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SCHOOL EMPLOYMENT
AGREEMENTS BOARD

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Master Contract



between the
Avon Lake City School District

and the
Avon Lake Education Association

July 1, 2009 to June 30, 2012

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Master Contract

This Master Contract entered into in Avon Lake, Ohio, this first day of July 2009, between the Board of Education of the Avon Lake City School District (hereinafter referred to as the "Board") and the Avon Lake Education Association (hereinafter referred to as the "Association") as follows:

ARTICLE 1

Recognition

The Board recognizes the Avon Lake Education Association as the exclusive bargaining representative for the members of the bargaining unit, hereafter "teacher" or "teachers", consisting of all full-time and regularly employed part-time certificated personnel, including tutors and long-term substitute teachers. Excluded from the bargaining unit are all non-certificated employees, the superintendent, assistant superintendent, director of facilities and personnel, school psychologist, director of athletics, director of technology, principals and assistant principals. Also excluded are other supervisory positions, provided that such positions satisfy the definition of "supervisor", "professional employee", "confidential employee", or "management level employee" as set forth in Revised Code 4117.01.

ARTICLE 2

Negotiation Procedures

A. Either the Association or the Board may initiate negotiations by letter of submission forwarded to the other party by March 15 of the year in which this Master Contract expires. The parties shall hold their first negotiation session by April 1. The Association and the Board will follow the negotiations and impasse procedures identified in this Master Contract in place of procedures alternatively provided in ORC 4117.14 and related sections.

B. Each negotiation team shall consist of no more than seven (7) persons. In addition, each team may utilize one (1) consultant at the table.

C. All items for negotiations shall be submitted at the first meeting. No additional items shall be added unless by mutual consent of the representatives of the Board and the representatives of the Association. Copies of items submitted at the first meeting may be made available to the public.

D. Proposals shall in form and detail specify that to which agreement is sought in terms acceptable to the proponent without clarification or supplementation

which, if agreed to by the other party, shall express the whole agreement between the parties with respect thereto.

E. After tentative agreement has been reached on the entire Master Contract, said Master Contract shall be reduced to writing and submitted to the Association for ratification. The Association team shall recommend and urge approval of its membership. If ratified by the Association, the tentative agreement shall be submitted to the Board for its adoption. The Board team shall recommend and urge approval of the Board.

F. If on May 15, or a date mutually agreed upon, tentative agreement on all items is not reached, both parties shall use the services of the Federal Mediation and Conciliation Service (FMCS).

G. In the event the parties are unable to reach agreement by June 30, or a date mutually agreed upon, the terms of this Master Contract and the disagreement provisions shall be deemed exhausted.

H. No reprisals shall be taken by or against any participant in the negotiations procedure by reason of such participation.

ARTICLE 3

Grievance Procedure

- A. (1) A "grievance" is defined as an alleged violation of a specific article or section of this Master Contract.
- (2) "Grievant" is defined as a teacher, group of teachers or the Association. In the event the Association presents a grievance on behalf of one or more teachers, all teachers allegedly involved shall be identified on the written grievance. In no event may the Association present a grievance on behalf of an individual member of the bargaining unit who does not consent to same. Failure of the individual member to consent to the filing of a grievance shall have no precedential effect.

B. Teachers shall first discuss their grievances with the proper member or members of the administrative staff, with full assurance that such discussion shall in no way prejudice their status with the school system, in an attempt to resolve the problem informally.

C. The teacher has the option of inviting a colleague to accompany him/her at the time he/she discusses the grievance with an administrator at level 1. The teacher may be represented by an Association representative at levels 2, 3, and 4. The administrator has the option of inviting a colleague to be present when the grievance is discussed at

level 1. In the event the teacher intends to exercise the option of bringing an Association representative at such levels, he/she will advise the administrator conducting the hearing at levels 2 and 3, of the identity of the Association representative in advance of the hearing. The administrator at levels 2 and 3 may have an outside representative present at the grievance meeting.

D. If the grievance cannot be resolved through informal meetings, the grievant shall follow the steps below to affect a satisfactory solution to a grievance.

E. No grievance shall be recognized by the Board or its designees unless it was presented at the appropriate initial level within fifteen (15) school days after the alleged grievance occurred. If not so presented, the grievance shall be considered waived.

F. The Association president shall receive a copy of all grievances, responses and all appeals to higher levels of the procedure from the responsible administrator. Settlement of a grievance at any step of this procedure shall be final and binding upon the Board, Administration, grievant and Association if involved as a representative of the grievant or as a grievant.

G. Level One

- (1) The teacher shall obtain and complete a grievance form and forward to the building principal.
- (2) The Principal will meet with the grievant within seven (7) calendar days of being requested to meet.
- (3) The Principal will render his decision to the grievant in writing within seven (7) calendar days after meeting with the grievant.

H. Level Two

- (1) In the event the grievance is not satisfactorily resolved at Level One, grievant shall obtain and complete a grievance form and forward to the superintendent within seven (7) school days of receipt of the decision of the principal. If the grievance is initiated at Level 2 (see paragraph K-5), then the grievance shall be filed with the Superintendent within fifteen (15) school days after the alleged grievance occurred.
- (2) The superintendent or his/her designee will meet with the grievant within seven (7) calendar days of being requested to meet.

- (3) The superintendent or his/her designee will render a decision to the grievant in writing within seven (7) calendar days after meeting with the grievant.

I. **Level Three**

- (1) In the event a grievance is not satisfactorily resolved at Level Two, the grievant may file with the Superintendent a letter setting forth the nature of his/her grievance and his/her basis for appeal from the decision of the Superintendent. Such application must be made within seven (7) school days of the date that the Superintendent rendered his/her decision.
- (2) If the grievance has not been satisfactorily resolved at the Superintendent's level, the grievant may, within five (5) working days, request mediation. The parties thereafter submit a joint request to the Federal Mediation and Conciliation Service for the appointment of a mediator. Every effort will be made to complete grievance mediation within thirty (30) days of submission of this request.
- (3) The grievance mediation process shall be informal. Rules of evidence shall not apply, and no record shall be made of the proceeding. Both sides shall be provided ample opportunity to present evidence and argument to support their case. The mediator may meet with the parties in joint session or in separate caucuses.
- (4) At the request of both parties, the mediator shall issue a recommendation for settlement. Either party may request that the mediator assess how an arbitrator might rule in the case.
- (5) The grievant shall be present at the grievance mediation proceeding. If the grievance is resolved, the grievant shall sign a statement agreeing to accept the outcome. Unless the parties agree otherwise, the outcome shall not be precedential.
- (6) If the grievance is not resolved and is subsequently moved to arbitration, such proceedings shall be de novo. Nothing said or done by the parties or the mediator during grievance mediation with respect to their positions concerning resolution or offers of settlement may be used or referred to during arbitration.
- (7) All grievance mediation proceedings shall be conducted in accordance with the rules of the Federal Mediation and Conciliation Service governing such grievance mediation process.

J. Level Four

- (1) In the event the grievant is not satisfied with the disposition of the grievance by mediation, the grievant may refer the grievance to arbitration by filing written notice of such referral with the Superintendent not later than five (5) calendar days from the date of mediation.
- (2) Within seven (7) calendar days after receipt of notice of appeal to Level Four, the grievant, or his designee, and the Superintendent, or his designee, shall petition the Federal Mediation and Conciliation Service to provide both parties with a list of seven (7) names from which an arbitrator can be selected by the alternate strike method. A second list of seven (7) names may be requested by either party. A toss of the coin shall determine who strikes first.
- (3) The arbitration proceedings shall be governed by the rules and regulations of the Federal Mediation and Conciliation Service.
- (4) The arbitrator shall hold the necessary hearing and issue a decision within such time as may be agreed upon. The decision shall be in writing and a copy shall be sent to all parties present at the hearing. The decision of the arbitrator shall be binding on the grievant, the Association and the Board.
- (5) The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the provisions of this Master Contract, nor add to, detract from or modify the language therein in arriving at his/her decision concerning any issue presented that is proper within the limitations expressed herein. The arbitrator shall expressly confine himself/herself to the precise issue(s) submitted for arbitration and shall have no authority to decide any other issue(s) not so submitted to him/her or to submit observations or declarations of opinion which are not directly essential in reaching his/her decision.
- (6) Except as expressly limited by this Master Contract, the arbitrator shall in no way interfere with management prerogatives involving the Board's discretion, nor limit or interfere in any way with the powers, duties and responsibilities of the Board under its policies, applicable law, and rules and regulations having the force and effect of law. The arbitrator is specifically prohibited from making any decision which is inconsistent with the terms of this Master Contract or contrary to law. In prescribing relief, the arbitrator may not usurp the legal authority vested by statute in the Board or the Superintendent. The arbitrator shall rule on any question

pertaining to whether he/she has the legal or contractual authority to grant the relief sought if requested to do so by either party.

- (7) The arbitrator's fees and expenses, and the cost of any hearing room, shall be borne by the losing side of the arbitration. The arbitrator will be requested to specify who is the loser.

K. General Conditions

- (1) In the event the Association determines, at any level of the grievance procedure, that a grievance should not be carried further, the grievant may continue the procedure but shall be liable for any expense incurred thereafter in such proceeding.
- (2) The Association shall be entitled to copies of all notices and written dispositions pertaining to a grievance.
- (3) The fact that an employee files a grievance shall not be recorded in his/her personnel file or in any files used in the transfer, assignment or promotion process. No reprisal of any kind shall be taken by or against any participant in the grievance procedure by reason of such participation.
- (4) Hearing held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons entitled to be present to attend, but not during the school day, unless the parties otherwise agree.
- (5) If a grievance affects a group of teachers in more than one building, or if it arises from the actions of an authority higher than the principal, it may be initially submitted at Level Two.
- (6) Nothing contained in this procedure shall be construed as limiting the individual right of a teacher having a complaint or problem to discuss the matter informally with members of the administration through normal channels of communication. If requested, a colleague will be present.

L. Time Limitations

- (1) The time limitations set forth in the grievance procedure are considered to be maximum. The time limitations may be extended, however, by written mutual agreement of a representative of the Board and of the grievant.

- (2) If a decision on a grievance is not appealed within the time limits specified in any step of the grievance procedure, the grievance will be deemed settled on the basis of the disposition in the prior step and further appeal shall be barred.
- (3) Failure at any step of the grievance procedure to communicate the disposition of a grievance within the specified time limits shall permit the grievance to proceed to the next step.

ARTICLE 4

Association Rights

A. The building representatives of the Association in each individual school shall have the use of a bulletin board in the faculty lounge to post Association business.

B. The Association shall have the right to use school equipment. The cost of printing and utilizing specialized equipment shall be the same as that charged to other groups.

C. The Association shall have the right to use school buildings provided the following procedure is utilized. Clearance for the use of school buildings between the hours of 7:00 a.m. and 6:00 p.m. for Association business shall be obtained from the building principal. If such meeting is a system-wide meeting, clearance shall also be obtained from the business office. Clearance for the use of school buildings at other times shall be obtained from the business office. All requests should be submitted at least two weeks in advance prior to the date when the facility is needed if practicable. The Association shall pay the additional cost, if any, in connection with the use of the facility.

D. The Association shall be permitted use of the Board's regular mail pickup and delivery system.

E. The Association shall have the right to use its members' school mailboxes for Association business. The building principal may request and shall receive, in a reasonable time following the request, a copy of any communication distributed in mailboxes to the entire membership of the Association.

F. The Association president shall receive, in a reasonable time following the request, a copy of:

- (1) Minutes of Board meetings and all addenda to minutes shall be provided to the Association President within five (5) calendar days after said minutes and addenda are approved by the Board;
- (2) Appropriate Financial Reports as requested by the Association to obtain an OEA general fund analysis.

- (3) Monthly Enrollment Reports
- (4) By October 1 of each year, the Administration will provide the Association president with the actual previous experience and the Avon Lake credited salary schedule placement of all new hires. (See Article 27(B)(5).

The first copy of such documents will be provided without charge. Additional copies will be provided upon payment of 10 cents per page copying charge.

G. Fair Share Fee

- (1) The Board will deduct from the pay of each bargaining unit employee who authorizes the payment of Association dues in accordance with Article 12(D).
- (2) The Association recognizes its obligation to fairly and equitably represent all members of the bargaining unit, whether or not they are members of the Association. The Association will provide a list of names to the Board's Treasurer of its members by October 15 of each school year and the amount of unified dues. The Treasurer will deduct the fair share fee from the paychecks of bargaining unit members who elect not to join the Association, in an amount designated in writing by the Association. The fair share fee shall be equal for all nonmembers and shall not exceed dues paid by members.
- (3) It shall be the sole responsibility of the Association to provide an internal procedure to determine a rebate, if any, for nonmembers which conforms to federal law and provisions of Section 4117.09(C) of the Ohio Revised Code.
- (4) The fair share fee provided for by this Section shall be collected from all members of the bargaining unit who are not members of the Association. It shall not be collected from any other employee. No member of the bargaining unit is required by this Agreement to become a member of the Association.
- (5) Any person who objects to paying the fair share fee because of religious beliefs shall be exempt from paying any fair share fees or union dues, as provided by Revised Code Section 4117.09(C).
- (6) The fair share fee provided for by this Section shall be deducted from the pay of each employee required to pay it in accordance with Article 12(D). The fair share fee shall be levied in equal

installments for a total of ten (10) pay periods commencing no earlier than February 1 of each school year, provided that the Association provides the Treasurer with at least thirty (30) days notice of the total amount of fair share fee to be deducted for that school year.

- (7) The Association agrees to hold the Board harmless in any suit, claim or administrative proceeding arising out of or connected with the imposition, determination or collection of fair share fees or dues, to indemnify the Board for any liability imposed on it as a result of any such suit, claim or administrative proceeding, to provide a full legal defense for and at no cost to the Board in any such suit, claim or administrative proceeding, and to reimburse the Board for any and all expenses incurred by the Board in any such suit, claim or administrative proceeding, including court costs. The Association shall designate counsel. The Board agrees to cooperate with the Association and its counsel in the defense of any suit, claim or administrative proceeding arising out of or connected with the imposition, determination or collection of fair share fees.

For purposes of this provision only, the term "Board" includes the Board of Education of the Avon Lake City School District, its individual members, officers, agents and employees, and specifically includes the Superintendent, other administrators, the Treasurer and members of the Treasurer's office staff.

H. The Board shall place a copy of the Avon Lake City School District Policy Manual on the District's website.

I. The Board shall provide each teacher a copy of the current job description by including same in the teacher handbook distributed at the beginning of the school year.

J. Released Time for ALEA Officers

- (1) There may be times where any or all ALEA officers may need to conduct official ALEA business during the school day. It is understood that ALEA business will not interfere with instructional time whenever possible and that it is the teacher's responsibility to complete all job responsibilities.
- (2) The building principal shall make every effort to develop the president's schedule so that he/she will not be assigned a supervisory duty for one period (45 minutes) per week. The building principal(s) shall make every effort to develop the president's and vice president's schedule so that their preparation and planning time is at the end of the school day in order to facilitate meetings.
- (3) When such released time requires the employment of other personnel, the ALEA will bear the cost (salary and benefits) of such employment.

ARTICLE 5

Board of Education Rights

The Board hereby retains and reserves all powers, rights, authority, duties and responsibilities management as set forth in ORC §4117.08, and such rights are expressly incorporated herein by reference. The above powers shall be limited only by the specific and express terms of this Master Contract.

ARTICLE 6

Sick and Bereavement Leave

A. Sick leave shall be provided to each teacher in accordance with state law. A beginning teacher shall be advanced five (5) days of immediate sick leave credit which will be charged against the first four months of his/her accumulation of sick leave. Sick leave shall be accumulated at the rate of one and one-fourth (1-1/4) days per month and used in ¼ day increments. Unused sick leave accumulation shall be unlimited.

B. Part-time teachers shall be entitled to sick leave for the time actually worked at the same rate granted like full-time teachers.

C. Each teacher shall furnish a written, signed statement on forms prescribed by the Board to justify the use of sick leave. Such form shall be submitted to the building principal.

D. Sick leave may be used for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death in the teacher's immediate family. Also see item J, Bereavement Leave. "Immediate family" means father, mother, brother, sister, husband, wife, child, grandchild, mother-in-law, father-in-law, or any other member of the family or household who has clearly stood in the same relationship with the teacher as any of the foregoing. For the purpose of bereavement, immediate family shall also include grandparents, grandchildren, step-parents, step-children, foster children, domestic partners, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, uncle or aunt. Additions to the above list may be approved by the Superintendent or his/her designee. Nothing herein shall be construed to provide extended leave for chronic illness within the immediate family.

E. A teacher who transfers from any other Ohio public school district to the Avon Lake School District shall be credited with the unused balance of his/her accumulated sick leave which he or she was legally entitled to in the previous school district.

F. In the case of a member's pregnancy, sick leave shall be limited to a period of 30 work days, unless the member provides a statement from her doctor justifying an extension of the sick leave. In the event of use of sick leave due to pregnancy of a spouse, sick leave shall be limited to a period of ten (10) school days (the ten days must be used within one (1) year of the birth of the child) unless the member provides a statement from the spouse's doctor justifying an extension of the sick leave. In the event of sick leave used for birth or serious illness of a grandchild, sick leave shall be limited to a period of five (5) days. (The 5 days must be used within one (1) year of the birth of the child.)

G. Teachers shall receive notification of accumulated sick leave with every paycheck.

H. Sick Leave Bank

- (1) Donated sick leave days in the sick leave bank may only be credited to a teacher who has, or is about to exhaust all of the teacher's accumulated sick leave due to an illness or injury of the teacher.
- (2) Donated sick leave days may only be used for personal illness of the member.
- (3) No member may use donated sick leave days to defer eligibility for disability retirement under STRS regulations, to claim severance pay, or to transfer to any other public employer.

- (4) No member may use more than thirty (30) donated sick leave days in a twelve (12) month period.
 - (5) The following procedures have been established for the sick leave bank:
 - a. Sick leave days will be donated at the beginning of each school year. Forms will be distributed with the window period beginning September 1 and ending September 30. (*Sick Leave Bank Donation Form*)
 - b. Once an ALEA member contributes day(s) to the sick leave bank, those days are no longer available for use by the contributing teacher.
 - c. If during any school year the sick leave bank is or will be depleted, regardless of the contribution window set forth in paragraph "a", the bank will be reopened for contributions. Such reopening will be limited to a period of thirty (30) calendar days.
 - d. An ALEA member may apply for sick leave bank days for reason of personal catastrophic illness or injury. (*Application To Use Sick Leave Bank Form*)
 - e. The ALEA President and Superintendent will appoint two ALEA members and one administrator from the Health Care Committee (HCC) to review said applications and determine eligibility.
 - f. Those donating to the sick leave bank will receive a letter of acknowledgement in appreciation for their donation.
 - g. At the end of each school year, ALEA members will receive a statement documenting the total number of days used and those days available for future use.
 - (6) Sick leave bank forms are included in the Forms section of the Master Contract.
- I. Any teacher who does not use any sick days during the school year will receive an annual cash incentive of \$300.00. A teacher who uses one or two sick days will receive \$200.00 and a teacher who uses three sick days will receive \$100.00. This cash incentive will be included with the July 31 paycheck.

J. Bereavement leave shall be provided to each teacher. Bereavement leave is to be used in the case of a death in the immediate family and will not be deducted from the teacher's sick leave balance and will not affect any Leave Incentives.

(1) Three (3) days will be granted for parents, spouse or child – this will include in-laws and step

(2) One (1) day will be granted for all others included in Article 6, D

ARTICLE 7

Leaves of Absence

All leaves of absence will be in accordance with the Family Medical Leave Act (FMLA) as referenced in the Avon Lake Board of Education policy handbook.

A. Eligibility

(1) Leaves of absence may be granted where illness, disability or military service is not the reason for the request, when there are compelling personal or educational reasons for granting such request. A request for leave of absence shall be considered on the basis of the requirements of the School District's educational program, the District's operational requirements, the applicant's performance record, the length of the applicant's service (must have completed two (2) or more years) and the reason for leave. Utilization of sick leave shall not be considered in determining whether to grant or deny a request. Leaves of absence shall not be granted for recreational or vacation purposes, or for the purposes of seeking or taking other employment or entering into self-employment.

(2) For the purpose of this Article, "uninterrupted years of service" shall be calculated from the date of the application for the leave and does not include any time spent on an unpaid leave of absence.

B. Application

(1) All applicants shall submit a written request to the superintendent at least two months prior to the starting date of the requested leave setting forth the reasons for the leave and the requested duration. The length of the leave shall not extend beyond the last day of the school year to which the leave is granted. The Superintendent shall set a reasonable date by which a teacher on leave must

indicate his/her intention to return to duty. If such teacher fails to notify the Superintendent by the designated date or by April 1, if no date has been designated, the teacher shall be deemed to have resigned his/her employment. If a teacher's leave of absence extends beyond April 30, the Board is not obligated to reemploy such person on limited contract if notice of nonrenewal is given on or before April 30th.

- (2) The Board may investigate the reasons for the leave request at any time. Falsification of a leave request is grounds for suspension or termination of contract.

C. Fringe Benefits

- (1) If a leave is granted and the benefit carrier permits, the teacher at his/her expense may continue group term life, hospitalization and major medical coverage, unless the Board in the sole exercise of its discretion elects to pay for all or part of such coverage. Failure of the teacher to forward premium payments at stipulated times shall terminate this benefit.
- (2) In the event of a leave of absence granted as the result of the serious health condition of the teacher, spouse, child or parent of the teacher, the teacher shall be eligible for continuation, at Board expense, on the group hospitalization and major medical coverages provided under this Agreement. Board payment toward the cost of such insurance coverages shall be at the level established under Article 25. Continuation at Board expense of health insurance coverages during any period of unpaid leave of absence for any reason shall be for a period not to exceed a total of twelve (12) weeks in any school year.
- (3) In the event a teacher has taken paid sick leave for any of the circumstances for which she/he applies for and receives an unpaid leave of absence, the period of paid sick leave shall be deducted from the twelve (12) week period for continuation at Board expense, of health benefits during the otherwise unpaid leave of absence.
- (4) If a teacher elects not to return to work following an unpaid leave of absence during which he/she has continued, at Board expense, on the health benefit programs provided under Article 25 and should the employee's reason for not returning to work be other than the continuation, recurrence or onset of the health condition that gave rise to the leave, the teacher shall reimburse the Board

for the health insurance premiums paid by the Board during the twelve (12) week period described above.

D. Return to Service

- (1) The Board will not be obligated to return a teacher to active status prior to the expiration date of his/her leave of absence. Upon the teacher's return to service, he/she shall resume the contract status which was held prior to the leave and shall be given a position for which he/she is certificated or otherwise qualified. A teacher who fails to report to work on the first work day following the expiration date of his/her leave of absence or who is otherwise absent without having been granted an approved paid or unpaid leave shall be deemed to have resigned his/her employment. Time spent on a leave of absence shall not be counted toward seniority or placement on the salary schedule or in any other computation of the teacher's service.

E. Parental Leave of Absence

- (1) A teacher who is about to become the parent of an infant child or who is the parent of an infant under one year of age or who is about to adopt a minor child shall be granted upon request a parental leave of absence without pay or benefits upon compliance with the conditions set forth below.
 - (a) The parental leave of absence shall be for the balance of the school year in which delivery is expected or the leave is granted or de facto custody of a child being adopted is received (or prior to receiving such custody, if necessary to fulfill the requirements of adoption), except that an extension of one school year may be granted if delivery or custody is expected after March 1 and such extension is requested by the teacher no later than April 1 preceding the year for which such extended year is requested. Leaves for one semester will be considered.
 - (b) At least 45 days in advance of the beginning of the requested date of the parental leave, the teacher shall file a written leave of absence request with the Superintendent. This request shall include:
 - (1) A statement regarding the expected or actual date of delivery, or in the case of adoption, the expected date of receipt of custody.

- (2) Date on which leave is requested to begin.
- (3) Date of return to service.
- (c) With the recommendation of the Superintendent, parental leaves may be extended by the Board for one additional school year upon the request of the employee to the Superintendent for extension, which request must be made not later than April 1 preceding the year for which such extended leave is requested, (i.e., March or later birth – the balance of that year plus the following year plus the following year; September through February birth – the balance of that year plus the following year).
- (d) Subsequent to receipt of custody of the minor child or termination of pregnancy, application for reinstatement may be made by the teacher at any time during the school year and the employee may be reinstated no later than the beginning of the next succeeding school year.
- (e) Upon return from an approved parental leave, the teacher shall be entitled to reinstatement in a similar position, if such position is available, with the same contractual status as the teacher held prior to the leave. If, however, a similar position is not available, the teacher will be assigned to any other position for which the teacher is certified.
- (f) A parental leave of absence shall not exempt the teacher from decisions regarding contractual renewals and reductions in force.
- (g)
 - (1) When the group insurance policy permits, a teacher on parental leave may continue to participate in such benefits by advance payment, on a monthly basis, of the total premium for such benefits.
 - (2) Subject to the limitation below, during the first twelve (12) weeks of any parental leave of absence, the teacher's participation in the medical insurance coverages provided in Article 25 of this Agreement shall be continued at the level of Board contribution as there provided. The provision, at Board expense, of such continued coverage shall be only for the first twelve (12) consecutive weeks of any parental leave of absence. Provision of such coverage at Board expense shall not exceed twelve (12) weeks

during any school year. In the event a teacher has taken paid sick leave in connection with the birth of a child, the period of paid sick leave shall be deducted from the twelve (12) week period for continuation, at Board expense, of health benefits during the otherwise unpaid parental leave of absence. A teacher will be eligible for a subsequent twelve (12) week period only upon her/his return to active service and completion of one full school year of active service.

