Thespian/Drama Club	$ 1,149	$ 1,204	$1,313	$ 1,368	$1,423
Science Olympiad	$ 2,079	$ 2,189	$2,298	$ 2,462	$2,572
Tiger Perk Coord.	$ 2,790	$ 2,900	$3,064	$ 3,283	$3,447
DLT - $30 Hourly Rate (not to exceed $2,400 - 2X Bldg.)					

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2027-2028

Schedule 2 - High School Co-Curriculars

Years of Service

Position	1	2	3	4	5
Art Club Advisor	$ 1,175	$ 1,231	$1,343	$ 1,399	$1,455
Asst. Marching Band Director (2)	$ 5,091	$ 5,371	$5,595	$ 5,818	$6,042
Bridge to the World Coordinator (1)	$ 1,175	$ 1,231	$1,343	$ 1,399	$1,455
Cum Laude Society Advisor (1)	$ 1,734	$ 1,846	$1,958	$ 2,014	$2,126
Dramatics - "Fall Play" Advisor	$ 5,091	$ 5,371	$5,595	$ 5,818	$6,042
Dramatics - Spring Musical Advisor	$ 5,091	$ 5,371	$5,595	$ 5,818	$6,042
Dramatics - Spring Musical Director	$ 5,091	$ 5,371	$5,595	$ 5,818	$6,042
Speech and Debate Advisor	$ 5,650	$ 5,986	$6,322	$ 6,657	$6,993
Speech and Debate Club Assistant	$ 4,028	$ 4,252	$4,420	$ 4,643	$4,811
Freshman Class Advisor	$ 1,175	$ 1,231	$1,343	$ 1,399	$1,455
Department Chair	$ 2,853	$ 2,965	$3,133	$ 3,357	$3,525
Head Marching Band Director	$ 7,664	$ 8,000	$8,392	$ 8,727	$9,119
International Club Advisor (2)	$ 1,175	$ 1,231	$1,343	$ 1,399	$1,455
Jazz Band Advisor	$ 4,028	$ 4,252	$4,420	$ 4,643	$4,811
Junior Class Advisor	$ 2,853	$ 2,965	$3,133	$ 3,357	$3,525
Interact Advisor	$ 3,972	$ 4,028	$4,140	$ 4,196	$4,252
Interact Assistant	$ 1,231	$ 1,287	$1,399	$ 1,455	$1,566
Digital Journalism (25% Newswriting and 75% Yearbook)	$ 4,028	$ 4,252	$4,420	$ 4,643	$4,811
Prism Advisor(s), Art 30%, Literary 70%	$ 1,175	$ 1,231	$1,343	$ 1,399	$1,455
Science Club Advisor	$ 1,175	$ 1,231	$1,343	$ 1,399	$1,455
Select Choir Advisor	$ 4,755	$ 4,923	$5,091	$ 5,259	$5,427
Senior Class Advisor	$ 2,853	$ 2,965	$3,133	$ 3,357	$3,525
Sophomore Class Advisor	$ 1,175	$ 1,231	$1,343	$ 1,399	$1,455
Student Council Advisor	$ 2,853	$ 2,965	$3,133	$ 3,357	$3,525
Student Enrichment	$ 1,175	$ 1,231	$1,343	$ 1,399	$1,455
Student Tutoring Coordinator	$ 1,231	$ 1,287	$1,399	$ 1,455	$1,566
Technology Advocate	$ 2,126	$ 2,238	$2,350	$ 2,518	$2,629
Thespian/Drama Club	$ 1,175	$ 1,231	$1,343	$ 1,399	$1,455
Science Olympiad	$ 2,126	$ 2,238	$2,350	$ 2,518	$2,629
Tiger Perk Coord.	$ 2,853	$ 2,965	$3,133	$ 3,357	$3,525
DLT - $30 Hourly Rate (not to exceed $2,400 - 2X Bldg.)					

