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STATE EMPLOYMENT
DIVISION

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AGREEMENT
BETWEEN THE

CHAGRIN FALLS EDUCATION ASSOCIATION

AND THE

BOARD OF EDUCATION FOR THE
CHAGRIN FALLS EXEMPTED VILLAGE
SCHOOL DISTRICT

DURING THE PERIOD THROUGH

JUNE 30, 2013

101

TABLE OF CONTENTS

	<u>Page</u>
I Recognition	1
II Negotiations Procedure	2
A. Good Faith Negotiating	2
B. Schedule	2
C. Attendance at Negotiation Meetings; Released Time	2
D. Representation on Negotiations Committee	2
E. Exchange of Information	2
F. Progress Report	3
G. Consultants	3
H. Joint Study Committee(s)	3
I. Caucus	3
J. Agreement	3
K. Impasse Procedures	4
III Grievance Procedure	5
A. Basic Objective	5
B. Definitions	5
C. Right to Assistance and Counsel	6
D. Informal (Discussion) Procedure	6
E. The (Formal) Procedure	6
F. Stipulations	7
IV Leaves of Absence	9
Paid Leaves of Absences	
A. Sick Leave	9
B. Personal	11
C. Sabbatical Leave	12
D. Assault Leave	13
E. Legal Leave	14
E. Attendance at Professional Conferences or Conventions	15
F. C.F.E.A. Leave	16
G. Sabbatical Leave	16
Unpaid Leaves of Absences	
A. General Leave	16
B. Child Care Leave	17
C. Short-Term Unpaid Leave of Absence	18
D. Family and Medical Leave (12-Week Leave)	19
Catastrophic Sick Leave Bank	19

V	Group Insurance for Employees on Approved Unpaid or Partially Paid Leaves	21
VI	Bargaining Unit Vacancies	21
	A. Definition	21
	B. Posting	21
	C. Filling a Non-Supplemental Vacancy	22
	D. Reemployment of Retirees	23
VII	Personnel Files	23
VIII	Work Days, School Calendar, Planning Time, Preparations	24
	A. Work Days	24
	B. Parent Conference Days/Open House/Staff Meetings	25
	C. School Calendar	25
	D. Hours	25
	E. Elementary Schedules (Grades K-6)	26
	F. Secondary Preparations	27
	G. Educator of Special Needs Students	27
	H. Secondary Schedule (Grades 7-12)	27
	I. Additional Assignments - Grades 7 through 12	28
IX	Teacher Evaluation	29
	A. Definitions	29
	B. Procedure	30
	C. General Information	32
	D. Appeal Procedure	32
X	C.F.E.A. and Employees Rights	34
	A. Use of School Buildings	34
	B. Duly Authorized Representatives	34
	C. Use of Bulletin Boards or Mailboxes	34
	D. Board of Education Meetings	35
	E. Orientation Meetings	35
	F. Employee Schedules	35
	G. Dues Deduction	35
XI	Complaint Procedure	36
XII	Reduction in Force	37
	A. Scope of Procedure	37
	B. Attrition	37
	C. Reduction Other Than By Attrition	37
	1. Continuing Contract Employees	38
	2. Limited Contract Employees	38
	3. Seniority	38

D. Reassignment Retraining Requirement	39
E. Reduction in Force List and Status Upon Recall	39
F. Notice of Recall	39
G. Part-Time Employees	40
H.	41
XIII Board of Education Requested Course Work	41
XIV Drug-Free Workplace	41
A. Board of Education Policy	41
B. Prohibitions	42
C. Definitions	42
D. Violations	42
E. Rehabilitation	42
F. Disciplinary Action	42
G. Reporting	42
H. Education	43
XV Fair Share Fee	43
XVI Substitution by Employees of the Bargaining Unit	44
XVII Attendance of Employee's Children	44
XVIII Compensation	45
A. Salary Schedules	45
B. Tutors	45
1. Definition and Salary	45
2. Bargaining Unit Status	45
3. Other Terms and Conditions	46
C. Interscholastic/Co-Curricular Salary Schedules	46
D. Remuneration for College Credit	46
E. Severance Pay	47
F. Expenses	48
1. Mileage	48
2. Other Expenses	49
G. Insurance	49
1. Premium	49
2. Coverage	50
3. Insurance Cost Containment Committee	51
4. Medical Benefits Waiver (Opt-Out Program)	51
5. Policy Descriptions	52
6. Wellness Testing	52
H. STRS Pick-Up	52

I. Extended Service/Compensatory Time/Release Time	53
1. Librarian	53
2. Special Education Teacher/Tutor	53
3. Other Extended Service	53
J. Supplemental Positions and Salaries	53
K. Local Professional Development Committee (LPDC)	55
XIX Payroll Practices	56
A. Pay Periods	56
B. Electronic Transfer	56
C. Paycheck/Pay Form Distribution	56
D. Final Payment	56
E. Supplemental Pays	57
XX Finalizing the Agreement	57
XXI Honoring of Contract	57
XXII Conflict with Law or Regulations	57
XXIII Waiver of Negotiations During Term of Agreement	57
XXIV Specialized Health Care Provisions	58
XXV Terms of Agreement	58
Certificate – O.R.C. 5706.512	59
Signature Page	60
Appendix A - 2010-2011 Salary Schedule	
Appendix B - 2011-2012 Salary Schedule	
Appendix C - 2012-2013 Salary Schedule	
Appendix D - Tutor Salary Schedule	
Appendix E – Interscholastic/Co-Curricular Salary Schedules	
Appendix F- Grade Level/Department Head/Curriculum Representative/ Intramurals/Events Helpers	
Appendix G - Teacher Evaluation Instrument	
Appendix H – Medical Benefits Waiver Form	
Appendix I – 7EF Insurance (Options)	
ADDITIONAL APPENDICES: Catastrophic Sick Leave Enrollment Form, Personal Absence Leave Form, Professional Leave Request Form, Spot Substitution Form	

PREAMBLE

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

ARTICLE I RECOGNITION

A. Recognition of the Chagrin Falls Education Association

The Chagrin Falls Board of Education (hereinafter referred as Board of Education) recognizes the Chagrin Falls Education Association (hereinafter referred to as C.F.E.A.) as the sole and exclusive representative for all classroom teachers, librarians, guidance counselors, social workers, speech and hearing pathologists, psychologists, tutors, and holders of valid teaching certificates/licenses, temporary or otherwise, employed in like positions (hereinafter referred to as "employee(s)"). Holders of positions which are traditionally noncertificated/licensed positions, teacher aides, the Superintendent, Assistant Superintendent, School Principals, Assistant Principals, Director of Technology, Network Technician, Curriculum Coordinator, and other management-level personnel shall be excluded from the bargaining unit.