- (h) Because the teacher is on parental leave, he/she will not be denied the opportunity to be considered for substitute duty in the schools.
- (i) A teacher on parental leave of absence should notify the superintendent or his designee as soon as possible about plans for returning (or not returning) from the leave. If the teacher fails to notify the Superintendent by April 1 of his/her intent to return for the following school year, the teacher shall be deemed to have resigned his/her employment.

ARTICLE 8

Adoption Leave

A. A teacher who legally adopts a minor child is entitled to a leave of absence without pay or paid benefits. The provisions of Article 7, Leaves of Absence, are applicable to such a leave and the teacher shall comply with the specific requirements set forth therein.

B. During the first twelve (12) weeks of any adoption leave, the teacher shall be entitled to continued participation, at Board expense, in the health insurance benefit programs established by Article 25 of this Agreement. Eligibility for continuation, at Board expense, in the health insurance programs shall be established in accordance with the provisions of Article 7(E)(1)(g)(2) above.

ARTICLE 9

Personal Leave

A teacher may be granted three (3) personal days leave of absence with pay in any one school year, to be used and accounted for in ¼ day increments, under the following provisions.

A. Personal leave will only be used to address business or other activity which cannot be conducted outside of school hours or via telephone or written communication.

B. A maximum of three (3) days of personal leave per year will be granted without requiring the teacher to provide any specific reason, unless the day is sought to be used on the day of dismissal for the Thanksgiving, winter, or spring break or the day school is scheduled to resume after the Thanksgiving, winter, or spring break. In such event, the teacher will be required to provide a specific reason for the use of the personal leave.

C. The following procedure shall be followed when making a request for a day of personal leave (which procedure shall be uniformly administered across the District):

- (1) Obtain a copy of the Certified Absence form from the building principal or secretary.
- (2) Give the completed form to the building principal at least five (5) days prior to the intended absence except in rare cases of emergency, when notification shall be made as soon as possible.
- (3) The building principal will forward to the Business Office.
- (4) The Certified Absence form is included in the Forms section of the Master Contract.

D. Personal leave with or without pay will be limited to three (3) days per school year; however, if unusual circumstances exist, the superintendent or his designee may grant additional days of leave without pay. Personal leave shall not be cumulative from year to year.

Under special circumstances, the Superintendent may grant the conversion of two (2) sick days to personal leave for any reason he/she or his/her designee deems appropriate. The Superintendent's decision is final and not subject to the grievance procedure. When asking for the conversion of these sick days, the teacher must be willing to share their reason/reasons, and what the additional days will be used for.

E. Unless specific approval from the central office is provided, not more than 5% of the teaching staff of the District may be absent on a personal leave day which does not require providing a specific reason on any one school day.

F. Falsification or improper use of person leave will be grounds to initiate the procedures included in Article 31.

G. Any teacher who does not use all three personal leave days during the school year shall be allowed to convert 1 or 2 days of personal leave into sick leave. A teacher who has not used any personal days may choose to convert 2 days into sick leave or to receive a \$125 incentive. Teachers must notify the business office by May 1 if they choose the conversion to sick leave incentive, otherwise, the cash incentive will be included with the July 31 paycheck.

H. Any teacher who uses one (1) or more personal leave days for observance of religious holidays may take up to two (2) additional personal days for other personal reasons. Such added days will not affect any Leave Incentives.

ARTICLE 10

Assault Leave

A. "Assault" means the causing of or attempt to cause physical harm to a teacher by any person when such teacher charges such person with an offense prohibited by Title Twenty-Nine (29) of the Ohio Revised Code.

B. Pursuant to and in accordance with Section 3319.143 of the Ohio Revised Code, assault leave shall be granted to a teacher who: (1) is unable to work and, therefore, is absent from his/her assigned duties because of physical injury resulting from an assault which is clearly unprovoked, and (2) files criminal charges against his/her assailant as soon as he or she is physically able. Said leave shall not be charged against sick leave earned under Section 3319.141 of the Ohio Revised Code. Said teacher shall be granted the aforementioned assault leave and shall be maintained on full pay status during such absence, up to a maximum of forty (40) working days.

C. A teacher shall be granted assault leave according to the following rules:

- (1) The incident resulting in the absence of the teacher must have occurred during the course of employment with the Board while on the board premises or at a board approved or sponsored activity/event or in the course of transporting pupils or material to or from said premises, activity or event.
- (2) Upon notice to the principal or immediate supervisor that an assault upon a teacher has been committed, a teacher having information relating to such assault shall, as soon as possible, prepare a written statement embracing all facts within the teacher's knowledge regarding said assault, sign said statement, and present it to the building principal or immediate superior.
- (3) To qualify for assault leave the teacher shall furnish a certificate from a licensed physician, stating the nature of the disability and its likely duration, if requested by the superintendent. The

superintendent may require a licensed physician's statement justifying the continuation of the leave.

- (4) A teacher shall not qualify for payment of assault leave until the Assault Leave Form and any requested physician's statement have been submitted to the superintendent.
- (5) Teachers shall not be permitted to accrue assault leave.
- (6) Payment for assault leave shall be at the assaulted teacher's rate of pay in effect at the time of the assault.
- (7) Payment under this Article shall constitute the teacher's entire compensation from the Board during the period of physical disability and shall be in lieu of any payments under Chapter 4123 (Workers' Compensation) of the Ohio Revised Code.

ARTICLE 11

Jury Duty

A teacher summoned to jury duty shall be paid the difference between his/her regular daily compensation and the remuneration received for service as a juror.

ARTICLE 12

Payroll Deduction

A. Any payroll deduction change must be authorized by the teacher. Any changes in payroll deductions other than changes related to federal and state taxes will be made by the treasurer's office on October 1, December 1, February 1, or April 1. Changes in Federal and State tax deductions may be requested anytime.

B. Income tax and retirement shall be deducted from all salaries on a regular basis within the established policy. The following deductions are available at the request of the teacher: professional dues, tax sheltered annuities, credit union, United Way, political contributions, school levy contributions, Avon Lake City School Foundation contributions, flexible spending deductions and medical insurance.

C. Professional Organizations

- (1) Authorization for Association dues must be submitted in writing to the District Treasurer. Once submitted, such authorization shall be deemed continuing, provided that such authorization may be revoked by submitting a written revocation to the District Treasurer during the period September 1 to September 10.
- (2) The authorized deduction of dues shall be levied in equal installments for a total of twelve (12) pay periods commencing no later than November 15th, provided that the above information is presented to the District Treasurer no later than October 31st. Professional dues deductions authorized after October 31st shall be levied in a manner mutually agreed upon by the teacher, the ALEA Treasurer and the District Treasurer.
- (3) Deducted membership dues shall be remitted semimonthly to the Treasurer of the Association.
- (4) The Board will make information available to the Association which is necessary to the Association's record keeping of the membership's professional dues. Any costs involved in gathering such data will be paid for by the Association.
- (5) Participation or nonparticipation in professional organizations is not a condition of employment.

ARTICLE 13

Compensation Procedure

A. The Board will pay members of the bargaining unit in 24 equal pays. Members may elect to receive either a regular paycheck or members may elect to have a direct deposit of their net payroll amount made to the bank which acts as the depository of the Board's payroll funds. All newly hired employees will have direct deposit of their net payroll amount made to the bank which acts as the depository of the Board's payroll funds. A payroll information stub will be provided to those employees selecting the direct pay banking plan. The financial institution shall be provided with the necessary payroll information of participating employees no later than the first pay prior to the time employees would normally receive their paychecks.

Distribution of payroll and direct deposit shall be on the fifteenth and last day of the month (September 15 through August 31). Should the payday occur on a Saturday, Sunday or a bank holiday, teachers who receive paychecks shall be paid on the previous

banking day; direct deposit shall be accomplished on the same day. During a holiday period, and when feasible, paychecks shall be mailed a minimum of two (2) days prior to the day the check is due to be paid.

B. A teacher who is resigning upon completion of the contract, or who is nonrenewed for the next school year, or who is subject to a reduction in force under Article 18, may receive the balance of his/her annual compensation at the close of the school year.

Health Insurance benefits shall be in accordance with Article 25, Section C – General Provisions, Part 6, and the continuation of coverage provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 and subsequent revisions.

C. A teacher may request the balance of his/her annual compensation at the close of the school year. Such requests will be granted when an emergency is shown to exist and the necessary funds are available. Requests must be submitted to the treasurer prior to May 1st.

D. Teachers shall receive notification of accumulated sick leave with every paycheck.

ARTICLE 14

Tax Sheltered Annuities

A. A teacher may authorize a salary deduction for a personal tax shelter annuity. The office of the Treasurer will mail check to the TSA companies two (2) working days before each regularly scheduled payday. Checks will be placed in the mail as early as possible on the day they are due to be mailed. Only those annuity providers who sign the indemnification agreement as prepared by the Board will be entitled to receive tax-sheltered annuity contributions. A list of 403B and 457 providers is available in the District Business Office.

B. Upon receiving a signed contract or signed change in contract from an employee, the treasurer is authorized to make payroll deductions when the following criteria are met:

- (1) Salary modification agreements shall be uniform for all companies, shall be in the format prepared by the treasurer, and shall provide for uniform monthly reductions of salaries.

- (2) A payroll deduction change must be authorized by the employee. The treasurer's office will make changes in deductions on January 1, March 1, May 1, July 1, September 1, and November 1. A company must present an application of a salary modification agreement to the treasurer's office before any deduction shall be made.
- C. No solicitation shall occur during the teacher workday.

ARTICLE 15

Individual Contracts

Each teacher shall be issued a written contract or salary notice, as may be appropriate, in accordance with the Ohio Revised Code. Each continuing or limited contract will indicate the annual salary to be paid on the first year of the contract.

ARTICLE 16

Personnel Files

In accordance with Chapter 1347 of the Ohio Revised Code, each teacher will have the opportunity, upon request, to review the contents of his/her personnel file by scheduling a meeting with the Assistant Superintendent. The teacher may be accompanied by an individual of his/her choice.

A. The State Department of Education requires that certain personnel records be kept up-to-date and on file for reference at all times. These and other personnel records are filed in the personnel file in the office of the Superintendent. These personnel records shall include:

- (1) Application for employment
- (2) Copy of contracts or copy of salary notices properly signed
- (3) Health history card, when applicable
- (4) Copy of Ohio Teaching Certificate/License
- (5) Personal and professional data records
- (6) Transcript of college credits showing the official records of degrees granted – original or certified copies
- (7) Record of tuberculosis test or X-Ray
- (8) Pre-employment references and recommendations including college credentials

B. Except as provided in Article 43, each teacher shall be informed within five (5) school days, absent any extenuating circumstances, of any complaint which is directed toward him/her which will become a matter of record. This provision does not

apply to complaints of alleged child abuse or criminal conduct which have been reported to governmental authorities for investigation.

C. Letters or material which do not identify the author shall not be placed in a teacher's file nor shall such materials be made a matter of record.

D. A teacher shall be entitled to a copy, at his/her expense, of any material in his/her file, except pre-employment references (A8 of this Article).

E. When a principal or other administrator finds it necessary to make a notation in a teacher's file which reflects adversely upon the teacher's conduct, service, character or personality, he/she shall immediately afford the teacher an opportunity to read such notification. The teacher shall acknowledge that he/she has read such notation by affixing his/her signature on the actual document filed, with the understanding that such signature does not indicate his/her agreement with the contents. The teacher shall also have the right to answer such notation, and his/her answer shall be attached to the file copy. Refusal to sign shall be documented by a third party and shall not prevent inclusion of the document in the file.

F. Teachers shall be guaranteed the right to examine and review their personnel and/or other separate files applicable to them in the presence of the Superintendent or his/her designee. Any notations mutually found to be irrelevant, unfounded or unjustly damaging shall be removed upon request of the affected teacher to the extent permitted and consistent with state law.

G. A teacher may request the Superintendent to remove any critical derogatory and/or disciplinary material (other than child abuse charges) which have not recurred within a five (5) year period. Such request may not be denied without reasons.

ARTICLE 17

Teacher Assignments and Transfers

The assignment or transfer of staff members shall be based primarily on the needs of the students and the instructional program. It is recognized that staff member satisfaction with assignments may be expected to have a significant impact on morale and effectiveness of the total program. Therefore, staff members will be assigned on the basis of a collective analysis of voluntary requests, certification/licensure, specific needs of the position, qualifications and seniority.

A. Each teacher shall be notified of his/her tentative assignment for the succeeding school year on or before the last Friday in May of the preceding year. Each teacher shall subsequently be notified of any change in his/her tentative teaching assignment.

- B. For the purpose of this Article the following definitions apply:
- (1) Assignment – denoted initial teaching area and/or subject and/or grade level.
 - (2) Vacancies shall be defined as newly created certificated positions, which did not exist during the previous school year, or a position which comes into existence as a result of expanded curriculum, increased student services, increased enrollment, or redistribution of staff.
 - (3) An involuntary transfer shall be defined as an administrative initiated reassignment of an employee.
 - (4) A voluntary transfer shall be defined as a staff member initiated reassignment.
 - (5) Grade level/department seniority shall be defined as the current, continuous employment in a grade level/department in a specific building within the district.
 - (6) District Seniority shall be defined as outlined in Article 18, section E, paragraph 2.
 - (7) Qualifications shall be defined as a bargaining unit member’s training and/or specialized experience.

C. Process for Filling Vacancies

- (1) Vacancies which occur during the normal school year shall be posted in each building, in the Board office, and a copy of the posting shall be sent to the President of the Association. All vacancy postings will be sent via email to all current bargaining unit members. Teachers are encouraged to apply for vacancies.
- (2) During the summer, postings of all vacant teaching, administrative, and/or supplemental positions shall be posted in the Board office and a copy of the posting notice will be sent to members of the bargaining unit in accordance with their annual Teacher Intention Form. A copy of the posting notice and a list of teachers indicating an interest in the posted positions shall be sent to the President of the Association.

- (3) The notice shall be posted at least seven (7) calendar days before the Board acts to fill the vacancy. The Superintendent or his/her designee will contact by telephone or email any teacher who has indicated a desire to transfer to a vacant position in that area of certification on the "Statement of Teacher Intention" form completed during the previous school year.
- (4) Each posting will specify:
 - a. Grade level and/or subject area
 - b. Any salary variation, and
 - c. Building
- (5) Teachers may submit a letter of application for any posted vacancy to the Superintendent within seven (7) calendar days of the posting. The "Statement of Teacher Intention" form is not a written letter of application.
- (6) The President of the Association shall, upon request, receive a copy of all "Statement of Teacher Intention" forms.
- (7) Subject to the provisions of the RIF procedure, teachers shall have the opportunity to apply for (a) full time certificated positions which will be filled and which are vacated through retirement, resignation, termination or nonrenewal and/or (b) newly created positions.
- (8) Building level administrators shall have the right to fill any vacancies within their buildings with current bargaining unit members who are currently assigned to their buildings. These assignments may be made without posting the positions to the general membership, providing the member who is being assigned has agreed to the voluntary transfer. Any vacancies occurring after the building level transfers have occurred will be posted.
- (9) All vacancies shall first be posted internally. All current bargaining unit members who submit a letter of application will be verbally screened or interviewed for the vacant position. Vacancies shall be filled on the basis of a collective analysis of voluntary request, certification/licensure, and specific needs of the position, qualifications and seniority. When two (2) or more applicants are substantially equal in qualifications, the applicant with the greatest amount of district seniority shall be given preference.
- (10) After conducting said interviews, if the administration feels that no internal candidate meets the specific needs of the position, then the position may be posted externally.

- (11) When a vacancy is to be filled, current bargaining unit members of the grade level/department will be given the opportunity to be involved in the selection of the candidate.
- (12) Teachers whose positions no longer exist due to program funding and/or student enrollment shall have the option of being reassigned to the position if/when the position is initially reinstated, providing they have maintained continuous employment with the district.
- (13) When a vacancy is filled in an area where a teacher has submitted an application, the teacher will be notified in writing by the Superintendent or designee of the recommendation made regarding his/her application with ample time given for mail delivery before the decision is made public knowledge.

D. After compliance with the above provisions, the Superintendent retains the statutory authority to transfer and assign teacher personnel. No teacher shall be involuntarily transferred if a qualified, certified member of the bargaining unit has volunteered for the vacant position. In the event that no bargaining unit member volunteers, the member with the least amount of grade level/department seniority will be involuntarily transferred to a vacant position.

E. The Superintendent may transfer and assign employees in order to provide a reasonable accommodation to disabled bargaining unit members in compliance with the Americans with Disabilities Act.

F. A teacher may request and shall be granted a conference with the Superintendent or designee and building principal to receive an explanation as to why she or he did not receive the position for which she or he applied. An ALEA representative may accompany the teacher at this conference.

ARTICLE 18

Reduction in Force

A. Except in the event of an unanticipated or unexpected loss of revenue creating a deficit in the then current fiscal year, or an unexpected return to duty of a teacher following a leave of absence, Board action to implement a reduction in force shall occur prior to April 30 in the school year preceding the year in which the reduction is to take effect.

B. Any reduction in force shall be implemented within the areas of certification affected by the reduction. The least senior member in that area shall be laid off but retains the right to bump into other areas of certification (if any) based on seniority.

C. At least ten (10) school days in advance of Board action on a reduction in force, the Superintendent or his/her designee will meet with the Association President and the Ohio Education Association Labor Relations Consultant to review the seniority list and the order of anticipated suspensions. This meeting shall occur prior to notification of the teachers involved.

D. As regards teachers on limited contracts, reductions in force shall be implemented based on seniority and area of certification unless the Board demonstrates reason to resort to other criteria by which to achieve educational goals which could not be met otherwise by strict adherence to seniority and certification areas. These reasons include the retention of particular skills that are needed for the educational program of the district, the need to retain teachers with more than one area of certification, the need to retain teachers who can teach a full class load, and other unusual or unanticipated situations which may warrant taking educational factors other than seniority and area of certification into account to achieve educational goals.

E. In implementing a reduction in force, all certificated teaching personnel in the bargaining unit are covered by the procedures specified below:

- (1) All certificated employees shall be placed on a seniority list within their certification area(s). When a reduction in force is implemented the seniority list shall govern matters of retention and recall, subject to the requirement that limited contract teachers are eligible for retention in those areas of certification in which they have taught for at least one full school year in the last ten years in the Avon Lake City School District. Continuing contract teachers are eligible for retention in all areas of certification. Teachers on continuing contracts shall be retained in preference to those on limited contracts.
- (2) Seniority as used in this provision shall be determined by the length of continuous service with the Board. If two or more teachers have the same length of continuous service, then seniority will be determined by:
 - (a) the date of the Board meeting at which the teacher was hired; and
 - (b) the date on which the teacher officially signed his/her contract; and
 - (c) by lot.
- (3) Length of continuous service will not be interrupted or affected by authorized leaves of absence provided that the time spent on unpaid leave shall be deducted when computing continuous

service. Time spent on layoff up to two years shall not constitute a break in continuous service, but time spent on layoffs shall be deducted when computing the length of an employee's continuous service.

- (4) Continuing contract teachers whose contracts are suspended in a reduction in force shall be so notified immediately in writing and placed upon a recall list compiled from the seniority list provided for below. A continuing contract teacher whose name appears on the recall list shall be offered reemployment if and when a position becomes available for which he/she is certified in the order of seniority at the time their contracts were suspended due to a reduction in force. No new teachers shall be employed nor any limited contract teachers recalled to service by the Board while they are continuing contract teachers on the recall list who are certified for any opening in a teaching position.
- (5) Limited contract teachers whose contracts are suspended due to a reduction in force shall be so notified in writing and placed upon a recall list compiled from the seniority list provided for below. A limited contract teacher whose name appears on the recall list shall be offered reemployment when a position becomes available for which he or she is certified, subject to the exceptions provided for in Paragraph (A) above and subject to the requirement that the individual to be recalled is qualified, i.e., has taught successfully in that area of certification for at least one full school year in the last ten in the Avon Lake City School District. Subject to these exceptions, limited contract teachers on the recall list shall be offered reemployment to positions for which they certified and qualified (as defined above) in the order of seniority at the time they were laid off due to a reduction in force. No new teachers shall be employed by the Board while there are limited contract teachers on the recall list certified for any opening in a teaching position, subject to the exceptions provided for in Paragraph (A) above.
- (6) Limited contract teachers recalled to an area of certification in which they have not taught successfully in the Avon Lake City School District for one full year in the past ten will complete, as a condition of recall, a three semester or four quarter hour college course in that area of certification during their first year of recall or will have completed such course within eighteen months of recall.
- (7) (a) The Board shall provide notice of recall by registered mail to the last address given by the certificated employee to the Board. It shall be the responsibility of the certificated

employee to keep the Board advised in writing of his/her current mailing address.

- (b) A teacher who is recalled to a position shall resume the contract status he/she held prior to the layoff and shall be credited with the accumulated sick leave and the years of service (for salary schedule placement) which he/she held prior to layoff.
 - (c) Teachers on layoff will be given preferential consideration as substitute and part-time teachers. However, acceptance or refusal of employment as a substitute or part-time teacher shall not disqualify any teacher from placement or continued placement on the recall list for full-time employment.
 - (d) When the group insurance policy permits, a teacher on layoff may continue to participate in such benefits by advance payment, on a monthly basis, of the total premium for such benefits.
- (8) Teachers who have limited contracts at the time of layoff will remain on the recall list for a period of two (2) full school years from the date of Board action to suspend through August 31 of the second year following. Teachers who held continuing contracts at the time of layoff will remain on the recall list for a period of four (4) full years from the date of Board action to suspend to August 31 of the fourth year following. Subject to the foregoing, teachers shall remain eligible for recall unless:
- (a) The time limit for right of recall has expired;
 - (b) He/she resigns;
 - (c) He/she fails to accept a position offered under this Article within ten (10) calendar days of receipt or attempt to delivery of the notice of recall; or
 - (d) He/she fails to respond to a request from the Superintendent or his/her designee for an indication of his/her continued interest in recall for the following year.
- (9) This article shall not apply to the issuance, termination and/or renewal or nonrenewal of supplemental duty contracts.

- (10) Nothing in this article shall be deemed to apply to teachers non-renewed for performance reasons, nor shall this article be construed to limit, in any way, the Board's authority to make such decisions regarding teacher employment.
- (11) The Association President will be provided with complete seniority lists for each area of certification as provided above. The seniority list will show:
 - (a) Date of first uninterrupted full-time service with the Board;
 - (b) Length in years of continuing service with the Board;
 - (c) Date of Board meeting at which teacher was hired;
 - (d) Date on which teacher officially signed his/her teaching contract

The Association shall have 15 days from date of receipt of the list to challenge and/or question the seniority rankings reflected by the list. The Association and Superintendent or his/her designee will meet to discuss questions or problems. When "tie breaker" data are unavailable, the teachers affected, Association and Superintendent or designee will try to resolve the problem. If agreement cannot be reached, ties will be resolved by a coin flip. Any agreement reached to break ties or resolution through coin flip shall be final and binding on the Board, administration, teacher(s) affected, and the Association and not subject to grievance or other legal challenge.

The Board will notify the Association of any changes in the seniority lists within a reasonable period of time.

ARTICLE 19

Mileage

Mileage reimbursement for authorized automobile use for travel from school to school shall not be less than the mileage rate accepted by the Internal Revenue Service for deduction of automobile expense for business purposes.

ARTICLE 20

Severance Pay/Retirement Incentive

A. A teacher may elect, at the time of acceptance for retirement by the State Teachers Retirement System, to receive severance pay if she/he has at least ten (10) years of full-time service with the Avon Lake Schools and his/her retirement is within ninety (90) days of his/her last day of service with the District. Such qualifying teachers shall receive fifty percent (50%) of his/her accrued but unused sick leave, to a maximum of one hundred eighty (180) days, and not to exceed ninety (90) days of severance pay. This severance will be made in two payments. The first payment to be made with 31 days of the effective date of retirement. The second payment to be made by February 15 of the following year.