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2028-2029

Schedule 2 - High School Co-Curriculars

Years of Service

Position	1	2	3	4	5
Art Club Advisor	$ 1,201	$ 1,258	$1,373	$ 1,430	$1,487
Asst. Marching Band Director (2)	$ 5,205	$ 5,491	$5,720	$ 5,949	$6,178
Bridge to the World Coordinator (1)	$ 1,201	$ 1,258	$1,373	$ 1,430	$1,487
Cum Laude Society Advisor (1)	$ 1,773	$ 1,888	$2,002	$ 2,059	$2,174
Dramatics - "Fall Play" Advisor	$ 5,205	$ 5,491	$5,720	$ 5,949	$6,178
Dramatics - Spring Musical Advisor	$ 5,205	$ 5,491	$5,720	$ 5,949	$6,178
Dramatics - Spring Musical Director	$ 5,205	$ 5,491	$5,720	$ 5,949	$6,178
Speech and Debate Advisor	$ 5,778	$ 6,121	$6,464	$ 6,807	$7,150
Speech and Debate Club Assistant	$ 4,119	$ 4,347	$4,519	$ 4,748	$4,919
Freshman Class Advisor	$ 1,201	$ 1,258	$1,373	$ 1,430	$1,487
Department Chair	$ 2,917	$ 3,032	$3,203	$ 3,432	$3,604
Head Marching Band Director	$ 7,837	$ 8,180	$8,580	$ 8,924	$9,324
International Club Advisor (2)	$ 1,201	$ 1,258	$1,373	$ 1,430	$1,487
Jazz Band Advisor	$ 4,119	$ 4,347	$4,519	$ 4,748	$4,919
Junior Class Advisor	$ 2,917	$ 3,032	$3,203	$ 3,432	$3,604
Interact Advisor	$ 4,061	$ 4,119	$4,233	$ 4,290	$4,347
Interact Assistant	$ 1,258	$ 1,316	$1,430	$ 1,487	$1,602
Digital Journalism	$ 4,119	$ 4,347	$4,519	$ 4,748	$4,919
Prism Advisor(s), Art 30%, Literary 70%	$ 1,201	$ 1,258	$1,373	$ 1,430	$1,487
Science Club Advisor	$ 1,201	$ 1,258	$1,373	$ 1,430	$1,487
Select Choir Advisor	$ 4,862	$ 5,034	$5,205	$ 5,377	$5,549
Senior Class Advisor	$ 2,917	$ 3,032	$3,203	$ 3,432	$3,604
Sophomore Class Advisor	$ 1,201	$ 1,258	$1,373	$ 1,430	$1,487
Student Council Advisor	$ 2,917	$ 3,032	$3,203	$ 3,432	$3,604
Student Enrichment	$ 1,201	$ 1,258	$1,373	$ 1,430	$1,487
Student Tutoring Coordinator	$ 1,258	$ 1,316	$1,430	$ 1,487	$1,602
Technology Advocate	$ 2,174	$ 2,288	$2,403	$ 2,574	$2,689
Thespian/Drama Club	$ 1,201	$ 1,258	$1,373	$ 1,430	$1,487
Science Olympiad	$ 2,174	$ 2,288	$2,403	$ 2,574	$2,689
Tiger Perk Coord.	$ 2,917	$ 3,032	$3,203	$ 3,432	$3,604
DLT - $30 Hourly Rate (not to exceed $2,400 - 2X Bldg.)					

Base Salary:		
	2026-2027	54,714
	2027-2028	55,945
	2028-2029	57,203

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Schedule 3 - Middle School Co-Curriculars
Years of Service

Position	1	2	3	4	5
Yearbook Advisor	0.046	0.049	0.052	0.055	0.057
Power of the Pen	0.026	0.028	0.029	0.032	0.034
Newspaper Advisor	0.026	0.028	0.029	0.032	0.034
Student Council Advisor	0.045	0.047	0.050	0.053	0.056
7th/8th Grade Class Advisor (1)	0.026	0.028	0.029	0.032	0.034
Jazz Band - M.S.	0.059	0.061	0.063	0.065	0.067
Select Choir - M.S.	0.059	0.061	0.063	0.065	0.067
Student Enrichment	0.021	0.022	0.024	0.025	0.026
Technology Advocate	0.038	0.040	0.042	0.045	0.047
Grade Level Chair	0.051	0.053	0.056	0.060	0.063
Speech and Debate	0.059	0.061	0.063	0.065	0.067

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Schedule 3 - Middle School Co-Curriculars
Years of Service