B. Recognition of the Board of Education

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

C. Recognition of the Superintendent

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

ARTICLE II
NEGOTIATIONS PROCEDURE

A. Good Faith Negotiating

“Good faith” means coming to the negotiating table with the intention of negotiating. Good faith bargaining requires that the parties be willing to react to each other’s proposals. Good faith bargaining also requires the parties to recognize negotiations as a shared process in which each party is free to offer its candid opinion without censure or penalty. Good faith does not require either side to make a concession.

B. Schedule

The parties agree that not later than February 1, of the year of expiration of this agreement, they will meet for the purpose of conducting a "pre-negotiations session" to help identify issues and concerns that either party may have. Formal negotiations shall commence not later than March 1 and shall conclude by the last day of school in May. Upon agreement of both parties, the timeline shall be extended.

C. Attendance at Negotiation Meetings; Released Time

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

D. Representation on Negotiating Committee

1. Representation shall be limited to five (5) representatives each of the Board of Education and the C.F.E.A.
2. Each of the parties may be allowed an observer at each meeting. The observer may comment by agreement of both parties.

E. Exchange of Information

Upon a request, reasonable in scope, the Board of Education and the Superintendent shall furnish the C.F.E.A.’s negotiating committee or its designee, within a reasonable time, such information, including information

concerning the district's finances, past, present, and projected, as will assist the C.F.E.A. in developing intelligent, accurate and constructive proposals. Similarly, upon a request, reasonable in scope, the C.F.E.A. shall furnish the Board of Education and the Superintendent, or a designee, within a reasonable time, such information as will assist the Board of Education and Superintendent in developing intelligent, accurate and constructive proposals.

F. Progress Report

1. While negotiations are in progress, any releases prepared for the news media will be approved by all parties on each negotiating committee, and released jointly by the C.F.E.A. Executive Committee and the Board of Education.
2. Each party shall be permitted to submit progress reports to its members.

G. Consultants

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

H. Joint Study Committee(s)

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

I. Caucus

Either party may caucus for a reasonable period of time.

J. Agreement

1. During the negotiation process, items which are tentatively agreed upon shall be signed by the designated chairs.
2. When tentative agreement is reached, it shall be reduced to writing and submitted to the C.F.E.A. for membership consideration by secret ballot.

3. Upon ratification by the C.F.E.A. membership, the tentative agreement will be submitted to the Board of Education for its action.
4. The Board of Education must take action within fifteen (15) days of the C.F.E.A. ratification, unless both parties agree to extend the time limit.
5. When approved by the Board of Education, the Agreement shall be signed by both parties and become a part of the official minutes of the Board of Education.

K. Impasse Procedures

1. Either party may declare impasse when the parties have failed to reach an agreement after full consideration of proposals and counterproposals.
2. Either party shall have the right to request the assistance of a federal mediator from the Federal Mediation and Conciliation Service (FMCS) and such request shall be deemed a joint request. Such request shall include a request for a written report.
3. Any costs incurred in securing and utilizing the services of a federal mediator shall be shared equally by the Board of Education and the C.F.E.A. Each party shall be responsible for any additional costs such party incurs.
4. The mediator shall have no authority to bind either party to any agreements.
5. If impasse is declared, it shall be with the understanding that impasse is declared on all issues where tentative agreement has not been reached.
6. The mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties and the parties agree to send representatives.
7. The mediation process shall continue until the parties mutually agree that no further progress can be made or until the mediator determines that no further progress can be made or until the contract expires. ORC 4117.14 (D)(2) and provisions thereafter shall then apply.
8. Any agreements reached through the mediation process shall be acted upon in accordance with the procedures of Section J above.

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

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

ARTICLE III GRIEVANCE PROCEDURE

A. Basic Objective

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

B. Definitions

1. A "grievance" is any alleged violation of the written provisions of this Agreement or any dispute with respect to their meaning or application.
2. The term "grievance" shall not apply to any matter on which the Board of Education is without authority to act under state law.
3. The "grievant" is the employee or group of employees making the complaint or the C.F.E.A.
4. "School days" shall mean actual employee working days. During the interval between academic years, grievances may be processed in accordance with the time limits contained herein with school days meaning weekdays that are not holidays, by mutual agreement of the parties.
5. "Representative" means an official of or other spokesperson for the C.F.E.A. or its affiliates.

C. *Right to Assistance and Counsel*

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

D. *Informal (Discussion) Procedure*

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

E. *The (Formal) Procedure*

Level One: If the employee(s) is not satisfied with the outcome of the informal discussion, he/she may present a written grievance to the principal or immediate supervisor within twenty (20) school days after the grievant knew, or should have known, of the act or conditions upon which the grievance is based. The principal or immediate supervisor shall, within five (5) school days after receipt of the written grievance render his/her decision and the reasons therefore in writing to the grievant with a copy to the C.F.E.A. President. In the event of the principal's or immediate supervisor's absence and where the grievant does not agree to extend the time limits, another administrator shall respond.

Level Two: If the grievant or the C.F.E.A. is not satisfied with the Level One response, the written grievance may be submitted to the Superintendent within five (5) school days after receipt of the Level One response. The Superintendent, at the option of either party, shall within five (5) school days after receipt of the written grievance, meet with the grievant for the purpose of resolving the grievance. The Superintendent shall, within five (5) school days after receipt of the grievance or after the meeting, if there is a meeting, render his/her decision and the reasons therefore in writing to the grievant with a copy to each of the following: the C.F.E.A. President, the principal, and other immediate supervisors involved. In the event of the

Superintendent's absence and where the grievant does not agree to extend the time limits, another administrator shall respond.