B. A teacher may elect, at the time of acceptance for retirement by the State Teachers Retirement System, to receive severance pay if she/he has at least 20 or more years of full-time service with the Avon Lake Schools and his/her retirement is within 90 days of his/her last day of service with the District. In addition to the severance pay benefit described in paragraph A above, the teacher, at the time of retirement, shall be entitled to two (2) additional days of severance pay for each three years of public service over ten years, provided that the teacher retires at the end of the school year in any year of this contract.

C. A teacher who has worked at least ten (10) years with Avon Lake City Schools, but does not qualify for severance in paragraph A due to not having at least ten (10) years of full-time service will receive severance in one of the following ways:

- (1) If the qualifying teacher has at least ten (10) years of seniority at Avon Lake City Schools, they shall receive fifty percent (50%) of his/her accrued but unused sick leave to a maximum of one hundred eighty (180) days, and not to exceed ninety (90) days of severance pay.
- (2) If the qualifying teacher from paragraph C does not have at least ten (10) years of seniority at Avon Lake Schools they shall receive a prorated severance. This will be calculated by dividing the number of years of seniority by ten (10) and multiplying that number by fifty percent (50%) of his/her accrued but unused sick leave to a maximum of one hundred eighty (180) days and not to exceed ninety (90) days of severance pay.

This severance will be made in two (2) payments. The first payment is to be made within 31 days of the effective date of retirement. The second payment is to be made by February 15 of the following year.

D. Payment under paragraphs A, B or C shall be based on the daily rate of pay at the time of retirement. Payment under this Article shall eliminate all sick leave credit. No teacher shall receive more than one payment for such sick leave accumulation.

E. In the event of the death of a member of the bargaining unit, twenty-five percent (25%) of the member's accrued but unused sick leave, to a maximum of one hundred sixty (160) days, and not to exceed a payment of forty (40) days, shall be paid to the estate of the deceased member.

F. The parameters for the Retirement Incentive Plan offered from July 1, 2009 – June 30, 2011 are contained in Appendix E.

ARTICLE 21

School Calendar

The school calendar shall be prepared by the District Advisory Committee. The proposed calendar shall then be reviewed by the ALEA and the Superintendent/Designee.

Both parties will have a reasonable opportunity (ordinarily fourteen (14) calendar days) to **review** the proposed calendar and make recommendations prior to Board action. Exceptions may be made to the fourteen (14) day review period if unusual circumstances or an emergency necessitates immediate Board action.

ARTICLE 22

Workday and Year

A. Workday

- (1) The normal workday for all teachers in grades Kindergarten through six (6) shall ordinarily not exceed seven (7) hours and fifty (50) minutes.
- (2) The normal workday for all teachers in grades seven (7) through twelve (12) shall not ordinarily exceed eight (8) hours.
- (3) Teachers may be required to participate from time to time in activities outside the normal workday. This includes attendance at committee meetings, reasonable participation in curriculum development, open house, a reasonable number of student activities and events, and activities for which the teacher is directly responsible. Building principals annually will meet with the teachers in their buildings to evaluate and develop a plan regarding teacher involvement in activities and events in their building. Insofar as is possible, general staff meetings will be held during the normal workday. If, following reasonable efforts, a teacher is unable to attend one of the programs or commitments listed above, individual arrangements in conjunction with the building principal

may be made in accordance with current practice. Membership or participation in PTA activities shall be on a voluntary basis.

(4) **"Flexitime"**

Flexitime schedules may be arranged by mutual agreement between the teacher and the building principal. Once such starting and ending times are agreed to, they shall remain in effect for a minimum of one grading period and, ideally, for an entire semester. One day or short-term variances in starting or ending times will be resolved between the teacher and principal in accordance with past practice.

- (5) When a teacher recognizes that there will be a specific challenge administering a standardized test, the building administrator shall work with the teacher to find the best way to administer the test.

Limitations:

- (a) Adequate supervision of students must not be compromised by any flexitime arrangement. Each teacher will continue to be required to remain in his/her classroom or assigned duty until all the pupils for whom he/she is responsible have departed. This includes, for example, days when buses run late due to inclement weather or mechanical breakdown.
- (b) Service to students remains first priority. The use of flexitime will in no way interfere with students or parents who wish to consult with teachers at times that are reasonably convenient to the parent or student.
- (c) Communication between teachers and administrators cannot be affected by implementation of a flexitime schedule. Teachers remain required to attend staff meetings in accordance with the provisions of the collective bargaining agreement, Article 22(A)(3).
- (d) Flexitime can only include the minutes before and after the normal student day, provided that no flexitime schedule may be implemented which would authorize teachers to report less than 15 minutes before their first class or assigned duty nor depart less than 15 minutes after students are normally scheduled to leave the building of assignment.
- (e) Traveling teachers will be assigned no more than one (1) duty per day.

- (f) At the elementary level, every effort will be made to ensure that each teacher receives, in addition to the thirty/twenty-five (30/25) lunch/planning period, a minimum of one thirty (30) minute planning period per day within the student day.
- (g) Calculated on a weekly basis, the total minutes for planning and conference time on average shall continue at the elementary and secondary schools.

B. Work Year

The school year shall not exceed one hundred eighty-five (185) work days for teachers after their initial year of employment. The school year shall not exceed one hundred and eighty-six (186) work days for teachers in their initial year of employment.

The scheduling and number of parent-teacher conference days shall be discussed annually in the spring by the District Advisory Committee. The DAC will consider parental and staff input and establish parameters for conferences. Each Building Advisory Team will use these parameters to determine by consensus the conference schedules and times. The tentative schedule will be sent to DAC for review. The DAC will notify each BAT that their schedules have been approved or will notify them of needed modifications to the schedule. After the schedule has been approved by DAC, the BAT will share the final conference schedule with staff in their building.

During the January scheduled inservice day, every effort shall be made to provide for three and one-half (3-1/2) hours of departmental and full staff meetings, followed by a period for lunch and the balance of the day to be devoted to teacher preparation of grades and other records.

C. Flexible Summer Workday

The school calendar shall include a "Flexible Summer Workday". For the purpose of attaining professional development, this day will be divided into two 3 ½ hour sections. One 3 ½ hour section will be used at the teacher's discretion in August to prepare their classroom. The remaining 3 ½ hour section shall be spent on Professional Development.

- (1) The Board shall offer a variety of opportunities throughout the summer to gain professional development. The summer will be defined as the day after the last teacher work day to the day before the first teacher work day of school. Staff development shall be offered in a variety of formats, i.e., district-wide, building, department, grade level, etc. Examples of staff development might include sessions on CPR, technology, curriculum development, interdisciplinary curriculum planning, etc. Participation in

this district sponsored staff development will be verified by a sign-in sheet at the event.

- (2) Bargaining unit members will not gain additional compensation for attendance if professional development is used towards their 3 ½ hour requirement.
- (3) Bargaining unit members who plan district sponsored staff development will receive credit toward their 3 ½ hours of required staff development for time spent planning. All time implementing the staff development will be compensated based on Article 23 of the supplemental base salary per hour.
- (4) Bargaining unit members shall be granted the flexibility to choose any appropriate staff development opportunity. No single staff development opportunity or specific date of an opportunity shall be mandated by any administrator or the Board. The Board will make a good faith effort to post a list of available, district sponsored staff development – offered between the day after the last teacher work day until the day before the first teacher work day – before May 1.
- (5) Acceptable individual opportunities for staff development – outside of what is offered by the district – will be granted based on the needs of the bargaining unit member, building team leaders, curricular department chairs, building administrators, and district curriculum leaders.
- (6) Individually sought staff development that will count toward the 3 ½ hour requirement will be approved by a building administrator prior to the last teacher work day. The procedure to receive credit for this professional development is outlined on the Alternative Activity Summer Professional Development Worksheet.
- (7) If a new opportunity for staff development becomes available after that date, a bargaining unit member must consult and be granted approval for the change prior to the new staff development event by the Superintendent or his/her designee.
- (8) Collaboration time spent within grade levels, curricular departments, building teams, etc., can account for professional development time.
- (9) Bargaining unit members who complete uncompensated professional development that exceeds the required 3.5 hours and reach an additional 3.5 hours shall receive the additional 3.5 hours off in the second half of the last day of the next school year. Participants in verified extra staff development time shall receive priority check-out in their respective

buildings. The additional staff development time does not replace the half-day flexible summer work time.

- (10) All staff development that falls under the Flexible Summer Workday can contribute to the requirements of the IPDP following the procedures outlined under Article 42 but may not be used for progression on the salary scale.

ARTICLE 23

Professional Development Compensation

A. Staff Development Compensation

Each member of the bargaining unit will be compensated for attendance at staff development during non-instructional time. The rate of compensation for each session will be .000565 of the supplemental base salary per hour. Teachers shall receive payment for Staff Development hours attendance as they are completed.

B. Tuition Reimbursement

Each school year a pool of \$35,000 shall be available for reimbursement of tuition charges paid by bargaining unit members for successful completion of graduate level classes approved in advance by the ALEA Tuition Committee headed by an ALEA Executive Committee member. To be considered for approval the course work must be on the graduate level from an accredited institution and in the teacher's areas of certification/licensure or in another area that has been approved by the LPDC for licensure. If a bargaining unit member has a permanent certificate, his or her approval must be through the Superintendent for salary advancement. The pool shall be divided among teachers so approved with a limit of reimbursement of up to \$100 per semester hour up to 4 semester or 6 quarter hours per year (July 1 through June 30). Requests are to be submitted by August 1; proof of course completion with an earned credit of "B" or above is to be submitted to the ALEA Tuition Committee by September 15. Reimbursement checks will be issued on or about October 15. Unused money from the tuition reimbursement pool will be moved to the General Fund.

ARTICLE 24

Personnel Substitute Pay

If a teacher is required to substitute during his/her planning or preparation period for a colleague absent for legitimate reasons covered by sick leave, personal leave, field trip or other assignment made by an administrator, he/she shall be paid a prorated amount based on .000565 per hour of the supplemental base salary for time actually worked. An effort will be made to rotate such assignments among teachers desiring such substitution.

If possible, at the elementary level, the building principal shall adjust schedules to make up missed planning or preparation time. If this is not possible, payment will be made in accordance with this article.

The Board will make a good faith effort to minimize the number of times a teacher is assigned to substitute for an absent colleague by employing substitute personnel to perform such service, with the understanding that such an arrangement will diminish, but not eliminate, required personnel substitute assignments.

ARTICLE 25

Insurance

A. Life Insurance

- (1) The Board shall provide a term life insurance policy (to include double indemnity for accidental death and a dismemberment clause) to regular part-time and full-time teachers equal to the \$1,000 figure next above their yearly salary.
- (2) A teacher may elect to purchase at his or her cost additional supplementary coverage in a \$10,000 or \$20,000 amount. These premiums will be deducted through the payroll deduction plan.

B. Hospitalization, Major Medical, Dental and Vision Insurance

The Board shall make available hospitalization, major medical, dental and vision insurance, which meets or exceeds the specifications set forth below for eligible employees and their dependents:

- (1) General listing of benefits:
 - \$2 million lifetime major medical
 - Outpatient drug/alcohol/mental/nervous services, subject to deductibles
 - Currently negotiated single and family deductibles
 - Currently negotiated co-insurance percentages for in/out-of-network services up to the first \$5,000 Single/\$10,000 Family of covered Network expenses and up to the first \$10,000 Single/\$20,000 Family of covered Non-Network expenses.
 - Currently negotiated prescription drug plan, including mail-order maintenance prescriptions, with graduated co-pays for generic, formulary brand and non-formulary drugs.

Please refer to the current employees' copy of the Avon Lake City Schools Health Benefits Plan Description for the complete summary and description of benefits, restrictions, deductibles, exclusions, patient responsibilities, etc.

- (2) The Health Care Committee (HCC), composed of five (5) representatives appointed by the President of the Association, three (3) representatives appointed by the President of OAPSE, and three (3), representatives of the Board shall be charged with considering health insurance matters. The HCC operates with 2 chairpersons, one representing the ALEA and one representing the Board. Regular minutes of all meetings of the HCC shall be kept and shared with all members of the committee. All decisions of the HCC shall be achieved by consensus, i.e., all represented parties on the HCC shall agree with the decision. The HCC shall regularly be provided with health insurance data, including enrollment levels, claims paid versus premiums, and other data that the members of the HCC believe will facilitate the HCC's processes. The HCC's responsibilities include reviewing insurance costs, exploring program additions or modifications, examining utilization patterns, and looking for various cost containment options.
- (3) During the life of the Agreement, the HCC may choose to consider other options within various managed care programs, in which members of the ALEA may elect to participate.
- (4) The HCC shall be authorized to utilize such consultants as it deems appropriate. Each year the HCC shall be advised, as soon as possible, of the anticipated level of premiums for the succeeding benefit year (July 1 – June 30). Each year the HCC shall consider changes in program design, premium sharing and other steps that will aid in cost containment.

In the event that the HCC is not able to achieve consensus on any such changes by May 1, the plan will continue unchanged for the succeeding benefit year.

If the HCC recommends changes, such as program design, premium sharing, "opt out incentives", or other modifications, any and all such changes shall be implemented following approval by the full membership of the ALEA, OAPSE and the Board.

- (5) All newly hired employees desiring medical insurance will be enrolled in the SuperMed plan.

For the 2009-2010, 2010-2011, 2011-2012 fiscal years, employees enrolling the SuperMed plan will pay 9% of the medical premiums for SuperMed coverage. Employees enrolled in the Traditional plan (single and family) will pay the premium difference between the Board's cost of the SuperMed plan and the Traditional plan.

SuperMed Plan	Traditional Plan
2009-2010 9%	9% + Difference
2010-2011 9%	9% + Difference
2011-2012 9%	9% + Difference

Illustration: These numbers are NOT actual premiums, only illustrations. Examples per month:

Premium of SuperMed	\$ 800
Employee's Share	<u>25</u>
Board's Share	\$ 775

Premium Traditional plan	\$850
Board's SuperMed Cost	<u>775</u>
Employee cost for Traditional plan	\$ 75

- (6) Insurance premiums paid by payroll deductions may be tax-sheltered upon the completion of the appropriate pre-tax forms, available in the Treasurer's office. These forms must be completed each calendar year.
- (7) Increases in the employee's share of the premium shall begin in August of each year.
- (8) Employees who discontinue medical coverage after a minimum one-year enrollment with ALCS will be eligible for a monthly opt out incentive. Mid-year changes in medical insurance status will be pro-rated. This incentive will be paid quarterly and included in the regular paychecks on the 15th of October, January, April, and July.
 - a. FY 10 \$150 per month
 - b. FY 11 \$150 per month
 - c. FY 12 \$150 per month
- (9) A Flexible Spending Account (FSA), also known as Section 125, will be available to ALL employees. The Flexible Spending Account information packets will be available in the Treasurer's office.

- (10) The Board will provide and pay for an Employee Assistance Program (EAP) for ALL employees, whether or not they have elected medical coverage with ALCS.
- (11) The Board will pay annually any employee who completes the Health Risk Assessment \$75.00. This will be put into their Flex Spending Account on January 1 of the year following completion of the Health Risk Assessment. The timelines for completing the Health Risk Assessment will be communicated to the staff through e-mail and posted on the Health Insurance Bulletin Boards in each building. This \$75.00 payment will be paid 50% by the Self-Insurance Fund and 50% by the General Fund.

C. **General Provisions**

- (1) Benefits for part-time teachers are described in Article 38.
- (2) Hospitalization, dental, vision and life insurance benefits will be terminated on the first of the month following the resignation of a teacher who does not complete the contract year.
- (3) It is the responsibility of the teacher to inform the Treasurer's office of any change in employment, marital status or dependents, which affects his/her fringe benefits.
- (4) The Board retains the right to change insurance carriers and coverage as long as:
 - a. any such change is discussed with the Association prior to the modification or termination of existing insurance programs; and
 - b. any new insurance program or plan shall be comparable to the existing coverage or insurance plan in terms of benefits, coverage and entitlements.
- (5) Arrangements for covering dependents (mother, father, or relative other than wife/husband and children) must be made directly between the insurance provider and the teacher. Premiums for this type of coverage are not deductible through the payroll plan.
- (6) Eligibility requirements set forth herein are subject to rules and regulations established by the insurance carriers.
- (7) The Board shall contribute to only one family health insurance plan and one family dental and vision plan for a family where a

husband and wife are both employed by the Board. However, a husband and wife will have the option to take separate single health, dental and vision insurance plans.

ARTICLE 26

Supplemental Assignments

A. All supplemental contracts are one year contracts. During that year, any performance issues related to the position will be discussed with the person in the position. This discussion must occur before the end of the year.

B. Salary

- (1) The salary schedule for supplemental assignments precedes the Appendix section of the Master Contract.
- (2) Past experience will be considered when determining a person's placement on the supplemental salary schedule.
- (3) Pay dates for supplemental contracts are included as Appendix A of the Master Contract.

C. Posting and Awarding of Supplemental Positions

- (1) Annually, the Board shall post each supplemental position currently filled by a person who is not a member of the ALEA bargaining unit.
- (2) A position currently held by a member of the bargaining unit will not be posted if the member indicates their intention to continue in the position when contacted by the board or its designee, and if the member has performed the duties of the position satisfactorily.
- (3) All new or reinstated supplemental positions shall be posted.
- (4) Supplemental positions shall be posted annually in March for a period of seven (7) calendar days when school is in session with the exception of supplemental positions for spring athletics which shall be posted for seven (7) calendar days after completion of the season and evaluation of the coaching staff.
- (5) All members of the bargaining unit who apply for a supplemental position will be contacted and will be verbally screened or interviewed.
- (6) A supplemental position that becomes open because the person who was awarded or was to be awarded the position resigns must be reposted.
- (7) In filling supplemental positions, the Board retains its rights under Ohio law and this contract. The Board reserves the right to leave supplemental positions unfilled.

D. A Supplemental Committee, composed of three ALEA members appointed by the ALEA President, and three administrators appointed by the Superintendent, shall convene during the second semester of each school year for the following purposes:

- (1) Upon request, review competitiveness of Avon Lake supplemental salaries with the supplemental salaries in comparable districts in order to provide data for the setting of supplemental salaries.
- (2) Review proposals for new supplemental assignments and compensation for these assignments. The Supplemental Committee shall consider recommendations for new positions from administrators or teachers and will make a recommendation to the ALEA President and the Superintendent regarding same.
- (3) Reevaluate supplementals when job descriptions are changed.
- (4) Reconsider proposals that were rejected in previous years.

I. Addition of New Supplemental Positions

- (1) The Board and Association shall consider the recommendation of the Supplemental Committee and shall bargain regarding the salary to be paid to any new supplemental position. If agreement is not reached, the Board proposed salary shall be implemented until negotiations for a successor contract reopen. If in negotiations a different salary is agreed to, the change shall be implemented retroactive to the first day of service under the new supplemental contract.
- (2) The Board may add new supplemental positions/personnel so long as the cumulative salaries of these new positions/personnel do not exceed 50% of the base salary in effect at the beginning of that school year.
- (3) After the cap is reached, the Association must agree to the creation of any new positions.

ARTICLE 27

Placement and Progression on Salary Schedule

A. Teachers shall be placed in the appropriate academic training column as follows:

Level I Tutor hourly rate

Level II Teachers who possess a Bachelors Degree

Level III Teachers who possess a Bachelors Degree plus 10 semester hours of graduate work

- Level III-A Teachers who possess a Bachelors Degree plus 20 semester hours of graduate work
- Level IV Teachers who possess a Masters Degree
- Level V Teachers who possess a Masters Degree plus 10 semester hours of graduate credit received subsequent to the granting of the Masters Degree
- Level V-A Teachers who possess a Masters Degree plus 20 semester hours of graduate credit received subsequent to the granting of the Masters Degree
- Level VI Teachers who possess a Masters Degree plus 30 semester hours of graduate credit received subsequent to the granting of the Masters Degree
- Level VII Teachers who possess a Masters Degree plus 45 semester hours of graduate credit received subsequent to the granting of the Masters Degree

B. Teachers shall receive credit for years of service on the salary schedule as follows:

- (1) All years of teaching service in this District, with each year consisting of one hundred twenty (120) days under a teacher's contract.
- (2) All years of service in an Ohio public school and/or chartered, nonpublic school located in Ohio consisting of one hundred twenty (120) days under a teacher's contract. This credit must be given for the first five (5) years of such service, with an option for extending credit for up to an additional five (5) years of such service.
- (3) All years of military service up to five (5) years. (For purposes of calculation, a particular year of active military service of eight (8) continuous months or more in the armed forces shall be counted as a full year.)
- (4) All years of teaching service as a certified teacher in a chartered school or institution or a chartered special education program operated by the State of Ohio or other local governmental unit in Ohio with each year consisting of at least one hundred twenty (120) days. This credit must be given for the first five (5) years of such service, with an option for extending credit for up to an additional five (5) years of such service.
- (5) Years of service shall be the sum of all years of service in subparagraphs 1, 2, 3 and 4 above, except that a new teacher shall receive credit for a total of five (5) years and may receive credit for

an additional five (5) years. By October 1 of each year, the administration will provide the Association President with the actual previous experience and the Avon Lake credited salary schedule placement of all new hires.

(6) Teachers on leaves of absence shall be granted credit as follows:

- a. Teachers on approved leaves of absence returning to the system are placed on the step of the salary schedule for which they qualify by reason of training and experience, including experience prior to original employment with the district and that which has been acquired in the district.
- b. Teachers do not accrue days of service for advancement on the schedule while on leave; however, any additional training obtained during a leave of absence would be applied for salary credit upon the return of the teacher.

C. Credit for placement on a training column shall only be given for graduate courses in the teacher's area of certification which the teacher has taken from an institution accredited by the Ohio Board of Regents. The Superintendent may approve other undergraduate or graduate work; however, the teacher must obtain the Superintendent's approval prior to taking the training. Each teacher who has completed training which would qualify him/her for a higher training column placement shall file with the Superintendent before September 15, for training column placement effective with the start of the school year, and before February 15, for placement effective with the start of the second semester of the school year, an official transcript from the institution attended certifying successful completion of the additional training.

D. The provisions of this section shall be effective on and after January 1, 1985 and shall not be applied retroactively to afford teachers presently employed additional longevity increments or credit for training with respect to any service or training completed before such effective date. Likewise, no present teacher's salary schedule placement shall be reduced by the implementation of this Section.

ARTICLE 28

Salary

A. Base salary is set as follows:

2009-2010	2.50%	\$35,879
2010-2011	Reopen for wages only by June 30, 2010 * & **	
2011-2012		

* Base for 2010-2011 will begin at \$36,058

**** Refer to Article 47, Section B**

This same base salary will be used as the base salary for supplemental contracts.

B. When teachers volunteer to use their planning period to teach additional classes, teachers at the secondary level shall be paid 1/9 of the individual teacher's per diem salary for each period per week of instruction over the course of a school year.

At the elementary level, teachers shall be paid at the rate of 2/27 of the individual teacher's per diem salary for each additional 30 minute period of instruction per day and at the rate of 4/27 of the individual teacher's per diem salary for each additional 60 minute period of instruction per day.

ARTICLE 29

Equal Opportunity Clause

The Board is an equal opportunity employer and will continue to abide by all state and federal equal employment laws. Likewise, the Association will continue to abide by all state and federal equal employment laws.

ARTICLE 30

Employer "Sheltering" of Retirement Contributions

The ALEA and the Board agree that the Board shall implement the "sheltering" of the certificated teacher/employee's required contributions to the State Teachers Retirement System (STRS) and with the Board of Education having agreed to do so, the treasurer is hereby authorized to contribute to STRS, in addition to the Board's required employer contribution, an amount equal to each certificated employee's contribution to STRS in lieu of payment by such employee, and that such amount contributed by the Board on behalf of the certificated employee shall be treated as deferred salary paid by the Board to STRS from the contract salary otherwise payable to such certificated employee in cash.

The treasurer is also directed to prepare and distribute an addendum to each certificated employee's contract which states (1) that the employee's contract salary is being restated as consisting of (A) a cash salary component and (B) a "sheltering" component, which is equal to the amount of the employee contribution being "sheltered" by the Board on behalf of the employee; (2) that the Board will contribute to STRS an amount equal to the employee's required contribution to STRS for the account of each certificated employee; and (3) that sick leave, severance, vacation, supplemental and extended service pay shall be calculated upon both the cash salary component and "sheltering" component of the employee's restated salary.

The Board's total combined expenditures for employees' total contract salaries payable pursuant hereto (including "sheltering" amounts) and its employer contributions to STRS shall not be greater than the amount it would have paid for those items had this resolution not been in effect.