Position	1	2	3	4	5
Yearbook Advisor	$ 2,517	$ 2,681	$ 2,845	$ 3,009	$ 3,119
Power of the Pen	$ 1,423	$ 1,532	$ 1,587	$ 1,751	$ 1,860
Newspaper Advisor	$ 1,423	$ 1,532	$ 1,587	$ 1,751	$ 1,860
Student Council Advisor	$ 2,462	$ 2,572	$ 2,736	$ 2,900	$ 3,064
7th/8th Grade Class Advisor (1)	$ 1,423	$ 1,532	$ 1,587	$ 1,751	$ 1,860
Jazz Band - M.S.	$ 3,228	$ 3,338	$ 3,447	$ 3,556	$ 3,666
Select Choir - M.S.	$ 3,228	$ 3,338	$ 3,447	$ 3,556	$ 3,666
Student Enrichment	$ 1,149	$ 1,204	$ 1,313	$ 1,368	$ 1,423
Technology Advocate	$ 2,079	$ 2,189	$ 2,298	$ 2,462	$ 2,572
Grade Level Chair	$ 2,790	$ 2,900	$ 3,064	$ 3,283	$ 3,447
Speech and Debate	$ 3,228	$ 3,338	$ 3,447	$ 3,556	$ 3,666

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Schedule 3 - Middle School Co-Curriculars
Years of Service

Position	1	2	3	4	5
Yearbook Advisor	$ 2,573	$ 2,741	$ 2,909	$ 3,077	$ 3,189
Power of the Pen	$ 1,455	$ 1,566	$ 1,622	$ 1,790	$ 1,902
Newspaper Advisor	$ 1,455	$ 1,566	$ 1,622	$ 1,790	$ 1,902
Student Council Advisor	$ 2,518	$ 2,629	$ 2,797	$ 2,965	$ 3,133
7th/8th Grade Class Advisor (1)	$ 1,455	$ 1,566	$ 1,622	$ 1,790	$ 1,902
Jazz Band - M.S.	$ 3,301	$ 3,413	$ 3,525	$ 3,636	$ 3,748
Select Choir - M.S.	$ 3,301	$ 3,413	$ 3,525	$ 3,636	$ 3,748
Student Enrichment	$ 1,175	$ 1,231	$ 1,343	$ 1,399	$ 1,455
Technology Advocate	$ 2,126	$ 2,238	$ 2,350	$ 2,518	$ 2,629
Grade Level Chair	$ 2,853	$ 2,965	$ 3,133	$ 3,357	$ 3,525
Speech and Debate	$ 3,301	$ 3,413	$ 3,525	$ 3,636	$ 3,748

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Schedule 3 - Middle School Co-Curriculars
Years of Service

Position	1	2	3	4	5
Yearbook Advisor	$ 2,631	$ 2,803	$ 2,975	$ 3,146	$ 3,261
Power of the Pen	$ 1,487	$ 1,602	$ 1,659	$ 1,830	$ 1,945
Newspaper Advisor	$ 1,487	$ 1,602	$ 1,659	$ 1,830	$ 1,945
Student Council Advisor	$ 2,574	$ 2,689	$ 2,860	$ 3,032	$ 3,203
7th/8th Grade Class Advisor (1)	$ 1,487	$ 1,602	$ 1,659	$ 1,830	$ 1,945
Jazz Band - M.S.	$ 3,375	$ 3,489	$ 3,604	$ 3,718	$ 3,833
Select Choir - M.S.	$ 3,375	$ 3,489	$ 3,604	$ 3,718	$ 3,833
Student Enrichment	$ 1,201	$ 1,258	$ 1,373	$ 1,430	$ 1,487
Technology Advocate	$ 2,174	$ 2,288	$ 2,403	$ 2,574	$ 2,689
Grade Level Chair	$ 2,917	$ 3,032	$ 3,203	$ 3,432	$ 3,604
Speech and Debate	$ 3,375	$ 3,489	$ 3,604	$ 3,718	$ 3,833

Base Salary:		
	2026-2027	54,714
	2027-2028	55,945
	2028-2029	57,203

Index **Schedule 4 - Elem. School Co-Curriculars**
Years of Service

Position	1	2	3	4	5
5th or 6th Grade Retreat Coordinator (2)	0.009	0.010	0.011	0.012	0.013
Assistant Select Choir	0.022	0.023	0.025	0.026	0.028
Destination Imagination Advisor	0.026	0.027	0.028	0.029	0.030
Rocket Club	0.022	0.023	0.025	0.026	0.028
Select Choir	0.072	0.076	0.079	0.083	0.086
Service Learning Club Advisor	0.022	0.023	0.025	0.026	0.028
Student Council Advisor	0.022	0.023	0.025	0.026	0.028
Student Enrichment	0.021	0.022	0.024	0.025	0.026
Tiger Tutor Coordinator	0.022	0.023	0.025	0.026	0.028
Grade Level Chair	0.051	0.053	0.056	0.060	0.063
Technology Advocate	0.038	0.040	0.042	0.045	0.047
Tiger Beats	0.059	0.061	0.063	0.065	0.067

