

Memorandum of Agreement

The Board of Education of the Shaker Heights City School District ("Board") and the Shaker Heights Teachers Association ("SHTA") hereby continue the Agreement between the Board and the SHTA effective through December 31, 2013, with modification as follows:

1. Article XXXV, Section 35.01 is amended to read:

"This Agreement shall be effective upon ratification of both parties, and shall be in effect from January 1, 2014 through December 31, 2014 except as otherwise specifically provided in this Agreement."

2. Article XI, Section 11.01 is amended to read:

"The teacher contract and/or notification of appointment for present employees will be issued no later than June 1. Said contract and/or notification of appointment will contain the following information (when available):

- a. Type of Contract (limited or continuing)
- b. School Year
- c. Name
- d. Base salary – annual
- e. Statement of salary classification on contract or addendum to contract."

3. Article XIV, Evaluation, is amended in its entirety to read:

14.01 Teacher Evaluation

- a. The Shaker Heights teacher evaluation procedure is designed primarily to recognize strengths, to encourage improvement and to stimulate professional growth. It is to be used also in helping the administrator arrive at a recommendation to the Superintendent concerning the appointment and/or promotion of teachers. It is not designed as a basis for granting salary increments.
- b. To be most effective the evaluation procedure must be a cooperative procedure whose purpose is not only evaluation but is to provide constructive help for those teachers experiencing classroom difficulties. This means the teachers must be given the opportunity to become familiar with the objectives and standards they are expected to achieve. Evaluation forms shall be available online.
- c. Teachers will be evaluated on the basis of all other teachers in Shaker Heights.

- d. Copies of the evaluation will be provided to the teacher, the Superintendent, the principal and the personnel office. The evaluation will be discussed with the teacher before a copy is sent to the personnel office.
 - e. A teacher may make written comments concerning any part of the evaluation. Duplicates of the comments must be attached to all copies held by the District. If the teacher elects to make such comments, he/she shall not be required to sign the evaluation form until such comments are attached. Signature by the teacher does not indicate agreement with the evaluation, only that the evaluation conference has been held and the written evaluation has been received.
 - f. Explanations of the various characteristics, practices and techniques used in the evaluation are designed to help teachers and principals think more specifically about the general categories used in the form.
- 14.02 Effective for the 2013-14 school year, the evaluation procedure and schedule shall be consistent with the Teacher Evaluation Process for 2013-2014 as jointly developed by the SHTA and the Administration of the Board through the Teacher Evaluation Committee and as may be modified through the Teacher Evaluation Committee from time to time or as may be required by law. A copy of the procedure and schedule in effect for the 2013-2014 school year is attached to this Memorandum of Agreement for reference purposes only, as Attachment A.
- 14.03 Upon the written request of the teacher, his/her right of representation by SHTA shall hold for all evaluation conferences after the initial meeting of the teacher and the principal in the formal evaluations.
4. Article XXVII – Salary is amended to read:
- 27.01 Effective January 1, 2014, the B.A. Minimum will be \$41,863 on the salary schedule set forth in Section 27.02.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