The Board shall compute and remit its employee contributions to STRS based upon total contract salary, including the "sheltering." The Board shall report, for federal and Ohio income tax purposes as an employee's gross income, said employee's total contract salary less the amount of the "sheltering." The Board shall report for municipal income tax purposes as an employee's gross income said employee's total contract salary, including the amount of the "sheltering." The Board shall compute income tax withholding based upon gross income as reported to the respective taxing authorities.

The Board shall as of September 1, 2009 through August 31, 2010 pay ½ percent of the employees share of STRS. This shall be considered pick-up and the Board shall pay pick-up on the pick-up.

ARTICLE 31

Professional Improvement

The contract of a teacher in the Avon Lake Schools may not be terminated except for gross immorality; for willful and persistent violations of reasonable regulations of the Board of Education; for other good and just cause; or for unsatisfactory teaching performance. All terminations shall be accomplished in accordance with the procedures established in Revised Code Sections 3319.16 and 3319.161. The referee shall apply the grounds above set forth in place of those specified in R.C. §3319.16. Nonrenewals of limited contracts shall continue to be governed by the provisions of R.C. §3319.11.

- I. "Unsatisfactory teaching performance" is a performance pattern evidencing the failure of a teacher to remedy a deficiency or deficiencies identified in the evaluation process set forth in Section III below where such deficiency or deficiencies demonstrate that the teacher is ineffective in the performance of assigned teaching duties, exclusive of supplemental contract duties.
- II.
 - A. Before acting to terminate any teacher's contract for unsatisfactory teaching performance, the Board shall comply with the process set forth in Section III below. The procedures set forth in Section III below will be followed only in instances where a termination for unsatisfactory teaching performance is contemplated.
 - B. Before presenting a recommendation to the Board for termination of a teaching contract for unsatisfactory teaching performance, the Superintendent, upon the recommendation of the building principal, will provide the teacher with a written notice, which notice will include the following:

- (1) The specific deficiency or deficiencies identified in the process set forth in Section III below that have not been corrected and which demonstrate ineffectiveness of performance of teaching duties; and
- (2) The process prescribed and recommended pursuant to Section III to correct such deficiency or deficiencies.

III. When the administration has identified concerns with the teacher's performance such that a termination for unsatisfactory teaching performance is contemplated, the teacher will be so advised in writing. This written notice will summarize the deficiencies noted in the previous evaluations and will include specific and detailed suggestions and recommendations regarding means to improve performance and offer specific assistance to obtain such improvement. The teacher may request that a copy of this notice be provided to the Association president. After the notice is given to the teacher, the following procedure will be used:

A. Method of Appraisal and/or Evaluation:

- (1) The program of professional staff evaluation will be accomplished using the Professional Evaluation Procedure (P.E.P.). Except as indicated below, that program will not be modified for the life of this Agreement, except by mutual agreement of the Board and the Association.
- (2) P.E.P. consists of observations of the teacher's performance of assigned teaching duties, exclusive of supplemental contract responsibilities. To be employed in a termination for unsatisfactory teaching performance, such appraisals and/or observations must be written and shared with the teacher. (See paragraph B.)
- (3) Classroom observations, appraisals and/or evaluations will be conducted only by the teacher's principal or by an administrator. Only administrative personnel such as the principal, assistant principal, superintendent or assistant superintendent may complete evaluations or observations.
- (4) In the event of a substantive disagreement between the teacher and the evaluator which arises pursuant to this evaluation program, such disagreement shall be submitted to the Superintendent or his designee. Upon the request of the teacher, a different administrator shall be included in the evaluation program.

B. Frequency of Observations:

- (1) Before the Board initiates a contract termination for unsatisfactory teaching performance, the teacher will have been observed in a classroom setting or equivalent setting a minimum of three times in three different months within the past twelve calendar months.
- (2) No more than four observations during a semester will be conducted. However, the individual teacher and the evaluator mutually may agree upon additional observations.

C. Report of Observations:

- (1) A copy of the written report(s) of the observations will be given to and discussed with the teacher in a conference conducted within five (5) school days following the observation(s).
- (2) During the conference, any observation(s) which is reflected in the written report(s) will be discussed with the teacher. If the teacher is not satisfied with the written report and conference, then the teacher may request another conference and subsequent written report of the conference with the observer and another local teacher or administrator of the teacher's choice. If the teacher requests an additional conference and is to be accompanied by another person to that conference, then the observer is entitled to have another administrator in attendance.
- (3) A teacher, by signing copies of the written report, acknowledges only that the teacher has read and received a copy of the report.
- (4) The teacher shall be given the opportunity to submit a written response to the report, which response will be placed in the teacher's personnel file. This response will be made within five (5) school days from receipt of the report and will be attached to the original report. An additional five (5) school days for submission of the response is available provided the teacher notifies the observer that the teacher intends to submit such a response.
- (5) A copy of the written appraisals and/or evaluations, along with any teacher response, will be filed with the Superintendent's office ten (10) school days after the teacher's receipt of the evaluation report.
- (6) The evaluation documents and any teacher responses, a full record of the recommendations for improvement made to the individual teacher, the assistance suggested and offered to the individual teacher, and any subsequent changes reported in the individual's performance will be maintained in the personnel file for each

individual. The teacher will be permitted to place documents, responses, and other pertinent written material in the teacher's personnel file.

D. Teacher Rights and Obligations to Demonstrate Improvement:

- (1) Within 10 school days following the delivery of the notice described in paragraph III above, it shall be the joint responsibility of the teacher and principal to develop a written plan to overcome any reported deficiencies. At the teacher's request, a colleague of his/her choice may be offered the opportunity to participate in the development of this plan. The principal may request consultation assistance from another member(s) of the administration in the development or implementation of the written plan.
- (2) Following development of the written plan, the principal is responsible for offering specific assistance in accordance with the plan to the teacher in the implementation of the plan. The teacher is responsible for implementation of the provisions of the written plan which are designed to improve her/his performance and is responsible for maintaining his/her teaching performance at acceptable levels.
- (3) The teacher will be offered the assistance specified in the written plan and will be afforded a reasonable period of time, not less than 60 school days, to correct the specified deficiencies. If the specified deficiencies are satisfactorily corrected, then the teacher will be so notified in writing and will be "removed" from Article 31. If within twelve months of that notification, the same deficiencies are identified, a second written plan shall be developed to overcome those deficiencies. If the specified deficiencies are satisfactorily corrected, then the teacher will be so notified in writing and will be removed from Article 31. If an individual fails to correct the specified deficiencies, the individual shall be notified in writing of the failure. (No written plans prior to 1/1/90 will become part of this procedure.)
- (4) If, after the implementation of such written plans on two (2) separate occasions, the teacher has not achieved the desired goal of demonstrated improvement, then the principal may recommend to the Superintendent termination of contract for unsatisfactory teaching performance.
- (5) Following such recommendation, the Superintendent shall convene a meeting involving the principal, other administrators involved in the evaluation process, the teacher, and a representative of the

teacher's choice, which may include another local teacher or the UniServ Consultant. The Superintendent shall be advised in advance of the meeting of the teacher's intent to involve the UniServ Consultant, and if such consultant will be in attendance, the Board retains the right to involve a representative of its choice.

- (6) Any grievance filed pertaining to this Article can be filed only to contest alleged noncompliance with the procedural aspects set forth herein. Decisions and reasons in support of a teacher's evaluation or appraisal, deficiencies identified in the process, suggestions and recommendations for improvement, and conclusions with respect to teaching performance are not grievable but may be contested in the referee hearing and any subsequent appeals. It is expressly understood that the grievance procedure may not be employed to challenge a termination decision taken in accordance with the procedures set forth in Revised Code Sections 3319.16 and 3319.161. However, any termination decision there reached may be appealed to the courts as provided by law.

ARTICLE 32

Sovereign Immunity/Liability Insurance

House Bill 176, referred to herein as the "Sovereign Immunity Law", requires the Board of Education of the Avon Lake City School District to provide for the defense of and to indemnify and hold harmless employees who are sued for acts arising within the scope of their employment with the Board. In light of this statutory obligation, the Board and the Avon Lake Education Association, hereinafter the "Association", hereby agree as follows:

- (1) The Board shall fulfill its obligations to members of the bargaining unit represented by the Association under the Sovereign Immunity Law as enacted November 20, 1985 and as may be hereinafter amended. The obligations of the Board to its employees established by the Sovereign Immunity Law will be strictly governed and limited by the provisions of that law, including any amendments and any possible repeal.
- (2) Revised Code Section 2744.08(A)(1) provides that the limits, circumstances, terms and conditions of any insurance which may be obtained to satisfy the requirements of Section 2744.07(A) is committed to the discretion of the public employer. Likewise, the Sovereign Immunity Law provides that the time periods of any insurance coverage are within the discretion of the public employer. The Association is advised by the Board that for the period February, 1987 through January 31, 1988, in accordance with this statutory authorization, the Board will purchase

liability insurance in the annual amount of \$1 million per occurrence and \$5 million in the aggregate.

- (3) The Association shall be provided with a copy of the insurance policy described immediately above and any successor policy.
- (4) Upon the request of an Association member, and with the mutual and written agreement of the Board, its liability insurance carrier (if the Board has a liability insurance carrier), the Association, the Ohio Education Association/National Education Association, and the OEA's liability insurance carrier, with such written agreement to be satisfactory to the Board and its counsel, the OEANEA liability insurance shall become primary coverage for bargaining unit members and shall provide attorneys for representation of said members in lawsuits covered under the provisions of the Sovereign Immunity Law. Such coverage and such representation by the OEANEA liability insurance, if effective, shall be at no cost to the Board.
- (5) Bargaining unit members shall be provided 72 hours to fill out the Board's prescribed forms relating to accidents. The bargaining unit member may seek advice from the UniServ consultant or an attorney during this period.

ARTICLE 33

District Advisory Committee

In order to promote and maintain communications between the Board and the Association, a District Advisory Committee (DAC) will function in accordance with the bylaws contained in Appendix B.

ARTICLE 34

Effective Educational Program

A. It is recognized by the Association and the Board of Education that pupil/teacher ratio is an important aspect of an effective educational program.

B. When, in the opinion of the teacher, the size (number of students) in a particular class impairs the educational process and/or jeopardizes the safety of students in that particular class, the teacher shall:

- (1) Arrange a meeting with the building principal to discuss the identified problem and explore alternate resolutions, including the provision of an educational aide or the involvement of adult/student volunteers.

- (2) The teacher may meet with the Superintendent or Assistant Superintendent to explore other options if the meeting with the principal fails to resolve the problem.

ARTICLE 35

Curriculum Revisions Textbook Adoptions Special Projects

When necessary, as determined by the administration after consultation with the committee, teachers will be given release time during the regular school day for committee meetings associated with course of study revisions, textbook adoptions, North Central committee work, etc.

ARTICLE 36

TEAM Program

Teachers: Enhancing, Assisting and Modeling

The negotiated mentor and mentee procedure and related forms are included in the teacher TEAM, Teachers: Enhancing, Assisting and Modeling handbook and deemed incorporated by reference into this Master Contract. A set of program guidelines is found in Appendix D of the Master Contract.

ARTICLE 37

Job Sharing

- A. Teachers who wish to participate must locate their job sharing partner within certified staff. No teacher will be required to job share. Teachers must be compatible as well as qualified and certified for the position.
- B. Each plan will be judged and approved individually on its merit by the building principal and superintendent or designee.
- C. A written job sharing plan should be submitted by May 1 prior to the beginning semester or at the discretion of the superintendent. The plan must include the following elements:
 - (1) The area of teaching assignment including grade level (courses to be shared) and building.
 - (2) A full description of the teaching techniques and methods and grading practices employed by each teacher with a full explanation of the steps the participants will employ to insure compatibility or

such techniques and practices and how relevant information will be shared.

- D. The teachers jointly with the principal will develop a written plan for sharing obligations (meetings, parent/teacher conferences, grading progress reports, plans of returning to full-time employment). Preparation time should be divided equitably. Opportunities for professional growth will be equally available to participants.
- E. Salary and fringe benefits shall be available on a prorated basis as noted in Article 38. Employees who work 120 days or more during the school year in a job sharing assignment will be recognized for seniority and progression on the salary schedule consistent with Article 38 of the contract.
- F. When a job sharing participant is absent, her/his job sharing partner shall be asked (but not required) to substitute prior to any other substitute being contacted.
- G. Job sharing teachers will waive their right to full-time employment until a full-time position becomes available for which they hold a valid certificate. If teachers on the recall list are similarly certified, then district wide seniority shall determine the option of recall.
- H. A RIFed teacher is eligible to write a job share plan with another teacher but is not guaranteed this assignment through seniority.
- J. All teachers involved in a job sharing plan shall have all rights and protections under the Master Contract per this job sharing article.

ARTICLE 38

Regular Part-time Teachers

A. Definitions

- (1) **Regular full-time teacher** - a person who works more than 30 hours per week for 36 weeks or more per year.
- (2) **Regular part-time teacher** - a person who works at least 15 hours per week and not more than 30 hours per week for 36 weeks or more per year, excluding tutors.
- (3) **Temporary teacher** - a person employed for less than 15 hours per week or a person employed in one of the following categories: summer work, non long-term substitute work, home instruction, etc.

Temporary teachers are not covered by this Master Contract.

B. Insurance Benefits for Regular Part-time Teachers

(1) Life Insurance

The Board shall provide a term life insurance policy (to include double indemnity for accidental death and a total permanent disability clause) to regular full-time and regular part-time teachers equal to the \$1,000 figure next above his/her yearly salary.

(2) Hospitalization, Major Medical, Dental and Vision Insurance

Insurance coverage shall be the same as for regular full-time teachers but the employee shall pay 50% of the appropriate premium, provided, however, that any current bargaining unit member (employed as a teacher as of 2/12/90) who involuntarily is placed in a teaching position working less than 15 hours per week for 36 or more weeks per year may continue her or his participation in these insurance programs by paying 50% of the appropriate premium. A regular part-time teacher working less than 15 hours per week may obtain hospitalization, dental, or life insurance benefits by assuming the total cost of the program selected.

C. Seniority for Regular Part-time Teachers

Any regular part-time teacher employed after March 1, 1990 shall receive one-half (1/2) year of seniority for every year worked as a regular part-time teacher. Part-time teachers employed prior to the adoption date shall continue to receive a full year of seniority for every year worked. Regular part-time teachers will be subject to RIF and recall in accordance with their seniority status.

D. Advancement on Salary Schedule for Regular Part-time Teachers

Regular part-time teachers shall advance on the salary schedule according to STRS guidelines for calculating years of service.

E. Sick Leave

Regular part-time teachers and tutors shall be eligible to use sick leave in the same way as a full-time teacher. Should a regular part-time teacher become a full-time teacher, sick leave shall be converted and credited to the teacher at a rate of 2 days to 1.

F. Planning/Conference Time

Regular part-time teachers shall have paid planning time equivalent to half that normally assigned to a full-time teacher. Tutors shall also have planning time each day.

G. Meetings and Inservice Opportunities

Regular part-time teachers shall work out a schedule with their building principal so that they can take part in staff meetings and inservice meetings equivalent to half those required of a full-time teacher.

Any Bargaining Unit Member initially employed under this Article is not guaranteed a full-time assignment in the District when a vacancy occurs. The member, however, will be given serious consideration for full-time assignments for which the member is qualified.

Any Bargaining Unit Member who voluntarily changes from a full-time to a part-time position must wait until a vacancy occurs to return to a full-time position. If teachers who are job-sharing or on the recall list are similarly certified, then district wide seniority shall determine the order of return to a full-time position.

H. Leaves of Absences may be granted to regular part-time teachers.

Article 39

Special Education Program

A. Attempts will be made to schedule IEPs/Accommodation Plans for severely challenged students early to provide as much notice as possible to the Regular Education Teacher(s) scheduled to provide instructional services the following year.

B. The Building Principal/Special Education Supervisor will offer ideas to the Regular Education Teacher(s) on programming as soon as possible and preferably prior to the start of the year and will check back with the teacher during the year.

C. The Special Education Teacher is responsible for notifying Regular Education Teachers/Special Area Teachers of the presence of a disabled youngster in her/his class and to offer recommended accommodations/program ideas.

D. Every effort will be made, if necessary to provide for common planning time, to adjust the work schedule of the attendant to provide weekly (or more frequent if required) common planning time with the Regular Education Teacher.

E. In developing student class assignments, building administrators will endeavor to make an equitable allocation of students with special needs among different available classes. The building administrator will take such special needs, and the

resulting demands placed on teacher time, into account when making student assignments and so establishing class sizes.

The Regular Education Teacher's class size/class load shall be considered for possible adjustment/reduction when a severely disabled student is to be included in the Teacher's class.

F. The Special Education Supervisor/Principal shall consult with the Regular Education Teacher regarding equipment and materials needed to function in a regular education class.

G. Normally teachers will not be expected to provide medical services to students without receiving specialized training and normally shall not be expected to provide personal hygiene services to severely disabled students.

H. All regular education teachers shall be notified of meetings to review the special education plans (IEPs and 504s) of their students. Every effort shall be made by the building administrator to provide release time for the regular education teacher to participate in the meeting.

ARTICLE 40

Committees

The following guidelines shall apply to District-wide committees established by the Central Office administration.

- (1) Upon establishment of a committee, the committee shall receive a charge with respect to its goal or objective. All changes in committee goals or parameters shall be submitted in writing to all members of the committee, the Association President, the Superintendent and Board President. Changes, as well as the initial goal, will include a projected completion date for the project.
- (2) Each committee will have co-chairs, one appointed by the Superintendent and one appointed by the Association President.
- (3) In advance, co-chairs of meetings will be responsible for preparation for a written agenda, to be distributed to all committee members, the Superintendent, Association President, and Board President in advance of the meeting.
- (4) Each meeting will be followed by the preparation of written minutes, to be prepared jointly by the committee co-chairs. Minutes will be sent to all committee members, the

Superintendent, Association President and Board President. Each committee member is responsible for promptly reviewing the minutes and commenting upon those minutes with respect to necessary changes.

- (5) Upon completion of the committee's work, should the committee's recommendation be rejected, the administration or where appropriate the Board President will meet with the committee to explain the rationale for rejection of its recommendation.
- (6) As appropriate, following completion of its task, the committee will meet on a quarterly basis to monitor implementation of its recommendation and make any appropriate recommendations for modifications in the program.

ARTICLE 41

Safe and Healthy Schools

A. Smoking

Every building and all school grounds in the District and every event held in any building in the District will be smoke/tobacco free at all times, regardless of whether or not school is in session or students are in attendance. The Board will contribute 50% of the cost, up to a maximum of \$200 for member attendance at smoking cessation programs. The Board and Association will cooperate in attempting to arrange for provision of such programs within the District. Enforcement will be nondiscriminatory as to all groups in the school community.

B. BCI&I/FBI Checks

Consistent with Ohio Revised Code §109.57 and HB 190, all prospective or new employees will submit to criminal background checks (BCI&I/FBI) conducted by the Bureau of Criminal Identification and Investigation. All new employees who commence work for the Board of Education shall be considered on a probationary status commencing only upon Board receipt of a satisfactory background investigation from BCI&I. All current employees must submit fingerprints for both BCI&I and FBI whenever they renew their license *of longest duration*; or if they have a permanent certificate, they must submit fingerprints every five (5) years.

C. Drug-Free School

No employee shall unlawfully possess, be under the influence, or use or distribute illicit drugs or alcohol on school premises or at any place where school activities are held. "Under the influence" means that the employee has agreed to perform duties on behalf of the District and has alcohol or drugs in his/her system and is affected by such alcohol or drug in a detectable manner resulting in impaired performance of job duties and responsibilities.

“Premises” include vehicles owned by, or being driven on behalf of the Avon Lake Schools, as well as parking lots, playgrounds or other property owned or controlled by the Avon Lake Schools.

Employees who must hold CDL’s to perform their job duties will be subject to pre-employment, return to duty and random drug and alcohol testing, in accordance with the Omnibus Transportation Employer Testing Act and applicable regulations.

In addition, the Board reserves the right to require any on duty employee to undergo medical testing for alcohol/drug use if it has reasonable suspicion to believe, based on specific contemporaneous and articulable observation of a qualified supervisor, that the employee is under the influence of alcohol/drugs while on duty or has used such substances on Board property, or if the employee is involved in a work-related accident resulting in physical injury or injury to property. Supervisors and an ALEA representative from each building will receive formal training. The ALEA will be notified if any bargaining unit member is charged with being “under the influence” and may accompany the employee to testing if requested by the employee.

The types of test that may be used include breathalyzer and urinalysis. No medical test will be administered without the written consent and release of the employee. A refusal to submit a written consent to medical testing under the conditions outlined in the Article or a confirmed positive test result may result in disciplinary action, in accordance with the terms of O.R.C. 3319.16. The employee may also be required to participate in a rehabilitation program monitored by the Board. Employees may seek referral to the Employee Assistance Program and may use sick or personal time to attend such programs.

All laboratories selected to conduct the analysis, including the Board’s primary contractor, and any lab used for confirming tests, must be experienced and capable in the areas of quality control, documentation, chain of custody, technical expertise, and have a demonstrated proficiency in testing. A test is considered “positive” only after two testing procedures are completed. Positive results will be reviewed by a physician (medical review officer), who will offer to discuss results with the employee prior to issuing the finding to the Employer.

Employees taken to testing will be paid at their regular rate for all travel time and all hours required at the testing site.

Violations of the Agreement will result in severe disciplinary action, up to and including immediate termination in accordance with O.R.C. 3319.16, unless the employee uses the rehabilitation option described in this agreement. Any action against any employee for drug abuse offenses or alcohol offenses must be in accordance with the terms of the underlying Master Agreement and applicable law, in particular Ohio Revised Code Section 3319.16.

Where this Agreement has been violated, the employee may elect to seek rehabilitation through an approved treatment program, provided the employee is otherwise eligible for continuing employment. A re-entry agreement, which will include an understanding that the employee will cooperate in all recommended treatment(s) and abstain from the use of alcohol or any mind-altering substance, must be signed by any employee electing this rehabilitation option. Rehabilitation in lieu of discipline is available only one (1) time during any employee's tenure of employment. Rehabilitation, whether undertaken voluntarily or in lieu of discipline, shall be entirely at the employee's expenses, and without pay, except as such rehabilitation may be covered by applicable group health insurance plan terms, sick leave policies, or other leave of absence policies.

D. Child Abuse Prevention

In accordance with Ohio Revised Code 3319.073, all bargaining unit members who work with students in grades K-6 will complete four (4) hours of inservice training in the prevention of child abuse. In agreement with the ORCV, each member must complete this training within two (2) years of initial employment with the district and every five (5) years thereafter.

ARTICLE 42

LPDC (Local Professional Development Committee)

A. A Local Professional Development Committee (LPDC) shall be established to oversee and review professional development plans for course work, continuing education units, and/or other equivalent activities. This is in accordance with O.R.C. 3319.22

B. Committee Composition and Selection

- (1) There shall be two committees, one representing K-6 and the other representing 7-12.
- (2) Each committee shall be comprised of four (4) ALEA members and two (2) administrators.
- (3) The ALEA members will be selected by the ALEA President and the administrators by the Superintendent. Appointments shall be made on or before April 1 for a term beginning with the subsequent school year.

a. Newly appointed members will begin to attend LPDC meetings following their April 1 appointment in order to begin their training.

b. An effort will be made to coordinate the appointment of members to the committee so that all buildings in the district will be represented.

- (4) Appointees will serve 2 or 3-year terms. The term will commence in August and terminate in June.
- (5) In the event of a vacancy, the committee member shall be replaced in accordance with established procedures (par. D.) within one month of the vacancy.

C. The LPDC shall elect officers for the positions of co-chairs and recording secretary through a majority vote of the committee members. Members must agree to hold this position for one school year. This election shall be held at the first regularly scheduled meeting of the LPDC after the April 1 selection date.

D. Training, Policies and Procedures

- (1) A copy of the policies and procedures of the LPDC and the Ohio State Department of Education guidelines will be distributed to each certificated/licensed employee.
- (2) ALEA members and administrators will be provided the necessary inservice/workshop needed to complete their IPDP (Individual Professional Development Plan).
- (3) Members of the LPDC shall be afforded the opportunity to attend training on the purpose, responsibilities, functioning, and legal requirements of LPDC's/certification/licensure.
- (4) If, during the course of carrying out committee responsibilities there is a requirement to have inservice or training, the Board of Education will reimburse all members of the LPDC. Costs include all registration fees, materials, travel, meals, accommodations and mileage.
- (5) Each committee member shall have completed training prior to the beginning of his/her term. Course work/training does not need to be repeated for subsequent terms.
- (6) In the event of a vacancy during the school year, the LPDC shall decide on an appropriate training plan for the replacement committee member. If the member has previously met the course work/training requirement, the plan will be waived.

E. Meetings and Compensation

- (1) Meetings shall be held as needed with dates to be chosen by LPDC.
- (2) The committee may also be convened by the request of two (2) committee members to deal with emergency situations.
- (3) If release time is not feasible, members shall be paid the hourly rate of .000678 of the base teachers salary.