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

F. Stipulations

1. The temporary absence of the grievant, the grievant's representative, the principal, or the Superintendent, shall toll any deadline requiring that person's action, during the absence of such person, but in no case for more than five (5) additional school days.
2. Failure of a grievant to comply with the time limits set forth in this Article shall void any further appeal on the grievance. Failure of the principal, immediate supervisor, or Superintendent to respond within the time limits shall provide the grievant with automatic-appeal rights to the next level in the formal procedure.
3. If a grievant waives representation by the C.F.E.A., a representative selected by the C.F.E.A. Executive Committee shall have the right to be present and to represent the C.F.E.A. at all levels of the procedure. Notification of all meetings at Levels One and Two and copies of all grievances and responses shall be given to the C.F.E.A. President.
4. The Board of Education and the C.F.E.A. agree that the grievant, the C.F.E.A., the officers of C.F.E.A., the members of the C.F.E.A. Executive

Committee, witnesses in grievance hearings, school administrators and Board of Education members, may freely exercise all rights and duties under this grievance procedure.

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

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

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

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

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

ARTICLE IV
LEAVES OF ABSENCE

Paid Leaves of Absences:

A. Sick Leave

1. Acceptable Reasons For Use of Sick Leave:

- a. Sick leave will be available in increments of $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or one (1) whole day(s) for personal illness, injury, or pregnancy and adoption.
- b. Exposure to contagious disease which could be communicated to others.
- c. Illness, injury, or death in the employee's immediate family. For purposes of illness or injury, the immediate family is defined as parent, parent-in-law, daughter-in-law, son-in-law, spouse, child, brother, sister, or member of the immediate household standing in the same relationship as any of these. For purpose of death, immediate family is defined as parent, parent-in-law, daughter-in-law, son-in-law, grandparent, grandchild, brother, sister, spouse, child, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or member of the immediate household standing in the same relationship as any of these.
- d. In the event of absence due to illness or death in the immediate family, absence with pay shall be limited to five (5) days unless extenuating circumstances require more, in which case the employee shall inform the Superintendent.
- e. Evidence indicating to the Board of Education that leave with pay privileges have been abused may be considered just cause for disciplinary action which may result in dismissal.
- f. Employee may be required to present a physician's note regarding absences over ten (10) consecutive days in a school year.
- g. The CFEA and the Chagrin Falls Board of Education specifically agree that that utilization of accumulated sick leave is authorized, upon request of a Bargainint Unit Member for the purpose of adoption. Sick leave for adoption shall be granted from accumulated sick leave, upon

request of the teacher, beginning one (1) week prior to adoption date and for three (3) weeks following the adoption date for a child age 0 through 18 years.

2. Accumulation of Sick Leave

- a. Unused days of sick leave may be accumulated up to 276 days.
- b. New employees may transfer accumulated sick leave to the Chagrin Falls Schools. Proper verification must be presented from the employee's previous public employer before credit can be given. In order for credit to be given for prior sick leave, the employee's last termination from public service has to have taken place within the last ten (10) years.
- c. Each new employee without accumulated sick leave shall be entitled to an advancement of ten (10) days of sick leave. If an employee has not repaid all of his/her advanced days, upon leaving employment, the employee must repay sick days that have been advanced. Repayment of the days may be in the form of a deduction from his/her pay, or some other method as determined by the Superintendent.

3. Notice

All appropriate electronic and/or paper absence procedures will be followed.

In cases of $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, and 1 whole day(s), or short-term absences, the employee will notify the building principal or his/her designee. All appropriate absence forms should be completed and submitted to the building principal.

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

Should there be any changes in the expected starting date or duration of the leave, the employee must promptly advise the Treasurer. While on extended

sick leave of more than one (1) month, the employee must advise the Treasurer or Superintendent, if requested, at least monthly of his/her status and anticipated return date. In addition, this paragraph will apply to unpaid leaves of absence approved because of illness or disability.

B. Personal Leave

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

1. Employees are eligible for three (3) days of paid personal leave per year. At the discretion of the Superintendent, additional days of personal leave may be granted; the Superintendent shall have the discretion of whether the additional days are paid or unpaid leave. In the case of teachers who are in their first year in the district where there may be no personal leave accumulated, the Superintendent has the authority to advance up to two (2) days of unearned personal leave.

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

3. Personal leave with pay may be used to attend to legal matters requiring the employee's attendance which cannot be scheduled outside of the regular working day, for observance of a religious obligation which can only be met during working hours, for funeral attendance not covered under existing sick leave policy, for attendance at the employees' college graduation ceremonies, or those of a spouse, sibling, parent, child, or grandchild, or to attend to damage or imminent threat of damage to house or dwelling or personal property of employee by fire, flood, or like calamity.

If personal leave is required for reasons other than those specified in this section, and the employee indicates to the building principal that the request is a result of a situation over which the employee has no control, the leave shall be approved.

4. Applications for personal leave to extend holidays or recesses shall not be approved.

5. No personal leave may be used without at least forty-eight (48) hours advance notice to the Superintendent's office and the employee's immediate Principal or Supervisor, except in emergency situations.

For emergency situations in which prior approval cannot be obtained, the employee will report the absence to his/her immediate supervisor at the earliest opportunity and complete a personal leave form immediately upon return to work.

6. Evidence indicating to the Board of Education that personal leave has been taken which does not comply with this section may be considered just cause for disciplinary action which may result in dismissal.

C. Sabbatical Leave

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

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

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

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

5. An employee on leave must indicate to the Superintendent no later than April 1, (during the leave year) his/her intention to return to duty the subsequent school year. If he/she fails to comply, the leave shall become a resignation. The Superintendent shall notify the employee in writing of this obligation at the time the leave is approved by the Board of Education. This notification shall include the fact that failure to comply shall result in resignation. The Superintendent shall also send notice of this requirement to the employee, in writing, at his/her last known address, with a copy to the C.F.E.A. President, on or after January 1, but not later than March 15 of the leave year. Should the employee fail to submit his/her written indication to the Superintendent on or before April 1 during the leave year, the lack of response shall be treated as a resignation.

D. Assault Leave

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

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

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

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

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

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

7. If the Board of Education chooses to prosecute the individual(s) responsible for criminal action that resulted in an employee qualifying for and utilizing the assault leave provision of this agreement, the affected employee must be willing to testify in the prosecution of the individual(s) involved in such action. The Board of Education agrees to assume all costs associated with said prosecution.