2026-2027

Index **Schedule 4 - Elem. School Co-Curriculars**
Years of Service

Position	1	2	3	4	5
5th or 6th Grade Retreat*	$ 300	$ 300	$ 300	$ 300	$ 300
5th or 6th Grade Retreat Coordinator (2)	$ 492	$ 547	$ 602	$ 657	$ 711
Assistant Select Choir	$ 1,204	$ 1,258	$ 1,368	$ 1,423	$ 1,532
Destination Imagination Advisor	$ 1,423	$ 1,477	$ 1,532	$ 1,587	$ 1,641
Rocket Club	$ 1,204	$ 1,258	$ 1,368	$ 1,423	$ 1,532
Select Choir	$ 3,939	$ 4,158	$ 4,322	$ 4,541	$ 4,705
Service Learning Club Advisor	$ 1,204	$ 1,258	$ 1,368	$ 1,423	$ 1,532
Student Council Advisor	$ 1,204	$ 1,258	$ 1,368	$ 1,423	$ 1,532
Student Enrichment	$ 1,149	$ 1,204	$ 1,313	$ 1,368	$ 1,423
Tiger Tutor Coordinator	$ 1,204	$ 1,258	$ 1,368	$ 1,423	$ 1,532
Grade Level Chair	$ 2,790	$ 2,900	$ 3,064	$ 3,283	$ 3,447
Technology Advocate	$ 2,079	$ 2,189	$ 2,298	$ 2,462	$ 2,572
Tiger Beats	$ 3,228	$ 3,338	$ 3,447	$ 3,556	$ 3,666

*Co-Curricular stipends which are based on "overnights" may be prorated for a lesser amount if night commitments are reduced.

2027-2028

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Schedule 4 - Elem. School Co-Curriculars
Years of Service

Position	1	2	3	4	5
5th or 6th Grade Retreat*	$ 300	$ 300	$ 300	$ 300	$ 300
5th or 6th Grade Retreat Coordinator (2)	$ 504	$ 559	$ 615	$ 671	$ 727
Assistant Select Choir	$ 1,231	$ 1,287	$ 1,399	$ 1,455	$ 1,566
Destination Imagination Advisor	$ 1,455	$ 1,511	$ 1,566	$ 1,622	$ 1,678
Rocket Club	$ 1,231	$ 1,287	$ 1,399	$ 1,455	$ 1,566
Select Choir	$ 4,028	$ 4,252	$ 4,420	$ 4,643	$ 4,811
Service Learning Club Advisor	$ 1,231	$ 1,287	$ 1,399	$ 1,455	$ 1,566
Student Council Advisor	$ 1,231	$ 1,287	$ 1,399	$ 1,455	$ 1,566
Student Enrichment	$ 1,175	$ 1,231	$ 1,343	$ 1,399	$ 1,455
Tiger Tutor Coordinator	$ 1,231	$ 1,287	$ 1,399	$ 1,455	$ 1,566
Grade Level Chair	$ 2,853	$ 2,965	$ 3,133	$ 3,357	$ 3,525
Technology Advocate	$ 2,126	$ 2,238	$ 2,350	$ 2,518	$ 2,629
Tiger Beats	$ 3,301	$ 3,413	$ 3,525	$ 3,636	$ 3,748

*Co-Curricular stipends which are based on "overnights" may be prorated for a lesser amount if night commitments are reduced.