F. Decisions and Appeals

- (1) A decision shall be considered approved by a majority vote of at least three members of the LPDC.
- (2) If any individual Professional Development Plan (IPDP), course, continuing education units or individual activities are not approved by the LPDC, the individual shall have the right to appeal as follows:
 - a. Any individual may resubmit a proposal to the LPDC in writing or in person.
 - b. If a teacher/administrator is not satisfied with the first step of the appeal process, she/he may request a meeting with the Superintendent and the ALEA President. If a consensus solution can be reached, it shall be considered a binding decision.

ARTICLE 43

Parental Concerns/Complaints

A. If an administrator receives a concern/complaint about a teacher from a parent, the administrator shall request that the parent discuss the matter with the child's teacher and give the teacher an opportunity to correct any possible error or misunderstanding that has occurred. The administrator shall inform the teacher (and the building administrator(s), if applicable) within one school day that the parent called. If a meeting is scheduled between a teacher and parent, either the teacher or the parent may request the principal/administrator be present. If such discussion has already occurred and the parent remains dissatisfied, then the matter should proceed to Paragraph B below.

B. Should the parent's concern/complaint not be resolved to the parent's satisfaction, the parent may bring the concern/complaint to the principal/administrator. Should an office conference be held, the principal shall request, and may require, the teacher to be present. If the teacher is to be present for the meeting and unless the teacher

requests otherwise, the meeting shall not take place until one school day after the principal has received the concern/complaint from the parent and so notified the teacher. The principal shall advise the teacher that she/he is not required to meet with the parent within the one school day period. Before the principal meets with the parent, with or without the teacher present, the principal shall have discussed the concern/complaint with the teacher. If the teacher is not present for the office conference, the principal shall report the outcome of the meeting to the teacher within one school day of the meeting.

C. If the parent's concern/complaint is still not resolved, the parent may bring the concern/complaint to the Superintendent of Schools, who will discuss the complaint with all parties concerned in an attempt to reach a resolution.

D. The teacher shall not be required to meet with the parent or accusing parties who threaten legal action or appear for a meeting with the teacher with legal or advocacy representation unless one school day has passed following the principal's receipt of the concern/complaint and notification to the teacher. The teacher shall have the right to Association representation and shall be afforded the opportunity to secure Association representation.

E. At any meeting(s) after the session described in Paragraph A is completed where the parent/guardian or student making the concern/complaint is present, the teacher shall be entitled to be accompanied by an ALEA member, Labor Relations Consultant, or legal counsel of her/his choice. In the event the parent objects, on grounds of confidentiality, to the presence of the teacher's representative, the teacher will have an opportunity to confer in advance with the Association representative.

F. For all the meetings set in accordance with Paragraph A, written generic ground rules shall be developed by the ALEA President or designee and the Superintendent or designee. These guidelines will be shared with all participants at the beginning of the meeting.

G. If after the above procedures are followed the statement of concern/complaint is deemed inaccurate, untimely, irrelevant, or incomplete, then any document(s) relating to the statement of concern/complaint will not be maintained as a portion of the teacher's file(s).

H. If after the above procedure is followed and the statement of concern/complaint is placed in the teacher's personnel file(s), the teacher shall be given a copy of the concern/complaint and given the opportunity to discuss it with the appropriate administrator(s). The copy of the concern/complaint placed in the teacher's professional file(s) shall be initialed by the teacher to show that the concern/complaint has been read. Further, if the teacher wishes, she/he may file her/his own statement with reference to the concern/complaint at issue and have it attached thereto.

I. Refusal by a teacher to initial the concern/complaint does not prevent the filing of that concern/complaint in the teacher's personnel file(s); however, the

administrator(s) must indicate on the concern/complaint that the teacher has seen the concern/complaint, has received a copy of the concern/complaint and has refused to initial the concern/complaint.

J. No anonymous concern/complaint shall be maintained in any teacher's file(s).

K. The filing or registering of a concern/complaint will not affect the treatment of the complainant's child or children by the affected teacher or any other member of the faculty.

ARTICLE 44

Professional Evaluation Procedure - P.E.P.

A. The negotiated teacher procedure and related forms are included in the teacher Professional Evaluation Procedure - P.E.P. and deemed incorporated by reference into this Master Contract.

B. The administration will not require teachers to submit their lesson plans on a regular basis. However, the administration may request to review lesson plans occasionally as needed. Lesson plans will be made available for use in data analysis and curriculum revision in the district.

ARTICLE 45

Tutors and Long-Term Substitute Teachers

A. Tutors shall be employed under annual contracts for the number of days specified in each tutor's contract.

- (1) Tutors shall be compensated according to Section I of the Teachers Salary Schedule
- (2) Tutors shall be on a separate seniority list from teachers.
 - (a) Tutor seniority shall be determined by the length of continuous service by the individual tutor in the bargaining unit. If two or more tutors have the same length of continuous service, then seniority will be determined by:
 - (i) The date of the Board meeting at which the tutor was initially hired
 - (ii) The date on which the tutor signed his or her initial annual contract with the District
 - (iii) By lot

(b) Following the annual expiration of the tutor contract, tutors shall be eligible for rehire only to like positions. Tutors will fill out a Statement of Intent Form. The Board will make every effort to notify tutors by April 30 of the current school year of the potential for reemployment for the following school year. Tutors will be rehired to fill vacant positions according to seniority.

(3) Hospitalization, Major Medical, Dental and Vision Insurance

Any tutor who is employed as a 6-hour tutor shall have the opportunity to obtain insurance coverage available to regular full-time teachers at the rate of 50% of the appropriate premium.

(4) The following articles only shall apply to tutors:

Article 1	Recognition
Article 2	Negotiation Procedures
Article 3	Grievance Procedure
Article 4	Association Rights
Article 5	Board of Education Rights
Article 6	Sick Leave (with the exception of paragraph E, H and I)
Article 7	Leaves of absence, paragraph E (1) (a) and (b) only
Article 8	Adoption Leave
Article 10	Assault Leave
Article 11	Jury Duty
Article 12	Payroll Deduction
Article 13	Compensation Procedures (with the exception of paragraphs B and C)
Article 14	Tax Sheltered Annuities
Article 16	Personnel Files
Article 19	Mileage
Article 21	School Calendar
Article 26	Supplemental Contracts
Article 29	Equal Opportunity Clause
Article 30	Employer "Sheltering" of Retirement Contributions
Article 32	Sovereign Immunity/Liability Insurance
Article 33	District Advisory Committee
Article 38	Regular Part Time Teacher, paragraphs A, B, E, and F only
Article 41	Safe and Healthy Schools
Article 43	Parental Concerns/Complaints
Article 45	Tutors and Long-Term Substitute Teachers
Article 46	Collaborative Issue Resolution
Article 47	Effects of the Master Contract

B. A long-term substitute teacher is defined as a substitute who is replacing a regular teacher on leave in one specific position for more than sixty consecutive workdays.

(1) Salary placement for the long-term substitute teacher is accomplished according to the following guidelines:

(a) If the long-term substitute teacher is not a retiree of the Avon Lake City School District, the long-term substitute will be compensated at the rate paid by the board for casual substitute teachers for the first ten days served in the position. From days 11 through 60, the long-term substitute teacher will earn an additional five dollars per day. Beginning with the sixty-first day of service in a specific position, the long-term substitute teacher will be paid at the per diem rate of a first year teacher at step zero at the level specified in Article 27 A. If the long-term substitute teacher is required to use a sick day during the initial 60 school days of employment, the sick day is not included in the sixty days necessary to advance in salary placement; advancement will occur as soon as the teacher has completed 60 days of service, whether or not these days are consecutive.

(b) If the teacher that the long-term substitute replaces extends his/her leave beyond the original one year, the long-term substitute teacher's service will be considered continuous and the 60 day service requirement will be understood to have been fulfilled in the first year of service.

(c) If a tutor accepts a long-term substitute teacher position, he or she will be compensated during the initial 60 days of service in the position as described above in paragraph B section (1) (a) or at the tutor per diem rate, whichever is larger. This compensation is a per diem compensation, not an hourly compensation. The workday will follow the long-term substitute schedule and not the tutor schedule.

(d) If the long-term substitute teacher is a retiree of the district, he or she will be compensated at the per diem rate at step five and the level of education obtained at retirement starting the first day of employment in the position.

(2) The long-term substitute teacher is entitled to all of the rights of the bargaining unit member whom he or she is replacing except for the following:

- (a) The long-term substitute is not eligible for any seniority or layoff/recall rights (Article 18), accrued sick leave (Article 6 E), Severance Pay/Retirement incentive (Article 20)
 - (b) The employment of a long-term substitute teacher is deemed automatically concluded at the end of his or her term of service without the need for compliance with the evaluation and non-renewal provisions of Articles 31 and 44.
 - (c) The long-term substitute teacher is not entitled to the provisions of Article 6 E.
- (3) The following articles of the Master Contract are not considered to be in effect until the sixty-first day in the position: Personal Leave (Article 9) and Insurance (Article 25).

ARTICLE 46
Collaborative Issue Resolution

Any issue that is not covered under current contract language will be brought to the attention of the Superintendent/designee and the ALEA President/designee to be resolved collaboratively.

ARTICLE 47
Effects of the Master Contract

A. The term of this Master Contract shall be July 1, 2009 through and including June 30, 2012.

B. The Master Contract will be re-opened for salary only in the spring of 2010.

C. This Master Contract represents the full understanding between the parties and replaces all previous agreements between the Board and the Association. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing and ratified by the parties.

Subject to the provisions of paragraph (E) of this Article, neither the Board nor the Association shall be obligated to negotiate with respect to any subject or matter until negotiations for a new Master Contract are commenced in accordance with Article 2.

D. Within a reasonable period of time, the Board shall distribute a copy of this Master Contract to each teacher. The Board shall distribute a copy of this Master

Contract to each new teacher upon employment. The cost of printing this Master Contract shall be shared by the Board and the Association.

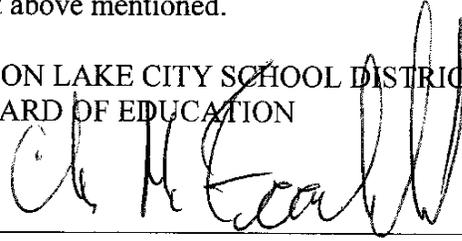
E. If any provision of this Master Contract is deemed invalid by a court of competent jurisdiction, the parties will meet during the term of this agreement to negotiate regarding changes in the invalidated provision, within 30 days, upon demand of either party.

If, during the term of this Contract, there is a change in any applicable state or federal law, or valid rule or regulation adopted by a federal agency or a state agency pursuant thereto, which requires the Board of Education to develop policies that affect the term(s), condition(s) of employment, or working condition(s), then the parties will meet to negotiate the additional term, condition of employment, or working condition within sixty (60) days by demand of either party.

F. With the exceptions as delineated in Ohio Revised Code §4117.10(A), the provisions of this Master Contract shall supersede, control and govern the relationship of the parties in place of the provisions of Ohio law.

IN WITNESS WHEREOF, the parties have caused this Master Contract to be executed on the day and year first above mentioned.

AVON LAKE CITY SCHOOL DISTRICT
BOARD OF EDUCATION



President, Avon Lake Board of Education

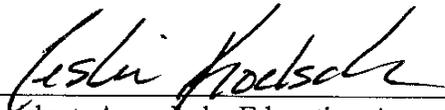


Superintendent, Avon Lake City Schools

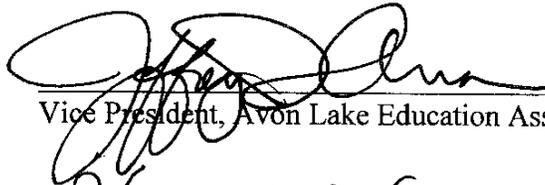


Treasurer, Avon Lake Board of Education

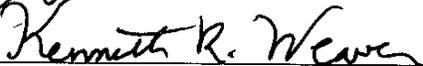
AVON LAKE EDUCATION ASSOCIATION



President, Avon Lake Education Association



Vice President, Avon Lake Education Association



Treasurer, Avon Lake Education Association

Dated June 9, 2009

Memorandum of Understanding

On Wednesday March 25, 2009, the Interest Based Bargaining Team met and agreed to the following:

- For the 2009-2010 school year, the PEP evaluation will remain as outlined in the Master Contract Article 44.
- During the 2009-2010 school year the District Advisory Council will be given the charge to investigate and develop a new system of evaluation that will change the process into a Professional Growth Plan (PGP). This PGP will include a mentoring program for Entry level teachers as well as offer mentoring to veteran teachers.
- The DAC will report back to ALEA Executive Board and Administration by 11/15/09 & 2/1/10.
- Final report/recommendation is due back to ALEA Executive Board and Administration, by DAC, no later than 3/15/10.

ALEA has until 5/1/10 to ratify the new system of evaluation, with Board Approval to follow. In the event that the PGP is not developed or ratified the evaluation system will remain as outlined in Article 44.

Superintendent of Schools

ALEA President


Robert Scott


Leslie Koefsch

Memorandum of Understanding

On Tuesday, April 7, 2009, the Negotiation Teams of ALEA and the ALBOE met and agreed to the following:

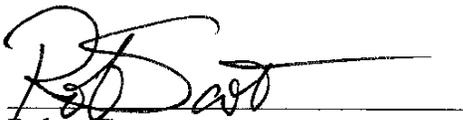
The ALEA Executive Committee and the ALBOE agree that the current Master Contract – in regards to supplemental contracts – does not properly reflect the desire of ALEA and the board to create a fair and consistent compensation model, a standard procedure to assess the supplementals and their respective contract holders, and a consistent process to add supplemental contracts based on the needs of students, bargaining unit members, and the district. Therefore, the Negotiation Teams charge the Avon Lake City Schools Supplemental Committee to create and present the following to the ALEA Executive Committee and the ALBOE:

- (1) Create an index based compensation system inclusive of all supplemental contracts.
- (2) Create an evaluation form in order to create accountability and to assess the success of a supplemental and its contract-holder.
- (3) Revise the process for adding new supplementals.
- (4) Shall NOT revise the mentorship descriptions.
- (5) \$50,000 will be available to cover the cost of the index based compensation system for supplemental contracts developed by the Avon Lake Supplemental Committee for the 2010-2011 and 2011-2012 school years. This \$50,000 will also cover the cost of new supplemental positions approved for the same time period.

The Supplemental Committee will report back to no fewer than two (2) representatives of each Negotiating Team – including the ALEA President and the Superintendent or his/her designee – by November 15, 2009 and February 1, 2010. The Supplemental Committee will give its final recommendation to the entire Negotiating Team by March 15, 2010.

In the event that the final recommendation is not ratified by ALEA or the ALBOE, the supplemental contract language will remain unchanged in the Master Contract.

Superintendent of Schools


Robert Scott

ALEA President


Leslie Koelsch

Memorandum of Understanding

The ALEA and Board of Education Negotiating Teams charge the Avon Lake High School BAT Committee to re-evaluate and reorganize the creating, administration and assessment of practice standardized tests. The teams ask that the following terms be applied to the solution:

- 1) Time will be scheduled during the school day to grade the tests. Grading will not be made mandatory outside of the school day.
- 2) Multiple choice questions will be organized to utilize technology to grade.
- 3) Department Chairs or his/her designee will work with the Guidance Department to develop and select the test.

Superintendent of Schools

ALEA President


Robert Scott


Leslie Koelsch

Memorandum of Understanding

On Tuesday, April 7, 2009, the Negotiation Teams of ALEA and the ALBOE met and agreed to the following:

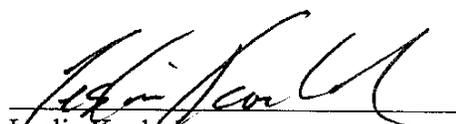
The changes made to Article 22 of the Master Contract relating to the Flexible Summer Workday will go into effect immediately upon ratification of the Master Contract by ALEA and the ALBOE.

Superintendent of Schools



Robert Scott

ALEA President



Leslie Koelsen

MEMORANDUM OF UNDERSTANDING

On Wednesday, March 25, 2009, the Interest Based Bargaining Team met and agreed to the following:

A "Master Teacher Committee", hereinafter COMMITTEE, shall be established under the following language:

- 1) A Master Teacher Committee shall be created in 2009 for the purpose of establishing procedures whereby BOARD employees may become and/or maintain the designation of "Master Teacher" according to standards set forth by the state of Ohio.
- 2) Important functions of the COMMITTEE shall include, but not be limited to, constructing district timelines to oversee and verify candidate eligibility, using state designated forms to properly process candidates, providing "Master Teacher" program information to employees, communicating the compilation of candidates' scores to appropriate individuals, maintaining required records, and submitting required information to the EMIS coordinator.
- 3) The COMMITTEE shall consist of a total of seven (7) BOARD employees as follows: three (3) elementary teachers, two (2) secondary teachers, one (1) administrator (elementary), and one (1) administrator (secondary). Said COMMITTEE teachers shall be chosen by the current ASSOCIATION President with approval by its Executive Committee. The COMMITTEE administrators shall be chosen by the district's Superintendent of Schools. Teacher member vacancies shall be filled by appointment of the ASSOCIATION's President with approval by its Executive Committee. A vacancy of an administrator member of the COMMITTEE shall be filled by appointment of the district's Superintendent of Schools.
- 4) Notwithstanding point number three in this Memorandum of Understanding, in 2009 the ASSOCIATION President shall invite any National Board Certified bargaining unit member to serve on the COMMITTEE. Furthermore, in 2009 the ASSOCIATION President and Executive Committee shall assign staggered terms of one (1) year, two (2) years and three (3) years to the appointed teacher members of the COMMITTEE so that an equal number of them shall fill said terms. Upon the expiration of these staggered terms, teacher members of the COMMITTEE shall thereafter be appointed for a term of three (3) years. The term for the administrators serving on the COMMITTEE shall be determined by the district's Superintendent of Schools, but in no case shall it exceed three (3) years. Furthermore, it shall be the goal of the COMMITTEE that in subsequent years teacher member appointments shall consist of "Master Teachers" who have achieved "Master Teacher" status through the COMMITTEE.
- 5) The COMMITTEE shall choose a chairperson annually by a simple majority vote. The duties of the chairperson shall include, but not be limited to, attending all meetings and facilitating them, maintaining a written record of meeting attendees,

receiving all candidate applications, preparing candidate applications for blind readings by COMMITTEE members, taking notes during meetings, or assigning note taking to another member, maintaining and storing all records and forms, sending application results to appropriate individuals, receiving written correspondence, including appeals by candidates, and remaining impartial by not scoring applicant documents.

- 6) Two (2) teacher members of the COMMITTEE shall read and score each application, and the COMMITTEE shall assign such members by attempting to closely match the candidate to these COMMITTEE members by either grade level and/or subject. If the two (2) assigned COMMITTEE members disagree regarding the recommendation of an applicant, then the COMMITTEE shall assign a third teacher member to read and score the application. Applicants will receive recommendations by a majority vote of the assigned teacher members.
- 7) An applicant may submit to the COMMITTEE chair an appeal in writing, within thirty (30) calendar days of receiving any written decision to deny the status of "Master Teacher" to the applicant. Upon receiving such appeal the COMMITTEE chairperson shall set an appeal meeting for the applicant to meet with members of the COMMITTEE. Said meeting shall be held no later than sixty (60) calendar days from receipt by the chairperson of the written appeal. Within thirty (30) days of this appeal meeting the COMMITTEE shall render a final decision to the applicant. No decision by the committee shall be subject to the contractual grievance procedure under the Master Contract between the BOARD and the ASSOCIATION.
- 8) There shall be at least four (4) required meetings of the COMMITTEE during each school year.

Superintendent of Schools

ALEA President


Robert Scott


Leslie Koelsch

ALEA/ALBOE Consensus Statement

4/2/09

In the course of Interest Based Bargaining between the Avon Lake Education Association and the Avon Lake Board of Education, the following issue was discussed.

Classroom Temperature:

How can we best manage the temperature in each classroom to optimize the learning environment for students?

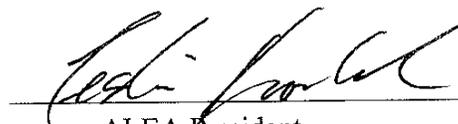
It was agreed that:

- The Board of Education will hire a third party, an independent company, to evaluate the HVAC systems in each building and address the issue of heating, cooling, and the velocity of blowing air from each building system. The report and recommendations will be reviewed by both members of ALEA and the Board of Education to discuss what action can further take place.
- A formal procedure will be implemented to document classroom temperature issues. Documentation will include individual room issues, assessment, corrective action, and follow-up communication. Documentation might state that there is too much heat, it is too cold, or too much air is blowing on the students.
- An assessment of each room in question will be taken by an administrator, an ALEA representative, and someone to fix the environmental problem. When a temperature change is needed, immediate corrective action will include an adjustment of the temperature in the room or zone, done in increments until the environment is conducive to learning. Formal documentation will also include follow-up communication with the teacher at a later date.
- A report on the documented problems will be presented to the Board of Education two times over the school year, October and February, as an on-going evaluation of the schools' environmental systems.
- The temperature will be set the same on "teacher workdays" as it would ordinarily be set on "student days".

The above statements are hereby agreed upon by the ALEA and the ALBOE.