E. Legal Leave

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

F. Attendance at Professional Conferences or Conventions

1. Each year, the Board of Education shall set aside an amount in its annual budget for certain expenses connected with the attendance at professional meetings, conferences, visitations or conventions. It shall be the policy of the Board of Education to provide a fair distribution of this money among the staff.
2. Any employee desiring to attend a professional conference or convention shall submit a completed Professional Leave Request Form. Said request shall be submitted no later than ten (10) school days prior to the conference or convention. The applicant shall receive written notification of approval or denial within five (5) school days of submission of the Professional Leave Request Form.
3. Expenses will be paid as approved on the Professional Leave Request Form. When traveling by car, mileage will be paid at the rate established in Article XVIII, Section F. This rate shall be the same for all certificated and administrative employees of the district.
4. Mileage reimbursement shall be based upon the actual mileage to and from the destination and/or destinations in accordance with the approved Professional Leave Request Form. In no case shall the transportation cost by automobile exceed the cost of the same trip by train or airplane coach.
5. Employees shall be reimbursed for meals, not otherwise paid for as part of a registration fee or similar prepayment, at the following flat rates: Breakfast \$9.00; Lunch \$15.00; Dinner \$20.00. No receipts need be turned in for such reimbursement. This reimbursement shall be the same for all certificated and administrative employees of the district.
6. Any foreseeable expenses other than mileage and meals must be approved in advance by the Superintendent or designee, and original receipts must be submitted evidencing those expenses. Unforeseen expenses that reflect actual and necessary costs may be submitted for reimbursement.
7. No more than \$500 in expenses per year for any employee requested trip shall be allowed for employee requested professional meeting attendance. The cost of providing substitute teachers shall be paid by the Board of Education.

G. C.F.E.A. Leave

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

Unpaid Leaves of Absence

A. General Leave

Where illness or other disability is not the reason for a request, the Board of Education, upon recommendation of the Superintendent of Schools, may grant such leave of absence without pay. A leave shall not be granted for the purpose of accepting employment as an employee in grades K-12 in the United States or in another occupation or business during the period of leave, unless approved in writing, in advance of the commencement of the leave, by the Superintendent. Leaves of absence recommended by the Superintendent of Schools must meet the following conditions:

1. The employee shall have been in the service of the Board of Education for a minimum of three (3) years immediately preceding the period of the proposed absence.
2. The application shall have been received in writing by the Superintendent of Schools prior to the first day of May of the school year preceding the one for which the request is being made.
3. Reasons for which leaves may be granted are professional study, educational endeavor, travel in line with professional advancement, alternate employment representing a unique opportunity, and such other reasons as the Superintendent of Schools deems appropriate.
4. The employee shall return to the Chagrin Falls School System following the leave of absence.

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

An employee on leave must indicate to the Superintendent no later than April 1 during the leave year his/her intention to return to duty the subsequent school year. If he/she fails to comply, the leave shall become a resignation. The Superintendent shall notify the employee in writing of this obligation at the time the leave is approved by the Board of Education. This notification shall include the fact that failure to comply shall result in resignation. The Superintendent shall also send notice of this requirement to the employee, in writing, at his/her last known address, with a copy to the C.F.E.A. President, on or after January 1, but not later than March 15 of the leave year. Should the employee fail to submit his/her written indication to the Superintendent on or before April 1 during the leave year, the lack of response shall be treated as a resignation.

B. Child Care Leave

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

1. Leave may begin on the date of the child's birth; on the date when the mother who has been on sick leave for pregnancy disability is no longer eligible for sick leave because she has recovered from the physical effects of pregnancy and childbirth which necessitated her absence.
2. The leave of absence shall be for the balance of the school year in which delivery is expected unless such leave is earlier terminated as hereinafter provided.
3. The leave may be extended for one (1) additional school year upon request of the employee to the Board of Education, made no later than April 1 preceding the year for which such leave is requested.
4. Application for reinstatement may be made at any time during the school year and the employee may be reinstated by mutual agreement. In any case,

the employee will be reinstated no later than the beginning of the next succeeding school year unless the leave is extended in accordance with paragraph 3 above.

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

6. An employee on leave must indicate to the Superintendent no later than April 1 (during the leave year) his/her intention to return to duty the subsequent school year. If the employee fails to comply, the leave shall become a resignation. The Superintendent shall notify the employee, in writing, of this obligation at the time the leave is approved by the Board of Education. This notification shall include the fact that failure to comply shall result in resignation. The Superintendent shall also send notice of this requirement to the employee, in writing, at his/her last known address, with a copy to the C.F.E.A. President, on or after January 1, but not later than March 15 of the leave year. Should the employee fail to submit his/her written indication to the Superintendent on or before April 1 during the leave year, the lack of response shall be treated as a resignation.

7. Following the spouse's delivery of a child during a school year, the father shall be eligible for an unpaid paternity/child care leave for the remainder of that school year. The paternity/child care leave may be extended for one additional school year upon the request of the father to the Board of Education, made no later than April 1 preceding the year for which such leave is requested. The same conditions as outlined in 5 and 6 above will govern return of the father from the maternity/child care leave.

C. Short-Term Unpaid Leaves of Absence

Situations may arise when an employee may request to be away from his/her job due to rare personal commitments beyond his/her control or initiation not otherwise covered by paid leave.

1. In anticipation of such requests for unpaid leaves of absence, an employee may apply for up to (but no more than) five (5) unpaid contract leave days in any three (3) school year period. (Each leave day taken is counted as part of the five (5) days in determining when additional time will be considered for a

three-year period.) This leave may be granted by the principal with the pre-approval of the Superintendent. The Superintendent shall determine, (1) that the position can be adequately covered for the benefit of students and, (2) that the reason for the leave is related to a scheduled activity over which the employee had no control.

2. The Superintendent may allow additional days above the five (5) in any three (3) school year period if the employee has rendered, or is willing to render, alternate service which is reasonable and acceptable to the Superintendent.

3. It is intended that unpaid leave be requested only in rare and unusual circumstances. It is also intended that this provision shall be uniformly applied.

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

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

CATASTROPHIC SICK LEAVE BANK

a. A Catastrophic Sick Leave Bank (CSLB) was established in the 2007-2008 school year.

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

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

d. All contributions to the CSLB must be made on the Catastrophic Sick Leave Bank Contribution form and submitted to the Treasurer. The enrollment period thereafter will be from January 1st to February 1st of each year of the contract.