2028-2029

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Schedule 4 - Elem. School Co-Curriculars
Years of Service

Position	1	2	3	4	5
5th or 6th Grade Retreat*	$ 300	$ 300	$ 300	$ 300	$ 300
5th or 6th Grade Retreat Coordinator (2)	$ 515	$ 572	$ 629	$ 686	$ 744
Assistant Select Choir	$ 1,258	$ 1,316	$ 1,430	$ 1,487	$ 1,602
Destination Imagination Advisor	$ 1,487	$ 1,544	$ 1,602	$ 1,659	$ 1,716
Rocket Club	$ 1,258	$ 1,316	$ 1,430	$ 1,487	$ 1,602
Select Choir	$ 4,119	$ 4,347	$ 4,519	$ 4,748	$ 4,919
Service Learning Club Advisor	$ 1,258	$ 1,316	$ 1,430	$ 1,487	$ 1,602
Student Council Advisor	$ 1,258	$ 1,316	$ 1,430	$ 1,487	$ 1,602
Student Enrichment	$ 1,201	$ 1,258	$ 1,373	$ 1,430	$ 1,487
Tiger Tutor Coordinator	$ 1,258	$ 1,316	$ 1,430	$ 1,487	$ 1,602
Grade Level Chair	$ 2,917	$ 3,032	$ 3,203	$ 3,432	$ 3,604
Technology Advocate	$ 2,174	$ 2,288	$ 2,403	$ 2,574	$ 2,689
Tiger Beats	$ 3,375	$ 3,489	$ 3,604	$ 3,718	$ 3,833

*Co-Curricular stipends which are based on "overnights" may be prorated for a lesser amount if night commitments are reduced.

Appendix C

Chagrin Falls Exempted Village Schools
Grade Level Representatives/Department Heads/Curriculum Representatives
Intramurals/Events Helpers Salary Schedules

1. Grade Level Representatives/Department Heads

   Payment shall be based on Schedule 2 (High School Co-Curriculars)

DEPARTMENT HEADS

K-6	7-12
Gurney Specials	ELA
CFIS Specials	Math
Gurney Intervention Specialist	Science
CFIS Intervention Specialist	Social Studies
	Special Education
	Art
	Music
	Health / PE
	World Languages
	School Counselor

2. Curriculum Representatives

   Employees who are pre-approved to work on curriculum projects outside the contractual workday shall be compensated at a rate of $45.00 per hour upon submission of time records verifying the time spent on the project/assignment.

3. Events Helpers

   $35 (single) $50 (double) $75 (triple)

APPENDIX D
CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS

MEDICAL BENEFITS WAIVER FORM

An employee may waive medical (including dental) benefit coverage for the entire school year and receive a waiver payment. An employee's eligibility for the waiver is based upon contracted hours, with payment amounts pro-rated based on percentage of full-time. Employees with spouses who also are employed by the Board are not eligible for the waiver payment. The number of members eligible for waivers on June 30 shall determine the amount paid as follows:

0 – 30 waivers	*$1,000*
31+ waivers	*$2,000*

New employees hired during the school year are eligible to participate at a pro-rated annual payment.

The waiver payment shall be paid in the second pay in July following the waiver year.

This form must be completed and returned to the Treasurer's Office by the 2nd Friday in September to be eligible for participation. Waiver payments will not be paid unless the employee shows proof of medical and prescription drug coverage under another group plan.

I, _____, do hereby voluntarily waive the medical/dental benefits offered by my employer, Chagrin Falls Exempted Village School District, for myself and/or for my eligible dependents. All persons waiving coverage are listed below:

_____ _____

_____ _____

The medical/dental benefits provided by my employer have been explained to me. I understand that by waiving my rights to this medical/dental coverage, I cannot make claim against my employer or the health plans, through which my employer offers coverage, for any and all health-related claims the persons listed above and myself may have while not covered by the medical benefits. I certify that I am waiving my right to medical/dental coverage through my employer because my dependent's and/or I have medical coverage through:

_____

(A PHOTOCOPY OF MY CURRENT HEALTH INSURANCE IDENTIFICATION CARD IS ATTACHED)

By waiving my rights to this medical coverage, I further understand that I and/or my dependents (including my spouse) will not be eligible to obtain coverage under my employer's health plans until the next open enrollment period.