27.02

<u>STEP</u>	<u>B.A.</u>	<u>BA+ 15 OR 5 YRS</u>	<u>M.A.</u>	<u>M.A.+15</u>	<u>M.A.+30</u>	<u>M.A.+45</u>	<u>PH.D.</u>
	1.0000	1.0222	1.0700	1.0966	1.1188	1.1521	1.1965
A	41,863	42,792	44,793	45,907	46,836	48,230	50,089
	1.0500	1.0733	1.1022	1.1244	1.1466	1.1688	1.2222
B	43,956	44,932	46,141	47,071	48,000	48,929	51,165
	1.1000	1.1244	1.1600	1.1822	1.2044	1.2266	1.2888
C	46,049	47,071	48,561	49,490	50,420	51,349	53,953
	1.1500	1.1755	1.2177	1.2400	1.2622	1.2844	1.3555
D	48,142	49,210	50,977	51,910	52,839	53,769	56,745
	1.2000	1.2266	1.2755	1.2977	1.3200	1.3422	1.4222
E	50,236	51,349	53,396	54,326	55,259	56,189	59,538
	1.2500	1.2777	1.3333	1.3555	1.3777	1.4000	1.4888
F	52,329	53,488	55,816	56,745	57,675	58,608	62,326
	1.3000	1.3288	1.4000	1.4222	1.4444	1.4666	1.5555
G	54,422	55,628	58,608	59,538	60,467	61,396	65,118
	1.3500	1.3800	1.4666	1.4888	1.5111	1.5333	1.6222
H	56,515	57,771	61,396	62,326	63,259	64,189	67,910
	1.4000	1.4311	1.5333	1.5555	1.5777	1.6000	1.6888
I	58,608	59,910	64,189	65,118	66,047	66,981	70,698
	1.4500	1.4822	1.6000	1.6222	1.6444	1.6666	1.7555
J	60,701	62,049	66,981	67,910	68,840	69,769	73,490
	1.5000	1.5333	1.6666	1.6888	1.7111	1.7333	1.8222
K	62,795	64,189	69,769	70,698	71,632	72,561	76,283
	1.5500	1.5844	1.7333	1.7555	1.7777	1.8000	1.8888
L	64,888	66,328	72,561	73,490	74,420	75,353	79,071
	1.6000	1.6355	1.8000	1.8222	1.8444	1.8666	1.9555
M	66,981	68,467	75,353	76,283	77,212	78,141	81,863
	1.6500	1.6866	1.8666	1.8888	1.9111	1.9333	2.0222
N	69,074	70,606	78,141	79,071	80,004	80,934	84,655
	1.7000	1.7377	1.9333	1.9555	1.9777	2.0000	2.0888
O	71,167	72,745	80,934	81,863	82,792	83,726	87,443
	1.7500	1.8111	2.0000	2.0244	2.0488	2.0733	2.1755
P	73,260	75,818	83,726	84,747	85,769	86,795	91,073
	1.7750	1.8478	2.0335	2.0589	2.0844	2.1100	2.2189
R	74,307	77,354	85,128	86,192	87,259	88,331	92,890
	1.8000	1.8845	2.0670	2.0934	2.1200	2.1467	2.2623
S	75,353	78,891	86,531	87,636	88,750	89,867	94,707
	1.8250	1.9212	2.1005	2.1279	2.1556	2.1834	2.3057
T	76,400	80,427	87,933	89,080	90,240	91,404	96,524

After 5 years at Step P, 6th year to Step R;
 After 5 years at Step R, 6th year to Step S; and
 After 5 years at Step S, 6th year to Step T.

Teachers employed as of March 31, 2011 who possess a Master's degree will be granted a double increment at the time of obtaining a continuing contract and another double increment after five years on the continuing contract.

- 27.03 The payroll dates shall be semi-monthly on a schedule as determined by the Treasurer with consultation from the SHTA President.
- 27.04 The salary schedule is based on a 185 day work year.
- 27.05 Board action on salary reclassification for those staff members who have accumulated additional approved credit hours, beyond the master's degree, will be taken two (2) times a year, at the regular Board Meetings in November and April. There shall be no restrictions on reclassification among columns for MA+15, MA+30 and MA+45, other than having the necessary number of hours. Action shall also be taken on the above dates on reclassification of staff members who have accumulated additional approved credit hours which will change their classification from BA to BA+15 or 5 years.

Those teachers employed with the District as of March 31, 2011 who have met each of the qualifications of having their Master's Degree and being on continuing contract shall receive the initial double jump reclassification at the same time other action for salary reclassification is taken. This action is to be taken at the first Board meeting after an applicant has completed all necessary requirements and has completed the necessary forms for the Shaker Heights Personnel office.

Requests must be submitted on the appropriate form by the date designated by the Superintendent in order to be eligible for reclassification. Requests must be accompanied by a transcript of credits. An official letter from the registrar of the college or other acceptable evidence may serve temporarily until a transcript can be obtained.

Requests reaching the administrator in charge of personnel after the date set by the Superintendent will not be acted upon until the following official date for approval or reclassification.

While responsibility for notifying the administrator in charge of personnel rests with the individual teacher, this office is available for any assistance.

Approval made at the November Board meeting will authorize the full salary adjustment applicable to the particular salary reclassification. The amount of this adjustment is prorated over the remainder of the contract year. Approvals acted upon at the April meeting will be for one-half the reclassification salary adjustment. This amount is then prorated over the remaining months of the contract year.

This Memorandum of Agreement is executed as shown and dated below on behalf of the Shaker Heights Teachers Association and the Board of Education of the Shaker Heights City School District by their authorized representatives.

On Behalf of the Shaker Heights Teachers Association:



John Morris, President
Shaker Heights Teachers Association

12/20/13
Date

On Behalf of the Board of Education of the Shaker Heights City School District



Annette Tucker Sutherland, President
Board of Education
Shaker Heights City School District

12/23/13
Date



Gregory C. Hutchings, Jr., Ph.D.
Superintendent of Schools
Shaker Heights City School District

12/23/13
Date



Bryan Christman, Treasurer
Shaker Heights City School District

12/23/13
Date