- e. When the CSLB contains less than 100 days, members will be notified in writing and an open contribution/enrollment period will be determined by the CFEA President.
- f. Days contributed to the CSLB will be deducted and reflected on the first payroll in March.
- g. Once a sick day has been contributed to the CSLB, it cannot be returned to the member.
- h. The CSLB will be administered by a committee composed of the CFEA President or designee, one member of the CFEA Executive Board, the Superintendent of Schools or designee, and the Treasurer.
- i. Any CFEA member who has contributed a sick day to the CSLB is eligible to request days from the CSLB if (s)he meets the following criteria:
 - 1. All of the member's sick leave is exhausted.
 - 2. The member's absence is due to personal catastrophic illness, accident resulting in recovery from long-term injuries, or the catastrophic illness/accident of a spouse or dependent child still living at home.
 - 3. The member has submitted to the Treasurer written medical verification of the condition and the expected recovery period.
 - 4. The member is not receiving any form of workmen's compensation or disability pay.
- j. When written requests are made to the CSLB accompanied by the appropriate documentation, the CSLB committee shall meet to discuss the request. A member may request up to 30 days from the Sick Leave Bank during one school year.
- k. Decisions of the Sick Leave Bank Committee will be final and are not eligible for the grievance process.
- l. All records will be kept confidential and will not affect the member's status in the group health insurance.

ARTICLE V

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

- A. Unless otherwise required by the 1993 Family and Medical Leave Act, employees on approved unpaid or partially paid leaves of absence or the recall list may maintain their hospitalization, dental insurance coverage, and other coverages, by paying the Treasurer in advance monthly, the full cost of the premium, including any share normally paid by the Board of Education. The Board of Education shall continue to pay the life insurance premium.
- B. In the event an employee begins, but does not complete a school year on a paid basis due to a Board-approved leave of absence, the employee shall be entitled to hospitalization and dental paid by the Board of Education through the first full month following the month in which unpaid leave began.

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

ARTICLE VI

BARGAINING UNIT VACANCIES

- A. Definition:

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

- B. Posting:

Upon occurrence of a bargaining unit vacancy, it will be posted in each school building and electronically delivered to all Bargaining Unit Members via their school e-mail account address. The notice of the vacancy shall be posted in a conspicuous place accessible to employees. A vacancy need not be posted if an employee accepts recall to the position. Vacancies, other than supplemental positions, need not be posted if the position is for less than a full

school year and will be filled in the succeeding year by the employee whose absence created the vacancy in the first place or if the position will be abolished in the succeeding school year. The C.F.E.A. President, however, will be notified of all bargaining unit vacancies.

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

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

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

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

C. Filling a Non-Supplemental Vacancy:

Any employee may apply for such positions or for reinstatement to a previously held position. Members of the bargaining unit will be given serious consideration over applicants from outside the system. When a transfer occurs, the transferee's previous position shall be considered a vacancy.

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

D. Reemployment of Retirees:

Any bargaining unit member who retires under STRS and subsequently is reemployed in the district may be hired at a rate of pay equivalent to his or her academic training level and at step zero (0) for years of service as specified in the salary index contained in this agreement. (The rehired retiree can advance to a maximum of step three (3) on the salary index, with years of experience, upon rehire.) Said member may not hold the positions covered in #1 (Grade Level Representative/Department Head) or #2 (Curriculum Representatives) covered in Appendix F of this Agreement. Due to the automatic non-renewal at the end of each school year, said members shall not be subject to the entry year/mentoring program and the mandatory three evaluation process.

Retire/rehire employees shall not be eligible for continuing contract. This provision and such salary and individual contract with a member expressly supersedes RC Section 3317.13 and all other applicable laws. All provisions in Article XII, Reduction in Force, shall apply to the member with the understanding that the member shall be considered a "Limited Contract Employee" with seniority being determined from the member's contract signing date which followed retirement. While employed by the district subsequent to retirement, such member who is interested in obtaining health care benefits must opt for the health care benefits offered by STRS. Such retired member is not eligible to receive a second severance payment upon leaving employment with the district. This provision of the agreement and such salary and contract will not be grievable under the grievance procedures of this agreement nor through any claim or action filed before the State Employment Relations Board (SERB) or any court of law.

ARTICLE VII
PERSONNEL FILES

- A. The Board of Education shall maintain the only official personnel file for each employee in accordance with applicable Ohio Law.
- B. The employee shall be given a copy of any material placed in his/her file after the date of initial employment. All material in the file must be relevant to the employee's job and shall be included in the file within a reasonable period of time following its receipt or preparation, unless the employee agrees to its inclusion at a later date. All material placed in the file should be clearly stamped with the date of inclusion in the file.

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

- C. All materials placed in the employee's file shall be available in the Central Office where the employee or employee's representative with written authorization from the employee may examine them. Material included in this file may be used for personnel decisions if it is properly included according to the conditions stated in this Article.
- D. If an employee misplaces or loses his/her copies of materials which have been placed in the personnel file, the employee may request another copy of such material and it shall be supplied to the employee at his/her expense.
- E. If a member of the public wishes to examine the contents of an employee's personnel file, the employee shall be notified of such request. Prior to the inspection of the file, the employee may request the opportunity to meet with the superintendent regarding the procedures outlined in Item B of this Article. For security reasons, the superintendent or designee will be present during the examination.

ARTICLE VIII

WORK DAYS, SCHOOL CALENDAR, PLANNING TIME, PREPARATIONS

A. Work Days

The school year shall consist of one hundred and eighty-five (185) days. Beginning with the 2010-11 school year, two (2) of these days shall be employee in-service and/or work days prior to the opening of school. Two (2) of these days shall be teacher directed; one (1) day a records day at the end of the first semester and one (1) day at the end of the school year after the students' last day.

B. Parent Conference Days/Open House/Staff Meetings

1. Fall parent conference days and elementary (K-6) spring conference days (approximately one full-time equivalent work day) shall be scheduled as evening sessions each school year. Compensatory time for the evening sessions would be taken as a full release day for students and staff during the school year. The fall conference release day will be the day preceding Thanksgiving; the spring conference release day will be the Friday immediately preceding Memorial Day for elementary (K-6) students and staff only.
2. Teachers are required to attend ten (10) staff meetings outside of the school day per school year. Such meetings should not last longer than one (1) hour.
3. Teachers are required to attend and participate in one Open House outside of the school day per school year.