Employee Signature	Date
Treasurer's Signature	Date

APPENDIX E
MEDICAL INSURANCE COVERAGE

Chagrin Falls Exempted Village Schools
EFFECTIVE OCTOBER 1, 2018

PLAN TYPE	PPO	
Medical Benefits Deductible	Network	Non-Network
Single	$1,000	$2,000
Family	$2,000	$4,000
Deductible Type: Embedded	No one person covered under a family contract will have a greater Deductible and/or Coinsurance Out-of-Pocket Maximum than an individual with single coverage. Deductibles and Coinsurance for all family members aggregate toward the family Deductible and/or Coinsurance Out-of-Pocket Maximum.	
Coinsurance %	90%	70%
Out-of-Pocket Maximum (Deductible, Coinsurance and Medical) Single	$2,000	$7,000
Family	$4,000	$14,000
Office Visit Copay/Coinsurance (Primary/Specialist)	$20 / $40 Copay	$30% after Deductible
Urgent Care Copay	$50 Copay	$30% after Deductible
Emergency Room	$150 Copay	$150 Copay
Prescription (Rx) Drug Benefits Retail Copays		
Generic or Tier 1	$10	
Formulary or Tier 2	$35	
Non-Formulary or Tier 3	$60	
Specialty	$100	
Mail Order Copays		
Generic or Tier 1	$20	
Formulary or Tier 2	$70	
Non-Formulary or Tier 3	$120	
Specialty	n/a	
Rx Out-of-Pocket Maximum		
Single	$5,350	n/a
Family	$10,700	n/a

APPENDIX F

CATASTROPHIC SICK LEAVE
CONTRIBUTION FORM

I, _____, wish to contribute one (1) sick day to the Catastrophic Sick Leave Bank of the Chagrin Falls Exempted Village Schools. I understand that this day will be deducted from my accumulated sick leave and cannot be returned to me. I also understand that contributing this day grants me access to the Catastrophic Sick Leave Bank.

_____
(Signature)

_____
(Date)

_____
(Building)

APPENDIX G

Submit in Triplicate

CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS

PROFESSIONAL LEAVE REQUEST FORM

CERTIFIED/CLASSIFIED EMPLOYEES

INSTRUCTIONS:
1. Must be submitted in advance of meeting date.
2. A copy of the announcement of meeting conference is to be attached to this form.
3. Fill in all areas – indicate N/A if not applicable.

NAME_____

Date:_____ School:_____

To Attend:_____

Place:_____

Sponsoring Organization:_____

Dates:_____ Days absent from school:_____

Estimate of Expenses:

Transportation (_____ miles @ $._____) =	$_____	
Accommodation	$_____	
Registration	$_____	
Meals	$_____	
Other	$_____	
Estimate Total	$_____	Actual Amount Approved:

Approved By:_____ _____

Principal/Supervisor

By:_____

Assistant Superintendent

Actual Expenses: (To be completed after attendance of program)

Transportation (_____ miles @ $._____) =	$_____	Attach all receipts and
Accommodation	$_____	submit to Principal/
Registration	$_____	Supervisor, who, in turn,
Meals	$_____	submits to the Treasurer.
Other	$_____	
Actual Total	$_____	
TOTAL:	$_____	

Approved By:_____

Principal/Supervisor

Original - Superintendent
Pink Copy - Principal or Supervisor
Yellow Copy - Employee

APPENDIX H

CFEA SPOT SUBSTITUTION FORM
CHAGRIN FALLS SCHOOL DISTRICT

TEACHER NAME_____

BUILDING_____

Rate for spot substitution is $35/hour.

(Secretary – circle option)

DATE	**ABSENT TEACHER**	**LENGTH OF TIME**
_____	_____	_____HR. _____MIN.
_____	_____	_____HR. _____MIN.
_____	_____	_____HR. _____MIN.
_____	_____	_____HR. _____MIN.
_____	_____	_____HR. _____MIN.
_____	_____	_____HR. _____MIN.
_____	_____	_____HR. _____MIN.
_____	_____	_____HR. _____MIN.
_____	_____	_____HR. _____MIN.
_____	_____	_____HR. _____MIN.
_____	_____	_____HR. _____MIN.
	TOTAL:	_____HR. _____MIN. $35.00 (7.5 HRS. – 1 COMP. DAY)

SUBMITTED BY: APPROVED BY:

_____ _____

TEACHER BUILDING PRINCIPAL

RETURN TO TREASURER AT END OF PAYROLL PERIOD
OR WHEN 7.5 HRS. EARNED

APPENDIX I RELATED TO ARTICLE XV

MEMORANDUM TO TEACHERS ON LIMITED CONTRACTS

To: Teachers on Limited Contract
From: Office of the Superintendent
Re: Consideration for Continuing Contract

Under the Board-CFEA agreement, teachers who wish to be considered for continuing contract status must complete the attached application and return to your building principal/evaluating administrator by September 15. To be eligible for tenure consideration, a teacher must meet the following criteria and is subject to the following terms:

1. Educator license:

Teacher license initially issued either on or after January 1, 2011	Teacher license initially issued prior to January 1, 2011
1. Professional educator license	1. Professional certificate, permanent certificate, or life teacher's certificate
2. Senior professional educator license	2. Professional educator license
3. Lead professional educator license	

2. By the end of this school year, will have taught three of the last five years in Chagrin Falls or, if he/she has acquired tenure in another Ohio district, have completed two years of teaching in Chagrin Falls Exempted School District by the end of the school year (for teachers initially licensed prior to January 1, 2011, the teacher may be qualified for a continuing contract in less than two years upon the superintendent's recommendation).