Superintendent



ALEA President

4/2/09

Date

4/2/09

Date

Avon Lake Public Schools Teacher's Salary Schedule Index

Base Salary ==> **33,875**

Effective date ==> **7/1/09**

Years	Tutors (Hrly Rate) I	B. A. II	B.A. + 10 III	B.A. + 20 III - A	M. A. IV	M.A. + 10 V	M. A. + 20 V - A	M. A. +30 VI	M. A. + 45 VII
0	0.0005418	1.000	1.040	1.080	1.130	1.155	1.180	1.205	1.230
1	0.0005568	1.045	1.088	1.132	1.188	1.213	1.238	1.263	1.288
2	0.0005718	1.090	1.136	1.184	1.246	1.271	1.296	1.321	1.346
3	0.0005868	1.135	1.184	1.236	1.304	1.329	1.354	1.379	1.404
4	0.0006018	1.180	1.232	1.288	1.362	1.387	1.412	1.437	1.462
5	0.0006168	1.225	1.280	1.340	1.420	1.445	1.470	1.495	1.520
6	0.0006318	1.270	1.328	1.392	1.478	1.503	1.528	1.553	1.578
7	0.0006468	1.315	1.376	1.444	1.537	1.562	1.587	1.612	1.637
8	0.0006618	1.360	1.424	1.496	1.596	1.621	1.646	1.671	1.696
9	0.0006768	1.405	1.472	1.548	1.655	1.680	1.705	1.730	1.755
10	0.0006918	1.450	1.520	1.600	1.714	1.739	1.764	1.789	1.814
11	0.0007068	1.495	1.568	1.652	1.773	1.798	1.823	1.848	1.873
12	0.0007218	1.540	1.616	1.704	1.832	1.857	1.882	1.907	1.932
13	0.0007368	1.585	1.664	1.756	1.891	1.916	1.941	1.966	1.991
14	0.0007518	1.630	1.712	1.808	1.950	1.975	2.000	2.025	2.050
15	0.0007668	1.670	1.752	1.848	1.990	2.015	2.040	2.065	2.090
19	0.0007818	1.710	1.792	1.888	2.030	2.055	2.080	2.105	2.130
23	0.0007968	1.750	1.832	1.928	2.070	2.095	2.120	2.145	2.170
27	0.0008118	1.790	1.872	1.968	2.110	2.135	2.160	2.185	2.210

Avon Lake Public Schools Teacher's Salary Schedule

Base Salary ==> **\$35,879**

Effective date ==> **8/1/2010**

Years	Tutors	B. A.	B.A. + 10	B.A. + 20	M. A.	M.A. + 10	M. A. + 20	M. A. +30	M. A. + 45
	(Hrly Rate) I	II	III	III - A	IV	V	V - A	VI	VII
0	\$19.44	\$35,879	\$37,314	\$38,749	\$40,543	\$41,440	\$42,337	\$43,234	\$44,131
1	\$19.98	\$37,494	\$39,036	\$40,615	\$42,624	\$43,521	\$44,418	\$45,315	\$46,212
2	\$20.52	\$39,108	\$40,759	\$42,481	\$44,705	\$45,602	\$46,499	\$47,396	\$48,293
3	\$21.05	\$40,723	\$42,481	\$44,346	\$46,786	\$47,683	\$48,580	\$49,477	\$50,374
4	\$21.59	\$42,337	\$44,203	\$46,212	\$48,867	\$49,764	\$50,661	\$51,558	\$52,455
5	\$22.13	\$43,952	\$45,925	\$48,078	\$50,948	\$51,845	\$52,742	\$53,639	\$54,536
6	\$22.67	\$45,566	\$47,647	\$49,944	\$53,029	\$53,926	\$54,823	\$55,720	\$56,617
7	\$23.21	\$47,181	\$49,370	\$51,809	\$55,146	\$56,043	\$56,940	\$57,837	\$58,734
8	\$23.74	\$48,795	\$51,092	\$53,675	\$57,263	\$58,160	\$59,057	\$59,954	\$60,851
9	\$24.28	\$50,410	\$52,814	\$55,541	\$59,380	\$60,277	\$61,174	\$62,071	\$62,968
10	\$24.82	\$52,025	\$54,536	\$57,406	\$61,497	\$62,394	\$63,291	\$64,188	\$65,085
11	\$25.36	\$53,639	\$56,258	\$59,272	\$63,613	\$64,510	\$65,407	\$66,304	\$67,201
12	\$25.90	\$55,254	\$57,980	\$61,138	\$65,730	\$66,627	\$67,524	\$68,421	\$69,318
13	\$26.44	\$56,868	\$59,703	\$63,004	\$67,847	\$68,744	\$69,641	\$70,538	\$71,435
14	\$26.97	\$58,483	\$61,425	\$64,869	\$69,964	\$70,861	\$71,758	\$72,655	\$73,552
15	\$27.51	\$59,918	\$62,860	\$66,304	\$71,399	\$72,296	\$73,193	\$74,090	\$74,987
19	\$28.05	\$61,353	\$64,295	\$67,740	\$72,834	\$73,731	\$74,628	\$75,525	\$76,422
23	\$28.59	\$62,788	\$65,730	\$69,175	\$74,270	\$75,167	\$76,063	\$76,960	\$77,857
27	\$29.13	\$64,223	\$67,165	\$70,610	\$75,705	\$76,602	\$77,499	\$78,396	\$79,293

Avon Lake Public Schools Supplemental Salary Schedule

Base Salary ==>	\$35,879								Effective date ==>	8/1/2009
Position	Level I Year 1	Level II Year 2	Level III Year 3	Level IV Year 5	Level V Year 7	Level VI Year 9	Level VII Year 11	Level VIII Year 13		
ATHLETICS										
ATH. SUPERVISOR										
HS MS Athletic Supr.	\$3,868	\$4,058	\$4,255	\$4,463	\$4,682	\$4,912	\$5,152	\$5,403		
Fall	\$1,092	\$1,145	\$1,202	\$1,261	\$1,323	\$1,388	\$1,456	\$1,527		
Winter	\$1,219	\$1,279	\$1,341	\$1,407	\$1,476	\$1,549	\$1,625	\$1,705		
Spring	\$476	\$499	\$524	\$550	\$577	\$605	\$635	\$666		
BASEBALL										
Head	\$3,868	\$4,058	\$4,255	\$4,463	\$4,682	\$4,912	\$5,152	\$5,403		
Asst.	\$2,707	\$2,841	\$2,979	\$3,124	\$3,278	\$3,438	\$3,607	\$3,782		
Frosh	\$2,127	\$2,232	\$2,340	\$2,455	\$2,575	\$2,702	\$2,834	\$2,972		
BASKETBALL										
Head	\$5,518	\$5,787	\$6,071	\$6,369	\$6,681	\$7,007	\$7,352	\$7,710		
Asst.	\$3,863	\$4,051	\$4,250	\$4,458	\$4,676	\$4,905	\$5,146	\$5,397		
Frosh	\$3,035	\$3,183	\$3,339	\$3,503	\$3,674	\$3,854	\$4,043	\$4,241		
MS	\$2,483	\$2,604	\$2,732	\$2,866	\$3,006	\$3,153	\$3,308	\$3,470		
CHEERLEADING										
Head (Fall)	\$2,576	\$2,702	\$2,834	\$2,974	\$3,121	\$3,276	\$3,437	\$3,606		
Asst.(Fall)	\$1,803	\$1,891	\$1,984	\$2,082	\$2,185	\$2,293	\$2,406	\$2,524		
MS (Fall)	\$1,159	\$1,216	\$1,275	\$1,338	\$1,405	\$1,474	\$1,547	\$1,623		
Head (Winter)	\$2,576	\$2,702	\$2,834	\$2,974	\$3,121	\$3,276	\$3,437	\$3,606		
Asst. (Winter)	\$1,803	\$1,891	\$1,984	\$2,082	\$2,185	\$2,293	\$2,406	\$2,524		
MS (Winter)	\$1,159	\$1,216	\$1,275	\$1,338	\$1,405	\$1,474	\$1,547	\$1,623		
CONDITIONING										
Coordinator (HS)	\$6,446	\$6,763	\$7,096	\$7,445	\$7,811	\$8,196	\$8,599	\$9,022		
CROSS COUNTRY										
HS	\$2,707	\$2,841	\$2,979	\$3,124	\$3,278	\$3,438	\$3,607	\$3,782		
MS	\$1,218	\$1,278	\$1,340	\$1,406	\$1,475	\$1,547	\$1,623	\$1,702		
FOOTBALL										
Head	\$6,150	\$6,451	\$6,767	\$7,097	\$7,445	\$7,811	\$8,195	\$8,597		
Asst.	\$4,305	\$4,516	\$4,737	\$4,968	\$5,211	\$5,468	\$5,736	\$6,018		
Frosh	\$3,690	\$3,871	\$4,060	\$4,258	\$4,467	\$4,687	\$4,917	\$5,158		
Asst. Frosh	\$3,382	\$3,548	\$3,722	\$3,903	\$4,095	\$4,296	\$4,507	\$4,728		
MS (Head)	\$3,075	\$3,226	\$3,383	\$3,548	\$3,722	\$3,905	\$4,097	\$4,298		
MS (Asst.)	\$2,767	\$2,903	\$3,045	\$3,194	\$3,350	\$3,515	\$3,688	\$3,868		

Avon Lake Public Schools Supplemental Salary Schedule

Base Salary ==>	\$35,879								Effective date ==>	8/1/2009
Position	Level I Year 1	Level II Year 2	Level III Year 3	Level IV Year 5	Level V Year 7	Level VI Year 9	Level VII Year 11	Level VIII Year 13		
GOLF										
Head (HS)	\$2,707	\$2,841	\$2,979	\$3,124	\$3,278	\$3,438	\$3,607	\$3,782		
J.V. (HS)	\$1,895	\$1,988	\$2,085	\$2,187	\$2,294	\$2,407	\$2,525	\$2,648		
HOCKEY										
Head (HS)	\$3,868	\$4,058	\$4,255	\$4,463	\$4,682	\$4,912	\$5,152	\$5,403		
Asst. (HS)	\$2,707	\$2,841	\$2,979	\$3,124	\$3,278	\$3,438	\$3,607	\$3,782		
SOCCER										
Head	\$3,868	\$4,058	\$4,255	\$4,463	\$4,682	\$4,912	\$5,152	\$5,403		
Asst.	\$2,707	\$2,841	\$2,979	\$3,124	\$3,278	\$3,438	\$3,607	\$3,782		
SOFTBALL										
Head	\$3,868	\$4,058	\$4,255	\$4,463	\$4,682	\$4,912	\$5,152	\$5,403		
Asst.	\$2,707	\$2,841	\$2,979	\$3,124	\$3,278	\$3,438	\$3,607	\$3,782		
Frosh	\$2,127	\$2,232	\$2,340	\$2,455	\$2,575	\$2,702	\$2,834	\$2,972		
MS	\$1,740	\$1,826	\$1,915	\$2,009	\$2,107	\$2,210	\$2,319	\$2,432		
SWIMMING										
Head (HS)	\$3,868	\$4,058	\$4,255	\$4,463	\$4,682	\$4,912	\$5,152	\$5,403		
Asst. (HS)	\$2,707	\$2,841	\$2,979	\$3,124	\$3,278	\$3,438	\$3,607	\$3,782		
Head (MS)	\$1,740	\$1,826	\$1,915	\$2,009	\$2,107	\$2,210	\$2,319	\$2,432		
TENNIS										
Head	\$2,707	\$2,841	\$2,979	\$3,124	\$3,278	\$3,438	\$3,607	\$3,782		
Asst.	\$1,895	\$1,988	\$2,085	\$2,187	\$2,294	\$2,407	\$2,525	\$2,648		
TRACK										
Head	\$3,868	\$4,058	\$4,255	\$4,463	\$4,682	\$4,912	\$5,152	\$5,403		
Asst.	\$2,707	\$2,841	\$2,979	\$3,124	\$3,278	\$3,438	\$3,607	\$3,782		
MS (Head)	\$1,934	\$2,029	\$2,128	\$2,232	\$2,341	\$2,456	\$2,576	\$2,702		
MS (Asst.)	\$1,740	\$1,826	\$1,915	\$2,009	\$2,107	\$2,210	\$2,319	\$2,432		
VOLLEYBALL										
Head	\$3,868	\$4,058	\$4,255	\$4,463	\$4,682	\$4,912	\$5,152	\$5,403		
Asst.	\$2,707	\$2,841	\$2,979	\$3,124	\$3,278	\$3,438	\$3,607	\$3,782		
Frosh	\$2,127	\$2,232	\$2,340	\$2,455	\$2,575	\$2,702	\$2,834	\$2,972		
MS	\$1,740	\$1,826	\$1,915	\$2,009	\$2,107	\$2,210	\$2,319	\$2,432		

Avon Lake Public Schools Supplemental Salary Schedule

Base Salary ==>	\$35,879								Effective date ==>	8/1/2009
Position	Level I Year 1	Level II Year 2	Level III Year 3	Level IV Year 5	Level V Year 7	Level VI Year 9	Level VII Year 11	Level VIII Year 13		
WRESTLING										
Head	\$4,740	\$4,973	\$5,217	\$5,472	\$5,741	\$6,020	\$6,315	\$6,623		
Asst.	\$3,318	\$3,481	\$3,652	\$3,830	\$4,018	\$4,214	\$4,420	\$4,636		
Frosh	\$2,607	\$2,735	\$2,869	\$3,009	\$3,157	\$3,311	\$3,473	\$3,643		
MS (Head)	\$2,370	\$2,486	\$2,608	\$2,736	\$2,870	\$3,010	\$3,157	\$3,312		
MS (Asst.)	\$2,133	\$2,238	\$2,348	\$2,462	\$2,583	\$2,709	\$2,842	\$2,980		
CLUBS										
ACAD. CHALLENGE	\$1,256	\$1,317	\$1,381	\$1,450	\$1,521	\$1,597	\$1,676	\$1,758		
A.F.S Club Advisor	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
DRAMA (HS)	\$2,669	\$2,799	\$2,935	\$3,078	\$3,229	\$3,387	\$3,552	\$3,728		
DRAMA (MS)	\$1,256	\$1,317	\$1,381	\$1,450	\$1,521	\$1,597	\$1,676	\$1,758		
Environmental club	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
FBLA	\$1,256	\$1,317	\$1,381	\$1,450	\$1,521	\$1,597	\$1,676	\$1,758		
Key Club	\$1,256	\$1,317	\$1,381	\$1,450	\$1,521	\$1,597	\$1,676	\$1,758		
Kids In Community Service (K-8)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
Math Counts	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
Math/Science	\$646	\$678	\$710	\$746	\$782	\$822	\$861	\$904		
Model UN	\$1,256	\$1,317	\$1,381	\$1,450	\$1,521	\$1,597	\$1,676	\$1,758		
Model UN (Asst)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
NHS	\$1,256	\$1,317	\$1,381	\$1,450	\$1,521	\$1,597	\$1,676	\$1,758		
PEP	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
POWER OF THE PEN	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
Healthy Kids (K-6)	\$646	\$678	\$711	\$746	\$782	\$821	\$861	\$904		
S.A.D.D.	\$646	\$678	\$710	\$746	\$782	\$822	\$861	\$904		
SKI (HS)	\$1,256	\$1,317	\$1,381	\$1,450	\$1,521	\$1,597	\$1,676	\$1,758		
SKI (MS)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
STUD. COUNCIL (HS)	\$2,576	\$2,702	\$2,834	\$2,974	\$3,121	\$3,276	\$3,437	\$3,606		
STUD. COUNCIL (MS)	\$1,905	\$1,999	\$2,097	\$2,200	\$2,308	\$2,421	\$2,540	\$2,665		
STUD. COUNCIL (ES)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
VARSITY CLUB	\$1,256	\$1,317	\$1,381	\$1,450	\$1,521	\$1,597	\$1,676	\$1,758		
VICA (OWE CLUB)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		

Avon Lake Public Schools Supplemental Salary Schedule

Base Salary ==>	\$35,879								Effective date ==>	8/1/2009
Position	Level I Year 1	Level II Year 2	Level III Year 3	Level IV Year 5	Level V Year 7	Level VI Year 9	Level VII Year 11	Level VIII Year 13		
Co-Curricular										
MENTOR TEACHER	\$1,905	\$1,999	\$2,097	\$2,200	\$2,308	\$2,421	\$2,540	\$2,665		
CURR. COORDINATOR	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
DEPT. CHAIR (HS)	\$1,399	\$1,467	\$1,539	\$1,615	\$1,693	\$1,776	\$1,862	\$1,952		
DIST. CALENDAR	\$2,669	\$2,799	\$2,935	\$3,078	\$3,229	\$3,387	\$3,552	\$3,728		
Ed. Options Prog. Coord.	\$3,387	\$3,553	\$3,727	\$3,910	\$4,101	\$4,302	\$4,513	\$4,734		
GRADE CHAIR (ES)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
8TH GRADE TRIP*	\$1,658	\$1,740	\$1,826	\$1,916	\$2,009	\$2,106	\$2,210	\$2,318		
8TH GR TRIP & FUNDING*	\$2,669	\$2,799	\$2,935	\$3,078	\$3,229	\$3,387	\$3,552	\$3,728		
* Only one eighth grade trip coordinator's supplemental will be awarded each year.										
ADVISOR GRADE 9	\$646	\$678	\$710	\$746	\$782	\$822	\$861	\$904		
ADVISOR GRADE 10	\$646	\$678	\$710	\$746	\$782	\$822	\$861	\$904		
ADVISOR GRADE 11	\$1,256	\$1,317	\$1,381	\$1,450	\$1,521	\$1,597	\$1,676	\$1,758		
ADVISOR GRADE 12	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
NEWSPAPER (HS)	\$4,496	\$4,715	\$4,944	\$5,188	\$5,443	\$5,708	\$5,988	\$6,282		
OUTDOOR ED. SUPV.	\$1,658	\$1,740	\$1,826	\$1,916	\$2,009	\$2,106	\$2,210	\$2,318		
PUBLICATIONS (MS)	\$1,256	\$1,317	\$1,381	\$1,450	\$1,521	\$1,597	\$1,676	\$1,758		
SAFETY PTRL. (ES)	\$1,658	\$1,740	\$1,826	\$1,916	\$2,009	\$2,106	\$2,210	\$2,318		
TEAM LEADER (MS)	\$1,399	\$1,467	\$1,539	\$1,615	\$1,693	\$1,776	\$1,862	\$1,952		
BLDG. TECH. COORD.	\$1,817	\$1,906	\$1,999	\$2,097	\$2,200	\$2,308	\$2,421	\$2,540		
TV PRODUCTIONS	\$2,576	\$2,702	\$2,834	\$2,974	\$3,121	\$3,276	\$3,437	\$3,606		
YEARBOOK (HS)	\$6,150	\$6,451	\$6,767	\$7,097	\$7,445	\$7,811	\$8,195	\$8,597		
INTRAMURALS										
FALL (HS)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
FALL (MS)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
FALL (Troy)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
WINTER (HS)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
WINTER (MS)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
WINTER (Troy)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
SPRING (HS)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
SPRING (MS)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		
SPRING (Troy)	\$933	\$979	\$1,026	\$1,076	\$1,130	\$1,184	\$1,241	\$1,302		

Avon Lake Public Schools Supplemental Salary Schedule

Base Salary ==>	\$35,879								Effective date ==>	8/1/2009
Position	Level I Year 1	Level II Year 2	Level III Year 3	Level IV Year 5	Level V Year 7	Level VI Year 9	Level VII Year 11	Level VIII Year 13		
MUSIC										
BAND										
Marching Band	\$6,150	\$6,451	\$6,767	\$7,097	\$7,445	\$7,811	\$8,195	\$8,597		
March. Band Asst.	\$2,669	\$2,799	\$2,935	\$3,078	\$3,229	\$3,387	\$3,552	\$3,728		
Instrumental (MS)	\$1,658	\$1,740	\$1,826	\$1,916	\$2,009	\$2,106	\$2,210	\$2,318		
Instrumental (Troy)	\$1,658	\$1,740	\$1,826	\$1,916	\$2,009	\$2,106	\$2,210	\$2,318		
Concert Band (HS)	\$4,496	\$4,715	\$4,944	\$5,188	\$5,443	\$5,708	\$5,988	\$6,282		
Pep Band	\$1,256	\$1,317	\$1,381	\$1,450	\$1,521	\$1,597	\$1,676	\$1,758		
MAJORETTES										
HS	\$1,658	\$1,740	\$1,826	\$1,916	\$2,009	\$2,106	\$2,210	\$2,318		
VOCAL										
ElemChoir(2 schools)	\$1,218	\$1,278	\$1,340	\$1,406	\$1,475	\$1,547	\$1,622	\$1,702		
Merples	\$1,256	\$1,317	\$1,381	\$1,450	\$1,521	\$1,597	\$1,676	\$1,758		
Vocal (HS)	\$4,496	\$4,715	\$4,944	\$5,188	\$5,443	\$5,708	\$5,988	\$6,282		
Vocal (MS)	\$1,658	\$1,740	\$1,826	\$1,916	\$2,009	\$2,106	\$2,210	\$2,318		
Vocal (Troy)	\$1,658	\$1,740	\$1,826	\$1,916	\$2,009	\$2,106	\$2,210	\$2,318		
Extended Service										
Counselor (HS)	15 days at per diem rate									
Counselor (MS)	8 days at per diem rate									
OWE/OWA Coord.	10 days at per diem rate (Oren/Coughlin grandfathered in at 15 days/year)									
Dean of Students	10 days at per diem rate									

APPENDIX A

AVON LAKE CITY SCHOOLS Supplemental Salary Schedule PAYMENT CALENDAR

Position	Payment	Payment Date
CLUBS		
HS AFS*	P	EVERY PAYDATE
HS Core Team*	P	EVERY PAYDATE
HS FBLA	P	EVERY PAYDATE
Freshman Class	P	EVERY PAYDATE
Sophomore Class	P	EVERY PAYDATE
Junior Class	P	EVERY PAYDATE
Senior Class	P	EVERY PAYDATE
HS Math/Science	P	EVERY PAYDATE
HS Model UN	P	EVERY PAYDATE
HS Asst. Model UN	P	EVERY PAYDATE
HS NHS	P	EVERY PAYDATE
MS Olympics/Mind	P	EVERY PAYDATE
MS Power of Pen	P	EVERY PAYDATE
MS Math Counts	P	EVERY PAYDATE
HS Pep Club	P	EVERY PAYDATE
HS Ski Club	S	END FEB
MS Ski Club	S	END FEB
HS SADD	P	EVERY PAYDATE
HS Varsity Club	P	EVERY PAYDATE
HS Student Council	P	EVERY PAYDATE
HS Teen Institute	P	EVERY PAYDATE
HS Teens in Action*	P	EVERY PAYDATE
HS Drama	P	EVERY PAYDATE
MS Drama	P	EVERY PAYDATE
MS Student Council	P	EVERY PAYDATE
ES Student Council	P	EVERY PAYDATE
HS Acad. Challenge	S	MID APR
Environmental Club		
Key Club		
Healthy Kids		
VICA (OWE Club)		
Kids in Comm. Svc.		
INTRAMURALS		
Fall	S	END NOV
Winter	S	END FEB
Spring	S	END MAY
PUBLICATIONS		
HS Newspaper	P	EVERY PAYDATE
HS Yearbook	P	EVERY PAYDATE
MS Publications	P	EVERY PAYDATE
HS TV Production	P	EVERY PAYDATE
District Calendar	Y	END AUG
MUSIC		
HS Instrumental	P	EVERY PAYDATE
HS Asst. Instrument	S	END OCT
HS Concert Band	P	EVERY PAYDATE
HS Majorettes	S	END OCT
MS Instrumental	P	EVERY PAYDATE
HS Vocal	P	EVERY PAYDATE
MS Vocal	P	EVERY PAYDATE
HS Vocal Jazz*	P	EVERY PAYDATE

PAYMENT PLAN S = SEASONAL LUMP SUM P = PRORATED EACH PAY Y = YEARLY LUMP SUM Q = QUARTERLY H = HALVES

IMPORTANT NOTE Any individual who is not a regular school employee of the district holding a supplemental contract will be paid yearly at the end of the season or year upon written notification from his/her immediate supervisor that the individual has satisfactorily completed his/her assignment.
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ATHLETICS

HS Head Football	S	END OCT
HS Asst. Football	S	END OCT
Frosh Footmll	S	END OCT
Asst. Frosh Football	S	END OCT
MS Head Football	S	END OCT
MS Asst. Football	S	END OCT
HS Head Basketball	S	END FEB
HS Asst. Basketball	S	END FEB
Fosh Basketball	S	END FEB
MS Basketball (boys)	S	END FEB
MS Basketball (girls)	S	END MAR
HS Head Wrestling	S	END FEB
HS Asst. Wrestling	S	END FEB
Frosh Wrestling	S	END FEB
MS Wrestling	S	END FEB
MS Asst. Wrestling	S	END FEB
HS Head Hockey	S	END FEB
HS Asst. Hockey	S	END FEB
HS Head Swimming		
HS Asst. Swimming		
MS Swimming		
HS Head Baseball	S	END MAY
HS Asst. Baseball	S	END MAY
Frosh Baseball	S	END MAY
HS Head Softball	S	END MAY
HS Asst. Softball	S	END MAY
Frosh Softball	S	END MAY
MS Softball	S	END MAY
HS Head Track	S	END MAY
HS Asst. Track	S	END MAY
Frosh Track	S	END MAY
MS Head Track	S	END MAY
MS Asst. Track	S	END MAY
HS Cross Country	S	END OCT
MS Cross Country	S	END OCT
HS Head Tennis	S	GIRL'S:END OCT/BOY'S END MAY
HS Asst. Tennis	S	GIRL'S:END OCT/BOY'S END MAY
HS Head Golf	S	END OCT
HS Asst. Golf	S	END OCT
HS Head Soccer	S	END OCT
HS Asst. Soccer	S	END OCT
HS Head Volleyball	S	END OCT
HS Asst. Volleyball	S	END OCT
Frosh Volleyball	S	END OCT
MS Volleyball	S	END OCT
HS Weightlifting*	Q	11/15, 2/15, 6/15, 8/15
HS Summer Cond. *	S	END AUG
HS Open Gym	S	END AUG
HS Gymnastics	S	END FEB
HS Fall Cheerleader	S	END OCT
HS Wnt Cheerleader	S	END FEB
MS Cheerleaders	H	END OCT/END FEB
HS Asst. Cheerlrs	S	END OCT/END FEB
HS Condition. Coord.	Q	11/15, 2/15, 6/15, 8/15
HS Summer Bball*	S	END AUG
HS Athletic Supv.	S	END FEB
MS Athletic Supv.	H	END OCT/END FEB
Other Activities		
MS Outdoor Ed. Supv.	Y	UPON COMPLETION
District Newsletter	P	EVERY PAYDATE
ES AV Coord	P	EVERY PAYDATE

HS/MS AV Coord	P	EVERY PAYDATE
HS Dept. Chair.	P	EVERY PAYDATE
MS Team Leader	P	EVERY PAYDATE
ES Grade Lvl. Chair.	P	EVERY PAYDATE
Photographer	P	EVERY PAYDATE
ES Safety Patrol	P	EVERY PAYDATE
Ed. Options Prog. Coord.	P	EVERY PAYDATE
Consulting Teacher		
Curr. Coordinator		
8th Grade Trip		
Building Tech. Coord.		

Extended Service

HS Counselor	P	EVERY PAYDATE
MS Counselor	P	EVERY PAYDATE
OWE/OWA Coord	P	EVERY PAYDATE
New Teachers	Y	UPON COMPLETION

* Approved position, not presently filled

APPENDIX B

DISTRICT ADVISORY COMMITTEE BYLAWS

NAME

The District Advisory Committee

PURPOSE

The purpose of the committee should be to investigate, study, and arrive at a consensus solution to mutual problems affecting Association-Management relations.

REPRESENTATION

The committee shall be comprised of five administrators and five teachers. The committee shall include four representatives from the four different elementary buildings, two administrators and two teachers. The committee shall also include one teacher and one administrator each from the intermediate, middle and high school. The committee should not include the Superintendent of Schools, the President of ALEA, a Board of Education member, or the OEA Uniserv advisor. The Federal Mediator is welcome whenever he/she is able to attend.