C. School Calendar

1. The Superintendent will develop at least two (2), but not more than three (3) draft calendars prior to March 1 of each school year. Draft copies will be available to the C.F.E.A. and other employees for their input. Indications of alternatives, etc., shall be submitted in writing to the Superintendent by April 1 of each year. Thereafter, copies shall be distributed to employees and a vote taken to determine the most preferred calendar. The calendar receiving the most votes shall be presented to the Board for consideration.
2. The Board of Education will approve the following year's calendar prior to the end of the current school year. Copies will be sent to each employee via a memo, personal letter, or newsletter.

D. Hours

1. The employee day shall be seven and one half (7.5) consecutive hours.
2. The employee workday shall not begin prior to 6:20 A.M., nor shall it end after 4:00 P.M. There must be a mutual agreement between the administrator and employee in order for the employee to be assigned to the alpha (or equivalent to) or beta (or equivalent to) schedule.

3. K-12 employees are expected to be at school 10 minutes prior to their first scheduled duty or assignment.
4. K-12 employees' ending time is designated to be 10 minutes after their final duty or assignment.
5. From the beginning of the first teaching/duty assignment to the conclusion of the final teaching/duty assignment, the working day of a half time teacher may not exceed a period of four (4) clock hours.
6. Teachers that travel from one campus to another for a teaching assignment will be allotted a minimum of fifteen (15) minutes of travel time. Parking spaces will be designated for traveling teachers at each building.
7. The starting and ending times of the employee day may be adjusted providing the following conditions are met.
 - a. Any change is implemented as of the beginning of a school year.
 - b. Employees are sent notice by August 1 preceding the beginning of any school year in which a change is implemented.

E. Elementary Schedules (Grades K-6)

1. Elementary employees shall be provided planning/conference time during the time art, music, library, foreign language, and physical education employees assume the responsibilities of the regular classroom employee, unless the building principal specifically requests their presence for a particular event.
2. Each elementary employee shall have a minimum 180 minutes of planning/conference time per week, in minimum blocks of twenty (20) minutes.
3. For the purpose of this Section, planning time includes but is not limited to the following: assessing student work or needs or creating classroom plans; conference time means time spent in teacher / teacher, teacher / student, teacher / parent, and or teacher / administrator conferences. Teacher / administrator conferences are limited to thirty – six (36) per year.

4. There will be fifty (50) minutes minimum average for lunch; variations may occur depending upon scheduling needs. Lunch periods cannot be used for parent conferences, IEP/504/IAT/ WEP and other such meetings unless teacher initiated and mutually agreed upon.

F. Secondary Preparations

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

G. Educator of Special Needs Students

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

H. Secondary Schedule (Grades 7-12)

1. Each teacher may be assigned six (6) classes for a maximum of three hundred (300) minutes. This can be a combination of classes and / or duty assignments. The following guidelines will be followed:
 - a. No individual department will have more than two (2) teaching schedules that exceeds 276 minutes per semester. AP Science Labs are excluded from the two per department limit.
 - b. The administration shall inform the CFEA President of the necessity for a sixth class and work collaboratively with the department

chairperson to assign the class. Consideration of rotation of staff will be given.

- c. Any teacher assigned to six classes will not carry load greater than 150 students average per year, excluding special classes (music, art, health/physical education, business, computer science, family consumer science).
- d. Compensation for the sixth period will be \$1,000 per semester.
- e. A duty is a full period that has been assigned by the building administrator, to the teacher, for something other than classroom instruction. This includes academic labs, study hall, lunch duty, and computer lab. Administration will give consideration to rotation of staff.

- 2. Each teacher shall have one duty free lunch period equivalent to one instructional period. Lunch periods cannot be used for conferences IEP/504/IAT/WEP and other such meetings unless teacher initiated and mutually agreed upon.
- 3. Each teacher shall have a minimum of one (1) planning / conference period per day equivalent to one instructional period. For the purpose of this Section, planning time includes but is not limited to the following: assessing student work or needs or creating classroom plans; conference time means time spent in teacher/teacher, teacher/student, teacher/parent, and/or teacher/administrator conferences. In no case shall the number of teacher/administrator conferences exceed thirty-six (36) per school year.

I. Additional Assignments – Grades 7 Through 12

In the event of enrollment increases, the need for assignments above the maximum teaching load may be created. The following procedures must be followed:

- 1. Additional class assignments are to be offered to current staff members in the appropriate department or to teachers who have retired from Chagrin Falls Schools. The duration of these assignments may be a semester or a year. Outside teachers will become members of CFEA.

2. All assignments pertaining to Section I, Additional Assignments, shall be calculated to one-sixth (1/6) at A-2 on the current salary schedule for an academic teaching assignment (50 minutes) and one-seventh (1/7) at A-2 on the current salary schedule for a special area teaching assignment (40 minutes). A staff member who is on the combined period (40/42/50 minutes) schedule will be paid one-seventh (1/7) at A-2 on the current salary schedule until they exceed two hundred seventy six (276) minutes per day, at which time, they will receive one sixth (1/6) at A-2 on the current salary schedule.
- J. Class sizes will be determined in accordance with Board Policy.

ARTICLE IX TEACHER EVALUATION

A. Definitions

1. Pre-observation Conference: A meeting held by the administrator assigned to the evaluation and the teacher to be evaluated for the purpose of discussing the expectations and procedures to be following during the observation.
2. Observation: The process of the administrator assigned to the evaluation watching the teacher being evaluated interact with the students in the classroom. The minimum time for an observation is thirty (30) continuous minutes.
3. Post-Observation Conference: A meeting held by the administrator assigned to the evaluation and the teacher to be evaluated after the observation has been held. The teacher shall receive a copy of the administrator's notes within five (5) school days.
4. Summative Evaluation: The process of reducing the results of all classroom observations (1 or more as described below) to a written report expressing the abilities of the teacher observed as judged by the administrator assigned.