3. The teacher has held an educator license for at least seven years.

4. Required Course work (unless otherwise set forth by law):

Teacher license initially issued either on or after January 1, 2011	Teacher license initially issued prior to January 1, 2011
If the teacher did not hold a master's degree at the time of initially receiving an educator license, thirty semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the state board shall adopt;	If the teacher did not hold a master's degree at the time of initially receiving a teacher's certificate under former law or an educator license, thirty semester hours of coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the state board of education shall adopt;
If the teacher held a master's degree at the	If the teacher held a master's degree at the

time of initially receiving an educator license, six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of that license, as specified in rules which the state board shall adopt.	time of initially receiving a teacher's certificate under former law or an educator license, six semester hours of graduate coursework in the area of licensure or in an area related to the teaching field since the initial issuance of such certificate or license, as specified in rules which the state board shall adopt.

5. If a teacher has completed the necessary work, and holds the required certificate/license and applies for continuing contract, the following options are available to the Board under the ORC Sections 3319.11 and 3319.111:

   A. The Superintendent may recommend that the teacher receive continuing contract status for the following year, and that recommendation is approved by the Board; or

   B. The Superintendent may recommend the teacher for continuing contract status, but the Board rejects that recommendation. At a subsequent meeting, the teacher either will be nonrenewed or approved for an extended limited contract for one or two years; or

   C. The Superintendent may recommend that the teacher be nonrenewed, and that recommendation is approved by the Board.

6. If you wish to be considered and return the application, you and your building administrator/evaluating administrator will meet by October 1, to discuss the continuing contract consideration process.

7. If a teacher applies for tenure consideration and later learns he/she will not be able to complete the requirements by April 30, or decides by April 1 that he/she does not wish to be considered, the teacher shall so advise the building principal/evaluating administrator. If he/she withdraws, he/she may elect to apply for continuing contract consideration in a subsequent year.

CHAGRIN FALLS
EXEMPTED VILLAGE SCHOOLS

Dr. Jennifer Penczarski, Superintendent
Ashley Brudno, Treasurer

Certificate of Revenue Required
(Ohio Revised Code Section 5705.412)

For the matter of:
Negotiated Agreement with the Chagrin Falls Educations Association
July 1, 2026 through June 30, 2029

The undersigned, Treasurer of the Board of Education of the Chagrin Falls Exempted Village School District Cuyahoga County, Ohio, hereby certify that the money required to meet the obligations of the Board during the fiscal years 2027, 2028, and 2029, under the attached contract have been lawfully appropriated by the Board for such purposes and is in the treasury or in the process of collection to the credit of the appropriate fund, free from any previous encumbrances.

The undersigned, Treasurer and President of the Board of Education of the Chagrin Falls Exempted Village School District, Cuyahoga County, Ohio, and the Superintendent of the Chagrin Falls Exempted Village School District, Cuyahoga County, Ohio, hereby certify that the District has in effect the authorization to levy taxes, including the renewal or replacement of existing levies, which when combined with the estimated revenue from all other sources available to the District at the time of this certification, are sufficient to provide the operating revenues necessary to enable the District to maintain all personnel and programs during the duration of the attached contract on all of the days set forth in its adopted school calendars for the current fiscal year and for a number of days in the succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year.

This Certificate is given in compliance with Ohio Revised Code Sections 5705.41, 5705.412, and 5705.44.

Dated: **May 8, 2026**

Chagrin Falls Exempted Village
School District Board of Education

BY: _____
Ashley Brudno, Treasurer

BY: _____
Jennifer Penczarski, Superintendent

BY: _____
Lauren Miller, President of the Board of Education

400 East Washington Street, Chagrin Falls, Ohio 44022
Phone: (440) 247-4363 | Fax: (440) 247-5883 | www.chagrinschools.org