DURATION

Each member shall serve two years with no more than five new members during any year. In a given year, one teacher and one administrator at the elementary level will be replaced by one administrator and one teacher at the elementary level in order to maintain the same ratio of administrators to teachers and to rotate the building representation between teacher and administrator. An effort should be made not to change both teacher and administrative representatives from the Intermediate, Middle and High School level during any year.

REPORTING

Minutes will be kept from each meeting and taken on a rotating basis by all members. Copies will be circulated among members of the committee and corrected by mutual consent. Reports of the meetings will take place through the administrative team meetings and through the ALEA Representative Assembly.

GENERAL GUIDELINES

- Committee effectiveness training shall be provided by the Federal Mediation and Conciliation Service as needed.

- Decisions shall be reached by consensus after discussion with all concerned parties. Once decisions are reached, they are binding, providing that they adhere to provisions in current ALEA and OAPSE Master Contracts, Memorandums of Understanding and adopted Board Policies. Since solutions will be binding, communication with all concerned parties during the decision-making process is extremely important!
- No grievances shall be discussed and no bargaining shall take place.
- To assure that appropriate concerns are presented to the committee, specific time should be allotted for monthly staff meetings. If the concern is not resolved in an individual discussion, the concern can be discussed at the regularly scheduled whole staff meeting. Concerns or problems generated at the staff meeting can then be referred to BAT teams for resolution. Concerns which apply to more than one building will be referred to the District Advisory Committee.
- Concerns of both administration and teachers must be presented through this committee.

AD HOC COMMITTEES

Ad hoc committees should be established on an as-needed basis to be determined by the District Advisory Committee. The chairperson of the committee should be someone from the DAC. The number of members and the make-up of the committee should be determined by the District Advisory Committee. It is not necessary for equal membership or, in some cases, for any administrator to be on all committees.

The charge of the committee and an approximate time line should be written down in the minutes of the District Advisory Committee and shared with all members of the committee.

Minutes should be kept at all ad hoc committee meetings and reports made to the DAC at appropriate times. A consensus should be reached if at all possible, but under any circumstances, a final written summary and oral presentation should be made to the District Advisory Committee.

CONFIDENTIALITY

All members of the District Advisory Committee will respect the professionalism of their fellow members and the confidentiality of the information and opinions shared at the meetings. General statements of concern may certainly be discussed, but names should not be attached to specific comments.

APPENDIX C

BUILDING ADVISORY TEAM (BAT) Operating Procedures

PURPOSE: The BAT is designed to facilitate constructive communication and provide a vehicle for discussion of building level ideas, proposals, issues of concern, and topics of interest.

- (1) Each building shall have a BAT.
 - a. The BAT chair from the proceeding year will be responsible for soliciting volunteers for the new school year.
 - b. The composition of the BAT will be in place by September 15. A schedule of BAT meetings for the school year and a committee roster shall be distributed to the entire building staff. This should take place within 48 hours of the first meeting.
- (2) BAT members shall be a representative group of volunteer certificated staff members and the building administrator. At the high school level there may be a need to allow for several administrators to participate on the BAT committee.
- (3) BAT members shall volunteer to serve on this team for the entire school year. They may choose to volunteer to serve the following year.
- (4) The BAT chairperson shall be an ALEA member chosen by consensus of the committee at the first BAT meeting.
- (5) The BAT chairperson shall be designated the staff spokesperson during her/his term of office.
- (6) BAT groups shall meet on a monthly basis. Additional meetings can be scheduled when the committee reaches consensus.
- 7) Meeting agendas shall be developed through joint efforts by the chairperson and one administrator. Staff members should submit agenda items to a member of BAT at least five (5) days before the scheduled meeting. Emergency items may be added to the agenda at the discretion of the chairperson.
- (8) Meetings shall be canceled, when appropriate, jointly by the BAT chairperson and one administrator.

- (9) Meeting minutes shall be reported in writing to the entire building staff within three days of said meeting.

APPENDIX D

TEAM PROGRAM: Teachers Enhancing, Assisting, and Modeling

RATIONALE

An entry year program would provide the opportunity for the new teacher to succeed in the classroom in an internship program through supervision by a master teacher. This would be done through increased support and observation, professional development opportunities, remediation of difficulties and training in appropriate strategies necessary to increase teaching effectiveness.

This program would also maximize efficiency in regards to money and time in training a new teacher in policies and systems of a school district. Positive atmosphere which directly impacts the quality of education received by the students.

- Rationale:
1. Internship program to learn profession.
 2. Maximize efficiency of expenditures of time and money.
 3. Quality of school's product must be constantly improved.
 4. Provide educators a positive first year experience in the Avon Lake area.
 5. Provide a positive classroom learning experience for students.
 6. Retain promising educators in the profession.
 7. Decrease the entry year educator's feelings of frustration and isolation.
 8. Develop long-term teaching performance.
 9. Meet the standards established by the Ohio Department of Education set forth in "Rules for Entry Year Programs" 3301-22-02.

GOALS AND OBJECTIVES

The Avon Lake consulting teacher is designed to provide a positive experience for the first year teacher, the experienced teacher new to the area and the teacher returning to the classroom after an extended absence. It is intended to:

1. Promote personal and professional well-being.
2. Provide an orientation to the area, district, building philosophy, policies and procedures.
3. Provide an orientation to the pupils and to the community served by the district.
4. Acquaint the educator with resources and facilities available at the area, district and building level.

5. Assist in acquiring knowledge of the school curriculum and the responsibilities for implementing that curriculum.
6. Assist with classroom management tasks identified as especially difficult for the teacher new to the school community.
7. Improve teaching performance by:
 - a. Strengthening teachers' competencies.
 - b. Introducing new knowledge and skills in response to individual needs.
 - c. Building skills in commitment for continuing professional development.
8. Provide additional information an entry year teacher may need to be adequately prepared for a specific assignment.
9. Increase the retention of promising teachers.
10. Provide a forum for sharing and receiving feedback concerning present classroom experiences.
11. Provide ample opportunity to confer with the assigned mentor in the informal setting of the entry year teacher's own classroom.

PURPOSE

Develop better beginning teachers.
Retain promising teachers.

Issues Facing Entry Year Teacher

Assignment/misassignment of teachers.
Working conditions (size of class, room, conditions-equipment).
Isolation.
Salary and status expectations higher of teaching profession.
Limited opportunities for advancement.
Compensation.
Principals need to provide collaboration opportunities.
Decline in public support.
Principals need to provide beginning teachers with assignments they can succeed in.
Principals need to assign more challenging situations to experienced teachers.

Promising Practices for Professional Development Program

Assign appropriate mentoring teacher.
Beginning school workshop.
Periodic support and sharing.
Structured observations and feedback sessions.

Opportunities to observe experienced teacher, example, video of master teacher first day experience.

Change Strategies

Plan ahead and implement gradually.
Provide training and compensation for support teachers and facilitators.
Structure the program to accommodate emergent needs.
Separate assessment and assistance roles of program.
Avoid placing entry year teacher in difficult situations that prevent them from succeeding.

Critical Issues in Induction

Assessment.
Selection of mentors.
Incentives for mentors.
Role of mentor-administrator policy.
Role of mentor assessment/assistance.
Relationship of OEA/ALEA.
Training mentors.
Individual needs of beginning teachers.
Common language of assessment.
Linkage between in-service and pre-service.
University initiated program vs. state department vs. school district.
Collaboration of university school in relation to research base.
Revising pre-service to link with entry year.
Time management.

Types of Entry Year Programs

Single school district owned model.
School/university based collaborative model.
State mandated model.
University controlled models.
Consortium of school districts model.

APPENDIX E
RETIREMENT INCENTIVE PLAN
Memorandum of Understanding

On Tuesday, April 7, 2009, the Negotiations Teams of ALEA and the ALBOE met and agreed to the following:

The changes made to Appendix of the Master Contract relating to the Retirement Incentive Plan will go into effect immediately upon ratification of the Master Contract by ALEA and the ALBOE.

RETIREMENT INCENTIVE PLAN

- A. Any teacher who is currently eligible for retirement with the State Teachers Retirement System (“STRS”) or becomes eligible shall be entitled to a Retirement Incentive Plan (“Plan”) (comprised of a Retirement Incentive (“RI”) and a Health Reimbursement Account (“HRA”) in the amounts listed below:
- B. Qualification Requirements: The teacher must meet all of the following criteria:
1. Be under contract and a member of the bargaining unit as defined in Article 1 of this Agreement at the time of application.
 2. Be eligible to retire under STRS requirements (e.g., 30 years of service, or age 55 with at least 25 years of service, or age 60 with at least 5 years of service).
 3. Retire effective July 1, 2009
 - a) As defined in paragraph 3(b) below, a teacher who is not eligible to retire under STRS requirements until July 1, 2010 (“2010 eligible teachers”), may also participate in this Plan with a retirement date of July 1, 2010. A teacher who is not eligible to retire under STRS requirements until July 1, 2011 (“2011 eligible teachers”), may also participate in this Plan with a retirement date of July 1, 2011.
 - b) Any teacher who is eligible to retire effective July 1, 2009, in accordance with the STRS requirements in B.2 may participate in this plan if he/she retires at the end of the 2008-2009 school year. In the following years of this agreement, this option is available to teachers during the first year they are eligible based upon B.2. or upon reaching 30 or 35 years of benefit eligible service. Thereafter, for retirements effective July 1, 2010, or 2011 a teacher may participate only during the first year that he/she becomes eligible to retire based upon B.2. requirements or upon reaching 30 or 35 years of benefit eligible service.

- c) To be eligible for this Incentive, the teacher must be employed by the board until the effective date of the retirement.
- 4. File an irrevocable letter of intent with the Superintendent's office by May 1, 2009 at 4:30 PM. The letter must be filed on or before this date for teachers retiring on July 1, 2009, July 1, 2010, -or July 1, 2011

C. Retirement Incentive and Health Reimbursement Account

- 1. Each retiring teacher meeting the preceding and following qualifications shall receive a retirement incentive in the gross amount of \$25,000 which may be divided between the Retirement Incentive and the HRA account in \$5,000 increments.
 - a. This RI amount shall be paid in two (2) substantially-equal payments with the first payment made on or about the one-year anniversary (July 15th) of the teacher's retirement date. The subsequent payment shall be made to the teacher on the second anniversary of the teacher's retirement date. These payments may be paid into a 403(b) Plan if eligible or the teacher may receive a cash payment.
 - b. The HRA amount shall be paid in two (2) substantially-equal payments with the first payment made on or about the one-year anniversary (July 15th) of the teacher's retirement date. The subsequent payment shall be made to the teacher on the second anniversary of the teacher's retirement date.
 - 1) Under a Health Reimbursement Account, the retiring teacher and his/her spouse/dependent may be reimbursed for the following types of their health care expenses, subject to applicable law including, but not limited to:
 - a) Premiums for the purchase of health care insurance, including amounts paid for coverage under the STRS or another retirement system health care plan.
 - b) Unreimbursed medical expenses, vision expenses, and dental expenses including deductibles and co-payments under an individual policy, the STRS or another retirement system health care plan, or the plan of another employer.
 - 2) The amounts credited to a retiree's account may be carried over to subsequent years *and upon the death of the teachers and his/her spouse the benefit will be available to the teacher's dependents, to be used for medical expenses in accordance with the plan. In such event if there are no*

dependents, the benefit shall remain in the plan and divided among the plan participants.

- 3) The Board is permitted to establish a plan document for the HRA that will be designed to comply with the requirements of all applicable laws, including federal tax laws.
- 4) The Board is permitted to hire a third-party administrator to manage the Health Reimbursement Account, and will attempt to use a third-party administrator that charges no or small administrative fees. If there are administrative fees, these administrative fees shall be charged to the HRA accounts of the retired teachers.

D. Program Exclusions

The following conditions will cause a teacher to be ineligible to participate in the retirement incentive or the retirement incentive enhanced:

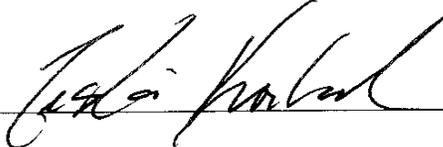
1. Terminated, non-renewed, or resigned;
2. Failure to meet deadlines as listed in this article;
3. Currently retired and/or receiving retirement benefits from STRS.

E. A teacher participating in the Retirement Incentive Plan shall execute an irrevocable letter of intent in a form that is acceptable to the Board of Education. The letter shall authorize the Board to contact STRS as may be needed to confirm eligibility.

F. A teacher participating in the Retirement Incentive Plan shall have no expectation of retire/rehire.

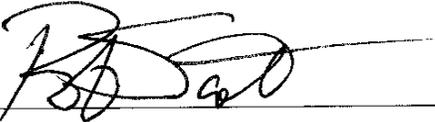
G. Severance Payments

1. Refer to Article 20



ALEA President

4/7/09



Avon Lake City Schools Superintendent

4/7/09

**GRIEVANCE PROCEDURE FORM
TO BE SENT TO THE APPROPRIATE ADMINISTRATOR AT EACH LEVEL**

Aggrieved Person, Persons, and/or Association _____

Address _____ Phone _____

School _____ Principal _____

Date Grievance Occurred _____ Date of Formal Filing _____

Person or Persons to Whom Grievance is Directed _____

Initiated at Level _____

Statement of Grievance: _____

What part of the Master Contract is allegedly violated? _____

Set forth the language and provision allegedly violated. _____

Action Requested: _____

Have you discussed this with your immediate supervisor? ____ Yes ____ No

ALEA Representative _____ Grievant _____

Note: A copy of this form and all responses and appeals will be sent to the Association President by the responsible administrator.

**AVON LAKE CITY SCHOOLS
CERTIFIED ABSENCE**

EMPLOYEE _____ BUILDING _____ DATE _____

REQUESTING _____

PERSONAL LEAVE

TEACHER WILL: Route to building administrator & notify substitute hotline

(If the day is to be used on the day of dismissal for the Thanksgiving, winter, or spring break or the day school resumes after these breaks, please provide the specific reason for the request below)

IF RELIGIOUS HOLIDAY CHECK HERE

PROFESSIONAL LEAVE

TEACHER WILL: Route to building administrator via building secretary & notify substitute hotline
(Please attach Professional Leave Application)

SICK LEAVE

TEACHER WILL: Route to building secretary & notify substitute hotline

_____ Personal Illness

_____ Family Illness

(Includes father, mother, brother, sister, husband, wife, child, grandchild, mother-in-law, father-in-law, any other member of the family or household who has clearly stood in the same relationship with the teacher as any of the foregoing)

BEREAVEMENT LEAVE

TEACHER WILL: Route to building secretary & notify substitute hotline

Will not be deducted from Teacher's Sick Leave Balance and does not affect any Leave Incentives

_____ 3 Days - Parents, spouse, or child – this will include in-laws and steps

_____ 1 Day – Brother/Sister, Grandparents, grandchildren, foster children, domestic partners

NUMBER OF DAYS REQUESTED (Increments of 1/4, 1/2, 3/4, or 1 day): _____

DATES REQUESTED: _____

EMPLOYEE SIGNATURE

.....

DATE

_____ APPROVED with pay _____ APPROVED without pay _____ NOT APPROVED _____ DISALLOWED (exceeds 5% limit)

SUPERINTENDENT/DESIGNEE SIGNATURE

** Superintendent/Designee signature does not verify that the employee has days available for use **

AVON LAKE CITY SCHOOLS
SICK LEAVE BANK DONATION FORM



I, _____ choose to donate _____ days of my accumulated sick leave to the Sick Leave Bank. I understand that the days contributed to the bank are no longer available for my use.

Signature _____

Date _____

Building _____

**Please return to Mr. Robert Scott
by September 30.**

AVON LAKE CITY SCHOOLS
APPLICATION TO USE SICK LEAVE BANK

I _____ wish to apply for ____day(s) of sick leave from the Avon Lake City Schools Sick Leave Bank.

I have reviewed the criteria found in Article 6 – Section H of the Master Contract between the ALEA and the Avon Lake Board of Education.

I will need days from the Sick Leave Bank because _____

I understand that all of my accumulated sick leave must be exhausted before I can receive days from the Sick Leave Bank. I additionally understand that any sick leave that accumulates during my absence will be deducted before days from the Sick Leave Bank will be used.

Signature

Date

This form must be forwarded to the ALEA President who will meet with the Superintendent to forward the application to the HCC Subcommittee.

Number of Sick Leave Bank days approved _____

ALEA President

Date

Superintendent

Date

09-MED-03-0193
 K25517
 1383-01

Avon Lake Public Schools Teacher's Salary Schedule

Base Salary ==> ~~\$36,779~~

Effective date ==> ~~8/1/2010~~

Years	Tutors (Hrly Rate)	B. A.	B.A. + 10	B.A. + 20	M. A.	M.A. + 10	M. A. + 20	M. A. +30	M. A. + 45
	I	II	III	III - A	IV	V	V - A	VI	VII
0	\$19.93	\$36,779	\$38,250	\$39,721	\$41,560	\$42,480	\$43,399	\$44,319	\$45,238
1	\$20.48	\$38,434	\$40,016	\$41,634	\$43,693	\$44,613	\$45,532	\$46,452	\$47,371
2	\$21.03	\$40,089	\$41,781	\$43,546	\$45,827	\$46,746	\$47,666	\$48,585	\$49,505
3	\$21.58	\$41,744	\$43,546	\$45,459	\$47,960	\$48,879	\$49,799	\$50,718	\$51,638
4	\$22.13	\$43,399	\$45,312	\$47,371	\$50,093	\$51,012	\$51,932	\$52,851	\$53,771
5	\$22.69	\$45,054	\$47,077	\$49,284	\$52,226	\$53,146	\$54,065	\$54,985	\$55,904
6	\$23.24	\$46,709	\$48,843	\$51,196	\$54,359	\$55,279	\$56,198	\$57,118	\$58,037
7	\$23.79	\$48,364	\$50,608	\$53,109	\$56,529	\$57,449	\$58,368	\$59,288	\$60,207
8	\$24.34	\$50,019	\$52,373	\$55,021	\$58,699	\$59,619	\$60,538	\$61,458	\$62,377
9	\$24.89	\$51,674	\$54,139	\$56,934	\$60,869	\$61,789	\$62,708	\$63,628	\$64,547
10	\$25.44	\$53,330	\$55,904	\$58,846	\$63,039	\$63,959	\$64,878	\$65,798	\$66,717
11	\$26.00	\$54,985	\$57,669	\$60,759	\$65,209	\$66,129	\$67,048	\$67,968	\$68,887
12	\$26.55	\$56,640	\$59,435	\$62,671	\$67,379	\$68,299	\$69,218	\$70,138	\$71,057
13	\$27.10	\$58,295	\$61,200	\$64,584	\$69,549	\$70,469	\$71,388	\$72,308	\$73,227
14	\$27.65	\$59,950	\$62,966	\$66,496	\$71,719	\$72,639	\$73,558	\$74,477	\$75,397
15	\$28.20	\$61,421	\$64,437	\$67,968	\$73,190	\$74,110	\$75,029	\$75,949	\$76,868
19	\$28.75	\$62,892	\$65,908	\$69,439	\$74,661	\$75,581	\$76,500	\$77,420	\$78,339
23	\$29.31	\$64,363	\$67,379	\$70,910	\$76,133	\$77,052	\$77,971	\$78,891	\$79,810
27	\$29.86	\$65,834	\$68,850	\$72,381	\$77,604	\$78,523	\$79,443	\$80,362	\$81,282

Avon Lake Public Schools Supplemental Salary Schedule

Base Salary ==>		Effective date ==>								
Position	Points	Level I Year 1	Level II Year 2	Level III Year 3	Level IV Year 5	Level V Year 7	Level VI Year 9	Level VII Year 11	Level VIII Year 13	
ATHLETICS										
ATH. SUPERVISOR										
HS		\$3,965	\$4,160	\$4,362	\$4,575	\$4,800	\$5,035	\$5,281	\$5,539	
MS Athletic Supr.										
Fall		\$1,119	\$1,174	\$1,232	\$1,292	\$1,356	\$1,422	\$1,492	\$1,565	
Winter		\$1,249	\$1,311	\$1,375	\$1,443	\$1,513	\$1,588	\$1,666	\$1,748	
Spring		\$488	\$512	\$537	\$564	\$591	\$620	\$651	\$683	
BASEBALL										
Head	31.7	\$3,762	\$3,947	\$4,140	\$4,343	\$4,556	\$4,779	\$5,013	\$5,259	
Asst.	21.7	\$2,634	\$2,763	\$2,898	\$3,040	\$3,189	\$3,345	\$3,509	\$3,681	
Frosh	18.6	\$2,257	\$2,368	\$2,484	\$2,606	\$2,734	\$2,868	\$3,008	\$3,155	
BASKETBALL										
Head	48.6	\$5,826	\$6,111	\$6,411	\$6,725	\$7,054	\$7,400	\$7,763	\$8,143	
Asst.	33.6	\$4,078	\$4,278	\$4,487	\$4,707	\$4,938	\$5,180	\$5,434	\$5,700	
Frosh	28.8	\$3,495	\$3,667	\$3,846	\$4,035	\$4,233	\$4,440	\$4,658	\$4,886	
MS	23.04	\$2,796	\$2,933	\$3,077	\$3,228	\$3,386	\$3,552	\$3,726	\$3,909	
CHEERLEADING										
Head (Fall)	22.2	\$2,670	\$2,801	\$2,938	\$3,082	\$3,233	\$3,392	\$3,558	\$3,732	
Asst.(Fall)	15.4	\$1,869	\$1,961	\$2,057	\$2,158	\$2,263	\$2,374	\$2,491	\$2,613	
MS (Fall)	10.56	\$1,282	\$1,344	\$1,410	\$1,479	\$1,552	\$1,628	\$1,708	\$1,791	
Head (Winter)	22.2	\$2,670	\$2,801	\$2,938	\$3,082	\$3,233	\$3,392	\$3,558	\$3,732	
Asst. (Winter)	15.4	\$1,869	\$1,961	\$2,057	\$2,158	\$2,263	\$2,374	\$2,491	\$2,613	
MS (Winter)	10.56	\$1,282	\$1,344	\$1,410	\$1,479	\$1,552	\$1,628	\$1,708	\$1,791	
CONDITIONING										
Coordinator (HS)		\$6,608	\$6,933	\$7,274	\$7,632	\$8,007	\$8,401	\$8,815	\$9,248	
CROSS COUNTRY										
HS	24.1	\$2,913	\$3,056	\$3,205	\$3,362	\$3,527	\$3,700	\$3,881	\$4,071	
Asst.	16.8	\$2,039	\$2,139	\$2,244	\$2,354	\$2,469	\$2,590	\$2,717	\$2,850	
MS	11.52	\$1,398	\$1,467	\$1,539	\$1,614	\$1,693	\$1,776	\$1,863	\$1,954	
MS Asst.	10.8	\$1,311	\$1,375	\$1,442	\$1,513	\$1,587	\$1,665	\$1,747	\$1,832	
FOOTBALL										
Head	68.6	\$7,040	\$7,384	\$7,746	\$8,126	\$8,524	\$8,942	\$9,380	\$9,839	
Asst.	40.6	\$4,928	\$5,169	\$5,422	\$5,688	\$5,967	\$6,259	\$6,566	\$6,888	
Frosh	34.8	\$4,224	\$4,431	\$4,648	\$4,876	\$5,114	\$5,365	\$5,628	\$5,904	
Asst. Frosh	31.9	\$3,872	\$4,061	\$4,260	\$4,469	\$4,688	\$4,918	\$5,159	\$5,412	

Avon Lake Public Schools Supplemental Salary Schedule

Base Salary ==>		Effective date ==>							
Position	Points	Level I Year 1	Level II Year 2	Level III Year 3	Level IV Year 5	Level V Year 7	Level VI Year 9	Level VII Year 11	Level VIII Year 13
MS (Head)	27.84	\$3,379	\$3,545	\$3,718	\$3,900	\$4,092	\$4,292	\$4,502	\$4,723
MS (Asst.)	26.1	\$3,168	\$3,323	\$3,486	\$3,657	\$3,836	\$4,024	\$4,221	\$4,428

Avon Lake Public Schools Supplemental Salary Schedule

Base Salary ==>> [REDACTED]

Effective date ==>> [REDACTED]