B. Procedure

1. New Employees

- a. At least 3 classroom observations with the following items completed for each observation.
 - Pre-observation Conference
 - Observation of lesson with notes taken by administrator
 - Notes do not have to be taken on the form in Appendix G, but they could be.
 - Post-Observation Conference
 - Discussion of administrators notes; teacher is given a photocopy of the notes within five (5) school days.
 - If a significant problem (s), which could become the basis for non-renewal, is discussed, then the problem(s) should be documented so improvement can also be documented in subsequent observations.
- b. At the conclusion of the 3rd post-conference, the administrator will use the data from the notes of the three classroom observations and write a formal evaluation of the teacher using the form in Appendix G. Notes from the three classroom observations should be attached to the evaluation form. This written evaluation document shall be completed within five (5) school days after the conference.
- c. The teacher shall write, comment and sign the evaluation document within ten (10) days of receiving it from the administrator. The teacher's signature does not denote agreement with the evaluation; it means they have read the document.
- d. If there are serious questions that arise as the basis for possible non-renewal of the teacher, the administrator shall document a plan for improvement with the teacher. The teacher shall have been observed at least three times with one written evaluation completed no later than January 25 and a final written summative evaluation completed no later than January 25.
- e. In the case of possible non-renewal, at least one (1) additional observation (pre-observation conference, observation with notes,

post-observation conference) will occur after January 25th so one (1) additional written summative evaluation (Appendix G with notes from subsequent observations attached) can be completed prior to April 10.

f. In the case of possible non-renewal the following procedures shall be followed:

1. Shall utilize more than one method of evaluation.
2. Shall make sure the employee has received, in writing, the specific areas of weakness which shall be identified in the written evaluation which must be accompanied by recommendations for improvement and how the employee may obtain assistance in making the improvements specified.
3. Shall work with the employee over a reasonable period of time to correct the weakness.
4. Shall allow the employee to request another administrator for evaluation.
5. Shall submit his/her recommendations as to nonrenewal, together with evaluator's reports, to the Superintendent for final recommendation to the Board of Education.

2. Returning Teachers not on continuing contracts

a. The same process outlined above would be followed, except that only two (2) classroom observations are required before the summative evaluation is written on Appendix G.

3. An employee who is eligible for continuing contract consideration shall notify the Assistant Superintendent by October 1 of the school year during which any continuing contract recommendation will be made. Once notification has been received, the employee shall be evaluated using the following procedure:

a. the employee must be observed a minimum of three (3) times, with one (1) observation occurring during the first semester.

b. during post-observation conferences, all aspects of the employee's performance will be discussed, with emphasis on those areas that would/would not warrant the employee being granted continuing contract status.

c. the final conference between the employee and administrator shall be held and the written report shall be received by the employee no later than April 10 of that year.

d. should the employee fail to inform the Assistant Superintendent by October 1, he/she shall not be eligible for continuing contract during said school year.

4. Teachers on continuing contracts

a. The same process outlined above would be followed, except that only one (1) classroom observation is required before the summative evaluation is written on Appendix G.

5. Notwithstanding the above, employees who do not teach on a regular basis may be evaluated using accepted appraisal techniques other than observation.

C. General Information

1. As per O.R.C. Statute 2744.03, teachers are rendered immune for action taken in the good-faith performance of their duties.

2. The criteria of expected job performance are included on the appraisal instruments.

3. Only administrators may conduct the observation/evaluation process.

4. An employee is considered reemployed if the required observation/evaluation process is not followed or if notice of nonrenewal is not given to the employee on or before April 30.

D. Appeal Procedure

1. An employee who receives written notice of the Board of Education's intention to non-renew has the right pursuant to Ohio Revised Code 3319.11 to:

- a. Demand a written statement from the Board of Education which describes the circumstances leading to the decision to non-renew.
 - b. The demand must be filed with the Treasurer within ten (10) days of the receipt of the written notice of the intention to non-renew.
 - c. The Board of Education's written reply must be provided by the Treasurer to the employee within ten (10) days of the Treasurer's receipt of the employee's demand.
2. File a written demand with the Treasurer for a hearing with the Board of Education within five (5) days after receipt of the demanded written statement describing the circumstances that led to the recommendation for nonrenewal.
 - a. The Board of Education must give, through the Treasurer, written notice of date, time, and place of hearing within ten (10) days of the Treasurer's receipt of the demand;
 - b. The hearing must be conducted within forty (40) days of the Treasurer's receipt of the demand; and
 - c. The Board of Education's decision to affirm or vacate the intention to non-renew must be provided in writing within ten (10) days of the conclusion of the hearing.
3. Appeal of the Board of Education's decision to affirm the nonrenewal may be made to the Court of Common Pleas, within thirty (30) days of the receipt of nonrenewal affirmation. The parties agree that Article IX shall supersede O.R.C. 3319.111 with respect to teacher evaluation procedures. However, the parties intend that the appeal procedure for the nonrenewal decision shall be in accordance with O.R.C. 3319.11 and that decision to nonrenew shall be appealed to the Court of Common Pleas in accordance with O.R.C. 3319.11 and may not be appealed through Article III - Grievance Procedure.
4. These procedures shall apply to non-renewals which are not covered by the REDUCTION IN FORCE and recall provision of this Agreement.

- E. Evaluation Methods - ** See Teacher Evaluation Packet (Appendix G)

The Board of Education and C.F.E.A. agree to form a committee consisting of two (2) administrators and four (4) designees of the C.F.E.A. President for the purpose of developing instruments to be used in the teacher appraisal process. The committee will jointly approve the instruments developed for the evaluation process. The parties will use this process whenever either party requests a review or a change of the appraisal instrument(s).

ARTICLE X C.F.E.A. AND EMPLOYEE RIGHTS

- A. Use of School Buildings

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

- B. Duly Authorized Representatives

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

- C. Use of Bulletin Boards or Mailboxes

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

D. Board of Education Meetings

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

E. Orientation Meetings

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

F. Employee Schedules

Prior to July 10, each employee shall be given a schedule of his/her assignment for the coming school year. This schedule shall include the building assignment and the classes to be taught. Changes may be made in the foregoing by the administration after consultation with the affected employee. If the employee cannot be reached at the number and address left with the building principal prior to summer vacation, the administration may effect the necessary change.

G. Dues Deduction

Dues deduction shall be provided for membership in C.F.E.A and their respective affiliates. Dues deductions shall not be provided for any other competing organization.

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

1. To make deductions upon written request of the employee.
2. To forward the payment to the organization on the employee's written request the same day as the pay date.

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

Dues deductions shall be on a continuous basis following the submission of a written dues deduction authorization form. For all school years following the submission of the dues deduction authorization, dues shall continue without the need to resubmit additional authorization forms, unless between September 1 and October 1 the member employee discontinues membership and/or payroll deductions by providing written notice to the C.F.E.A. President and the Board of Education Treasurer. On or before October 15 of each school year the C.F.E.A. Treasurer shall provide the Board of Education Treasurer with a list of all C.F.E.A. members and the total amount of dues to be deducted.