Position	Points	Level I Year 1	Level II Year 2	Level III Year 3	Level IV Year 5	Level V Year 7	Level VI Year 9	Level VII Year 11	Level VIII Year 13
GOLF									
Head (HS)	[REDACTED] 24	\$2,913	\$3,056	\$3,205	\$3,362	\$3,527	\$3,700	\$3,881	\$4,071
J.V. (HS)	16.8	\$2,039	\$2,139	\$2,244	\$2,354	\$2,469	\$2,590	\$2,717	\$2,850
HOCKEY									
Head (HS)	[REDACTED] 36	\$4,369	\$4,583	\$4,808	\$5,044	\$5,291	\$5,550	\$5,822	\$6,107
Asst. (HS)	25.2	\$3,059	\$3,208	\$3,366	\$3,531	\$3,704	\$3,885	\$4,075	\$4,275
SOCCER									
Head	[REDACTED] 37	\$4,491	\$4,711	\$4,942	\$5,184	\$5,438	\$5,704	\$5,984	\$6,277
Asst.	25.9	\$3,144	\$3,298	\$3,459	\$3,629	\$3,806	\$3,993	\$4,189	\$4,394
SOFTBALL									
Head	[REDACTED] 31	\$3,762	\$3,947	\$4,140	\$4,343	\$4,556	\$4,779	\$5,013	\$5,259
Asst.	21.7	\$2,634	\$2,763	\$2,898	\$3,040	\$3,189	\$3,345	\$3,509	\$3,681
Frosh	18.6	\$2,257	\$2,368	\$2,484	\$2,606	\$2,734	\$2,868	\$3,008	\$3,155
MS	14.88	\$1,806	\$1,894	\$1,987	\$2,085	\$2,187	\$2,294	\$2,406	\$2,524
SWIMMING									
Head (HS)	[REDACTED] 30	\$3,641	\$3,820	\$4,007	\$4,203	\$4,409	\$4,625	\$4,852	\$5,089
Asst. (HS)	21	\$2,549	\$2,674	\$2,805	\$2,942	\$3,086	\$3,238	\$3,396	\$3,563
Head (MS)	14.4	\$1,748	\$1,833	\$1,923	\$2,017	\$2,116	\$2,220	\$2,329	\$2,443
TENNIS									
Head	[REDACTED] 23	\$2,792	\$2,928	\$3,072	\$3,222	\$3,380	\$3,546	\$3,720	\$3,902
Asst.	16.1	\$1,954	\$2,050	\$2,150	\$2,256	\$2,366	\$2,482	\$2,604	\$2,731
TRACK									
Head	[REDACTED] 41	\$4,976	\$5,220	\$5,476	\$5,744	\$6,026	\$6,321	\$6,631	\$6,955
Asst.	28.7	\$3,483	\$3,654	\$3,833	\$4,021	\$4,218	\$4,425	\$4,641	\$4,869
MS (Head)	19.68	\$2,389	\$2,506	\$2,628	\$2,757	\$2,892	\$3,034	\$3,183	\$3,339
MS (Asst.)	18.45	\$2,239	\$2,349	\$2,464	\$2,585	\$2,712	\$2,844	\$2,984	\$3,130
VOLLEYBALL									
Head	[REDACTED] 38	\$4,612	\$4,838	\$5,075	\$5,324	\$5,585	\$5,858	\$6,145	\$6,447
Asst.	26.6	\$3,228	\$3,387	\$3,553	\$3,727	\$3,909	\$4,101	\$4,302	\$4,513
Frosh	22.8	\$2,767	\$2,903	\$3,045	\$3,194	\$3,351	\$3,515	\$3,687	\$3,868
MS	18.24	\$2,214	\$2,322	\$2,436	\$2,555	\$2,681	\$2,812	\$2,950	\$3,094

Avon Lake Public Schools Supplemental Salary Schedule

Base Salary ==>		Effective date ==>								
Position	Points	Level I Year 1	Level II Year 2	Level III Year 3	Level IV Year 5	Level V Year 7	Level VI Year 9	Level VII Year 11	Level VIII Year 13	
WRESTLING										
Head	41	\$4,976	\$5,220	\$5,476	\$5,744	\$6,026	\$6,321	\$6,631	\$6,955	
Asst.	28.7	\$3,483	\$3,654	\$3,833	\$4,021	\$4,218	\$4,425	\$4,641	\$4,869	
Frosh	24.6	\$2,986	\$3,132	\$3,285	\$3,446	\$3,615	\$3,793	\$3,978	\$4,173	
MS (Head)	19.68	\$2,389	\$2,506	\$2,628	\$2,757	\$2,892	\$3,034	\$3,183	\$3,339	
MS (Asst.)	18.45	\$2,239	\$2,349	\$2,464	\$2,585	\$2,712	\$2,844	\$2,984	\$3,130	
CLUBS										
ACAD. CHALLENGE	11	\$1,335	\$1,400	\$1,469	\$1,541	\$1,617	\$1,696	\$1,779	\$1,866	
A.F.S Club Advisor		\$956	\$1,004	\$1,052	\$1,103	\$1,159	\$1,214	\$1,273	\$1,335	
DRAMA (HS)	29	\$3,520	\$3,692	\$3,873	\$4,063	\$4,262	\$4,471	\$4,690	\$4,920	
DRAMA (MS)		\$1,287	\$1,350	\$1,416	\$1,486	\$1,559	\$1,637	\$1,718	\$1,802	
Environmental club	6	\$728	\$764	\$801	\$841	\$882	\$925	\$970	\$1,018	
FBLA	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357	
Key Club	13	\$1,578	\$1,655	\$1,736	\$1,821	\$1,911	\$2,004	\$2,102	\$2,205	
Kids In Community Service (K-8)	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357	
Math Counts	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357	
Math/Science	6	\$728	\$764	\$801	\$841	\$882	\$925	\$970	\$1,018	
Model UN	11	\$1,335	\$1,400	\$1,469	\$1,541	\$1,617	\$1,696	\$1,779	\$1,866	
Model UN (Asst)	7.7	\$935	\$980	\$1,028	\$1,079	\$1,132	\$1,187	\$1,245	\$1,306	
NHS	11	\$1,335	\$1,400	\$1,469	\$1,541	\$1,617	\$1,696	\$1,779	\$1,866	
PEP	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357	
POWER OF THE PEN	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357	
Healthy Kids (K-6)	6	\$728	\$764	\$801	\$841	\$882	\$925	\$970	\$1,018	
S.A.D.D.	6	\$728	\$764	\$801	\$841	\$882	\$925	\$970	\$1,018	
SKI (HS)	11	\$1,335	\$1,400	\$1,469	\$1,541	\$1,617	\$1,696	\$1,779	\$1,866	
SKI (MS)	11	\$1,335	\$1,400	\$1,469	\$1,541	\$1,617	\$1,696	\$1,779	\$1,866	
STUD. COUNCIL (HS)	14	\$1,699	\$1,782	\$1,870	\$1,961	\$2,058	\$2,158	\$2,264	\$2,375	
STUD. COUNCIL (MS)	14	\$1,699	\$1,782	\$1,870	\$1,961	\$2,058	\$2,158	\$2,264	\$2,375	
STUD. COUNCIL (ES)	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357	
VARSITY CLUB	6	\$728	\$764	\$801	\$841	\$882	\$925	\$970	\$1,018	
VICA (OWE CLUB)		\$956	\$1,004	\$1,052	\$1,103	\$1,159	\$1,214	\$1,273	\$1,335	

Avon Lake Public Schools Supplemental Salary Schedule

Base Salary ==>		Effective date ==>							
Position	Points	Level I Year 1	Level II Year 2	Level III Year 3	Level IV Year 5	Level V Year 7	Level VI Year 9	Level VII Year 11	Level VIII Year 13
Co-Curricular									
MENTOR TEACHER		\$1,953	\$2,049	\$2,149	\$2,255	\$2,366	\$2,482	\$2,604	\$2,732
CURR. COORDINATOR		\$956	\$1,004	\$1,052	\$1,103	\$1,159	\$1,214	\$1,273	\$1,335
DEPT. CHAIR (HS)		\$1,434	\$1,504	\$1,578	\$1,655	\$1,736	\$1,821	\$1,909	\$2,001
DIST. CALENDAR		\$2,736	\$2,869	\$3,009	\$3,156	\$3,310	\$3,472	\$3,641	\$3,821
Ed. Options Prog. Coor.		\$3,472	\$3,642	\$3,821	\$4,008	\$4,204	\$4,410	\$4,626	\$4,853
GRADE CHAIR (ES)		\$956	\$1,004	\$1,052	\$1,103	\$1,159	\$1,214	\$1,273	\$1,335
8TH GRADE TRIP*	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357
8TH GR TRIP & FUNDING*		\$2,736	\$2,869	\$3,009	\$3,156	\$3,310	\$3,472	\$3,641	\$3,821
* Only one eighth grade trip coordinator's supplemental will be awarded each year.									
ADVISOR GRADE 9	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357
ADVISOR GRADE 10	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357
ADVISOR GRADE 11	11	\$1,335	\$1,400	\$1,469	\$1,541	\$1,617	\$1,696	\$1,779	\$1,866
ADVISOR GRADE 12	11	\$1,335	\$1,400	\$1,469	\$1,541	\$1,617	\$1,696	\$1,779	\$1,866
NEWSPAPER (HS)	17	\$2,063	\$2,164	\$2,270	\$2,382	\$2,498	\$2,621	\$2,749	\$2,884
OUTDOOR ED. SUPV.		\$1,699	\$1,784	\$1,872	\$1,964	\$2,060	\$2,159	\$2,266	\$2,376
PUBLICATIONS (MS)		\$1,287	\$1,350	\$1,416	\$1,486	\$1,559	\$1,637	\$1,718	\$1,802
SAFETY PTRL (ES)	14	\$1,699	\$1,782	\$1,870	\$1,961	\$2,058	\$2,158	\$2,264	\$2,375
TEAM LEADER (MS)		\$1,434	\$1,504	\$1,578	\$1,655	\$1,736	\$1,821	\$1,909	\$2,001
BLDG. TECH. COORD.		\$1,862	\$1,954	\$2,049	\$2,150	\$2,255	\$2,366	\$2,482	\$2,603
TV PRODUCTIONS (HS)	27	\$3,277	\$3,438	\$3,606	\$3,783	\$3,968	\$4,163	\$4,366	\$4,580
TV PRODUCTIONS (MS)	14	\$1,699	\$1,782	\$1,870	\$1,961	\$2,058	\$2,158	\$2,264	\$2,375
YEARBOOK (HS)	24	\$2,913	\$3,056	\$3,205	\$3,362	\$3,527	\$3,700	\$3,881	\$4,071
INTRAMURALS									
FALL (HS)		\$956	\$1,004	\$1,052	\$1,103	\$1,159	\$1,214	\$1,273	\$1,335
FALL (MS)	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357
FALL (Troy)	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357
WINTER (HS)		\$956	\$1,004	\$1,052	\$1,103	\$1,159	\$1,214	\$1,273	\$1,335
WINTER (MS)	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357
WINTER (Troy)	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357
SPRING (HS)		\$956	\$1,004	\$1,052	\$1,103	\$1,159	\$1,214	\$1,273	\$1,335
SPRING (MS)	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357
SPRING (Troy)	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357

Avon Lake Public Schools Supplemental Salary Schedule

Base Salary ==> [REDACTED] Effective date ==> [REDACTED]

Position	Points	Level I Year 1	Level II Year 2	Level III Year 3	Level IV Year 5	Level V Year 7	Level VI Year 9	Level VII Year 11	Level VIII Year 13
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MUSIC

BAND

Marching Band		\$6,304	\$6,813	\$6,937	\$7,275	\$7,632	\$8,007	\$8,400	\$8,812
March. Band Asst.		\$2,736	\$2,869	\$3,009	\$3,156	\$3,310	\$3,472	\$3,641	\$3,821
Instrumental (MS)		\$1,699	\$1,784	\$1,872	\$1,964	\$2,060	\$2,159	\$2,266	\$2,376
Instrumental (Troy)		\$1,699	\$1,784	\$1,872	\$1,964	\$2,060	\$2,159	\$2,266	\$2,376
Concert Band (HS)		\$4,608	\$4,833	\$5,068	\$5,318	\$5,579	\$5,852	\$6,138	\$6,440
Pep Band		\$1,287	\$1,350	\$1,416	\$1,486	\$1,559	\$1,637	\$1,718	\$1,802

MAJORETTES

HS		\$1,699	\$1,784	\$1,872	\$1,964	\$2,060	\$2,159	\$2,266	\$2,376
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VOCAL

Elena Choir (2 schools)		\$1,249	\$1,310	\$1,374	\$1,442	\$1,512	\$1,586	\$1,663	\$1,745
Merples		\$1,287	\$1,350	\$1,416	\$1,486	\$1,559	\$1,637	\$1,718	\$1,802
Vocal (HS)		\$4,608	\$4,833	\$5,068	\$5,318	\$5,579	\$5,852	\$6,138	\$6,440
Vocal (MS)		\$1,699	\$1,784	\$1,872	\$1,964	\$2,060	\$2,159	\$2,266	\$2,376
Vocal (Troy)		\$1,699	\$1,784	\$1,872	\$1,964	\$2,060	\$2,159	\$2,266	\$2,376

NEW

Renaissance	11	\$1,335	\$1,400	\$1,469	\$1,541	\$1,617	\$1,696	\$1,779	\$1,866
Diversity Awareness	6	\$728	\$764	\$801	\$841	\$882	\$925	\$970	\$1,018
Comm. Service	11	\$1,335	\$1,400	\$1,469	\$1,541	\$1,617	\$1,696	\$1,779	\$1,866
Science Olympiad	8	\$971	\$1,019	\$1,068	\$1,121	\$1,176	\$1,233	\$1,294	\$1,357
Foreign Lang. Club	6	\$728	\$764	\$801	\$841	\$882	\$925	\$970	\$1,018

Extended Service

Counselor (HS)	15 days at per diem rate
Counselor (MS)	8 days at per diem rate
OWE/OWA Coord.	10 days at per diem rate (Oren/Coughlin grandfathered in at 15 days/year)
Dean of Students	10 days at per diem rate

11.81 12.05 0

**AVON LAKE CITY SCHOOLS
CLASSIFIED EMPLOYEE SALARY SCHEDULES**

Classification Series I - Food Service

Assistant Cooks

Level	Index	2009-2010 School Year	2010-2011 School Year	2011-2012 School Year
1	1.00	11.81	12.05	
2	1.01	11.93	12.17	
3	1.02	12.05	12.29	
4	1.03	12.16	12.41	
5	1.04	12.28	12.53	
6	1.05	12.40	12.65	
7	1.06	12.52	12.77	
8	1.07	12.64	12.89	
9	1.08	12.75	13.01	
10	1.10	12.99	13.26	
11	1.11	13.11	13.38	
12	1.12	13.23	13.50	
15	1.13	13.35	13.62	
18	1.14	13.46	13.74	
20	1.15	13.58	13.86	
25	1.16	13.70	13.98	

Special Events - Paid at 1 1/2 regular hourly rate

**AVON LAKE CITY SCHOOLS
CLASSIFIED EMPLOYEE SALARY SCHEDULES**

Classification Series VIII - Custodial/Maintenance

CUSTODIAL AIDES

Level	Index	2009-2010 School Year	2010-2011 School Year	2011-2012 School Year
1	1.06	12.52	12.77	
2	1.08	12.75	13.01	
3	1.10	12.99	13.26	
4	1.12	13.23	13.50	
5	1.14	13.46	13.74	
6	1.16	13.70	13.98	
7	1.18	13.94	14.22	
8	1.20	14.17	14.46	
9	1.22	14.41	14.70	
10	1.26	14.88	15.18	
11	1.28	15.12	15.42	
12	1.30	15.35	15.67	
15	1.32	15.59	15.91	
18	1.34	15.83	16.15	
20	1.36	16.06	16.39	
25	1.38	16.30	16.63	

**AVON LAKE CITY SCHOOLS
CLASSIFIED EMPLOYEE SALARY SCHEDULES**

Classification Series I - Food Service

Head Cooks

Level	Index	2009-2010 School Year	2010-2011 School Year	2011-2012 School Year
1	1.140	13.46	13.74	
2	1.155	13.64	13.92	
3	1.170	13.82	14.10	
4	1.185	13.99	14.28	
5	1.200	14.17	14.46	
6	1.215	14.35	14.64	
7	1.230	14.53	14.82	
8	1.245	14.70	15.00	
9	1.260	14.88	15.18	
10	1.290	15.23	15.54	
11	1.305	15.41	15.73	
12	1.320	15.59	15.91	
15	1.335	15.77	16.09	
18	1.350	15.94	16.27	
20	1.365	16.12	16.45	
25	1.380	16.30	16.63	

Special Events - Paid at 1 1/2 regular hourly rate

**AVON LAKE CITY SCHOOLS
CLASSIFIED EMPLOYEE SALARY SCHEDULES**

Classification Series V- Monitors

Study Hall Monitors Campus Monitor
In-School Probation Monitor Lunch Monitors

Classification Series IX - Media

Computer Lab Assistant Library Assistant

Level	Index	2009-2010 School Year	2010-2011 School Year	2011-2012 School Year
1	1.080	12.75	13.01	
2	1.100	12.99	13.26	
3	1.120	13.23	13.50	
4	1.140	13.46	13.74	
5	1.160	13.70	13.98	
6	1.180	13.94	14.22	
7	1.200	14.17	14.46	
8	1.220	14.41	14.70	
9	1.240	14.64	14.94	
10	1.280	15.12	15.42	
11	1.300	15.35	15.67	
12	1.320	15.59	15.91	
15	1.340	15.83	16.15	
18	1.360	16.06	16.39	
20	1.380	16.30	16.63	
25	1.400	16.53	16.87	

Lunch Monitors

1	1.080	12.75	13.01
2	1.100	12.99	13.26
3	1.120	13.23	13.50

**AVON LAKE CITY SCHOOLS
CLASSIFIED EMPLOYEE SALARY SCHEDULES**

**Classification Series VI - Copy Center
Classification Series II - Delivery Driver
Classification Series VII - Office Assistants**

Level	Index	2009-2010 School Year	2010-2011 School Year	2011-2012 School Year
1	1.17	13.82	14.10	
2	1.19	14.05	14.34	
3	1.21	14.29	14.58	
4	1.23	14.53	14.82	
5	1.25	14.76	15.06	
6	1.27	15.00	15.30	
7	1.29	15.23	15.54	
8	1.31	15.47	15.79	
9	1.33	15.71	16.03	
10	1.37	16.18	16.51	
11	1.39	16.42	16.75	
12	1.41	16.65	16.99	
15	1.43	16.89	17.23	
18	1.45	17.12	17.47	
20	1.47	17.36	17.71	
25	1.49	17.60	17.95	

**AVON LAKE CITY SCHOOLS
CLASSIFIED EMPLOYEE SALARY SCHEDULES**

**Classification III - Mechanics
(Asst. Mechanic)**

**Classification Series VIII- Custodial Maintenance
(Maintenance, Custodian)**

Level	Index	2009-2010 School Year	2010-2011 School Year	2011-2012 School Year
1	1.360	16.06	16.39	
2	1.390	16.42	16.75	
3	1.420	16.77	17.11	
4	1.450	17.12	17.47	
5	1.480	17.48	17.83	
6	1.510	17.83	18.20	
7	1.540	18.19	18.56	
8	1.570	18.54	18.92	
9	1.600	18.90	19.28	
10	1.660	19.60	20.00	
11	1.690	19.96	20.36	
12	1.720	20.31	20.73	
15	1.750	20.67	21.09	
18	1.780	21.02	21.45	
20	1.810	21.38	21.81	
25	1.840	21.73	22.17	

AVON LAKE CITY SCHOOLS
CLASSIFIED EMPLOYEE SALARY SCHEDULES
Classification Series IV - Paraprofessionals

Level	Index	Paraprofessional			Paraprofessional + Test		
		2009-10	2010-11	2011-12	2009-10	2010-11	2011-12
1	1.080	12.75	13.01		13.08	13.34	
2	1.100	12.99	13.26		13.32	13.59	
3	1.120	13.23	13.50		13.56	13.83	
4	1.140	13.46	13.74		13.79	14.07	
5	1.160	13.70	13.98		14.03	14.31	
6	1.180	13.94	14.22		14.27	14.55	
7	1.200	14.17	14.46		14.50	14.79	
8	1.220	14.41	14.70		14.74	15.03	
9	1.240	14.64	14.94		14.97	15.27	
10	1.280	15.12	15.42		15.45	15.75	
11	1.300	15.35	15.67		15.68	16.00	
12	1.320	15.59	15.91		15.92	16.24	
15	1.340	15.83	16.15		16.16	16.48	
18	1.360	16.06	16.39		16.39	16.72	
20	1.380	16.30	16.63		16.63	16.96	
25	1.400	16.53	16.87		16.86	17.20	

Level	Index	Paraprofessional/Associate Deg.			Paraprofessional/Bachelor		
		2009-10	2010-11	2011-12	2009-10	2010-11	2011-12
1	1.080	13.42	13.68		13.75	14.01	
2	1.100	13.66	13.93		13.99	14.26	
3	1.120	13.90	14.17		14.23	14.50	
4	1.140	14.13	14.41		14.46	14.74	
5	1.160	14.37	14.65		14.70	14.98	
6	1.180	14.61	14.89		14.94	15.22	
7	1.200	14.84	15.13		15.17	15.46	
8	1.220	15.08	15.37		15.41	15.70	
9	1.240	15.31	15.61		15.64	15.94	
10	1.280	15.79	16.09		16.12	16.42	
11	1.300	16.02	16.34		16.35	16.67	
12	1.320	16.26	16.58		16.59	16.91	
15	1.340	16.50	16.82		16.83	17.15	
18	1.360	16.73	17.06		17.06	17.39	
20	1.380	16.97	17.30		17.30	17.63	
25	1.400	17.20	17.54		17.53	17.87	

AVON LAKE CITY SCHOOLS
CLASSIFIED EMPLOYEE SALARY SCHEDULES
Classification Series VIII- Custodial/Maintenance

Level	Head Custodian - Elementary			Head Custodian - Middle School		
	Index	2009-10	2010-11	2011-2012	2009-10	2010-11
		School Year			School Year	
1	1.360	16.21	16.54	16.31	16.64	
2	1.390	16.57	16.90	16.67	17.00	
3	1.420	16.92	17.26	17.02	17.36	
4	1.450	17.27	17.62	17.37	17.72	
5	1.480	17.63	17.98	17.73	18.08	
6	1.510	17.98	18.35	18.08	18.45	
7	1.540	18.34	18.71	18.44	18.81	
8	1.570	18.69	19.07	18.79	19.17	
9	1.600	19.05	19.43	19.15	19.53	
10	1.660	19.75	20.15	19.85	20.25	
11	1.690	20.11	20.51	20.21	20.61	
12	1.720	20.46	20.88	20.56	20.98	
15	1.750	20.82	21.24	20.92	21.34	
18	1.780	21.17	21.60	21.27	21.70	
20	1.810	21.53	21.96	21.63	22.06	
25	1.840	21.88	22.32	21.98	22.42	

Level	Index	Head Custodian - High School	
		2009-10	2010-11
		School Year	
1	1.360	16.56	16.89
2	1.390	16.92	17.25
3	1.420	17.27	17.61
4	1.450	17.62	17.97
5	1.480	17.98	18.33
6	1.510	18.33	18.70
7	1.540	18.69	19.06
8	1.570	19.04	19.42
9	1.600	19.40	19.78
10	1.660	20.10	20.50
11	1.690	20.46	20.86
12	1.720	20.81	21.23
15	1.750	21.17	21.59
18	1.780	21.52	21.95
20	1.810	21.88	22.31
25	1.840	22.23	22.67

**AVON LAKE CITY SCHOOLS
CLASSIFIED EMPLOYEE SALARY SCHEDULES
Classification Series II - Drivers**

Level	2009-2010 School Year	2010-2011 School Year	2011-2012 School Year
1	19.68	20.07	
2	20.46	20.87	
3	21.55	21.98	
4	23.17	23.63	
5	23.35	23.82	
6	23.52	23.99	
7	23.72	24.19	
8	23.89	24.37	
9	24.08	24.56	
10	24.26	24.75	
15	24.62	25.11	
18	25.11	25.62	
20	25.62	26.13	
25	26.13	26.65	
Special Trips	16.29	16.61	
	Minimum of 3 hours		

Straight Driving Trips (2 1/2 min.hours/one way - Hourly rate per Salary Schedule

Cancellations - Based on notification to Transportation Supervisor

2 hr. before trip	11.15	11.38
1 hr. before trip	13.39	13.65
At time of trip	15.62	15.93

STIPEND - Out of District (will be limited)

Spec.Ed.Bus-Elyri	2.92	2.98
Lorain Co. JVS	2.92	2.98
Cleveland Clinic	2.92	2.98

Non-CDL Drivers (Vans & Cars) Regular Runs (per day rate)

50.47	51.48
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Calculate
Column

19.20
19.96
21.02
22.60
22.78
22.95
23.14
23.31
23.49
23.67
24.02
24.50
24.99
25.49

15.89

10.88
13.06
15.24

2.85
2.85
2.85

49.24