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

ARTICLE XI COMPLAINT PROCEDURE

- A. When a complaint is lodged with an Administrator or Supervisor:
 - 1. The person making the complaint will be referred to the employee.
 - 2. If the complainant and the employee are unable to resolve the situation, a meeting shall be requested between the employee, the complainant, and the administrator in an effort to resolve the complaint.
 - 3. If the complaint remains unresolved, it will progress to the Supervisor and then the Superintendent.
- B. The employee who is the subject of the complaint will be notified immediately if any investigation to substantiate the complaint is being held.
- C. The employee may be accompanied by a representative of the C.F.E.A. at any conference relating to a complaint or accusation.

ARTICLE XII
REDUCTION IN FORCE

A. Scope of Procedure

If the Board of Education determines that it is necessary to reduce the size of the teaching staff, the Board of Education may do so. Limited contract employees may be non-renewed, and the validity of the reason(s) for a reduction of limited contract employees is solely a matter of Board of Education discretion. Continuing contract employees may be suspended for any of the reasons contained in ORC 3319.17, as well as for declining enrollment in a particular subject or financial reasons resulting from financial exigencies. In the event of the suspension of the contract of any employee for the purpose of a reduction in force, the suspension shall become effective with the beginning of a school year and the employee shall be notified not later than April 30 of the school year preceding the effective date of the contract suspension.

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

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

B. Attrition

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

C. Reduction Other Than By Attrition

To the extent that reductions are not achieved through attrition, any reduction will result in the layoff of the least senior limited contract employee(s) or, if there are no limited contract employees, the least senior continuing contract employee(s) assigned to the area of certification/licensure affected by the reduction, unless that employee(s) has a right to be reassigned to another area

of certification/licensure on the employee's certificate/license in accordance with the following procedure:

1. *Continuing Contract Employees*

Prior to reducing a continuing contract employee(s), the employee(s) holding a continuing contract(s) shall be placed in a teaching assignment(s) for which he/she has certification/licensure and greater seniority than other continuing contract employees in those assignments and/or in assignments filled by limited contract employee(s).

2. *Limited Contract Employees*

Employee(s) holding limited contracts non-renewed due to a reduction in force for reasons other than job performance shall be reduced in accordance with their seniority. Prior to reducing a limited contract employee(s), the employee(s) holding a limited contract(s) shall be placed in a teaching assignment(s) for which he/she has certification/licensure and greater seniority than other limited contract employee(s) in those assignments. Limited contract employee(s) shall be non-renewed prior to the suspension of continuing contract employee(s), provided the continuing contract employee(s) is certified/licensed to teach the assignment.

3. *Seniority*

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

- a. The greatest amount of bargaining unit service in the Chagrin Falls Schools, even if interrupted, if still equal by
- b. Total teaching experience, if still equal by
- c. Coin toss or drawing of lots with employee present, if desired by the employee.

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

D. Reassignment Retraining

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

E. Reduction in Force List and Status Upon Recall

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

F. Notice of Recall

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

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

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

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

G. Part-Time Employees

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

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

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

ARTICLE XIII BOARD OF EDUCATION REQUESTED COURSE WORK

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

ARTICLE XIV DRUG-FREE WORKPLACE

- A. Board of Education Policy

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

B. Prohibitions

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

C. Definitions

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

1. "Drug Abuse Offenses" shall be defined as the unlawful possession, use or distribution of controlled substances and alcohol.
2. "Workplace" is defined as any area under the control of the Board of Education or at any Board-funded activity, regardless of location.

D. Violations

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

E. Rehabilitation

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

F. Disciplinary Action

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

G. Reporting

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

H. Education

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

ARTICLE XV
FAIR SHARE FEE

The C.F.E.A. recognizes its obligation to fairly and equitably represent all members of the bargaining unit, whether or not they are members of the C.F.E.A. The C.F.E.A. will provide a list of names to the Board of Education Treasurer of its members by October 15 of each school year and the amount of unified dues. The Board of Education Treasurer will deduct the fair share fee from the paychecks of bargaining unit members who elect not to join the C.F.E.A. in accordance with the schedule of dues deductions for members but the fee deductions shall not start until January. Fee deductions will then continue over the remaining paychecks from which dues are deducted. The fair share fee shall be equal for all nonmembers, and shall not exceed dues paid by members. It shall be the responsibility of the C.F.E.A. to prescribe an internal procedure to determine a rebate, if any, for nonmembers which conforms to the provisions of Section 4117.09(C) of the Ohio Revised Code. No member of the bargaining unit is required to become a member of the C.F.E.A.

The C.F.E.A. represents to the Board of Education that an internal rebate procedure has been established in accordance with Section 4117.09 (C) of the Ohio Revised Code and that a procedure for challenging the amount of the fair share fee has been established and will be given to each employee who does not join the C.F.E.A. and its affiliates and that such procedure and notice shall be in compliance with all applicable state and federal laws and the Constitution of the United States and the State of Ohio.

ARTICLE XVI
SUBSTITUTION BY EMPLOYEES OF THE BARGAINING UNIT

Employees may be asked to substitute during their conference/planning period(s). Employees agreeing to substitute during their conference/planning period(s) shall be compensated at a rate of twenty five dollars (\$25) per hour or receive one compensatory day for every seven and one half (7 ½) hours of substitution.

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

ARTICLE XVII
ATTENDANCE OF EMPLOYEE'S CHILDREN

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

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

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

ARTICLE XVIII
COMPENSATION

A. Salary Schedules

1. The base salary shall increase by 1.25% to \$40,360.00 for the 2010-2011 school year; the base salary shall increase 1.5%, to \$40,966.00 for the 2011-2012 school year; the base salary shall increase by 1.5%, to \$41,581.00 for the 2012-2013 school year.
2. Payment for advancement to the next higher education (training) level for employees beyond Step 14 of the salary schedule shall be calculated by subtracting the amount at Step 14 of the previous education level from the amount at Step 14 of the new education level and adding the difference to the employee's salary to determine the new previous year's salary.
3. The salaries of part-time employees shall be prorated in accordance with past practice.

B. Tutors

1. Definition and Salary

Tutors shall be placed on the Tutor's Salary Schedule column (Appendix D) which corresponds to the employee's education in accordance with Article XVIII, Section D, Remuneration for College Credit. Tutors shall be advanced one (1) step on the salary schedule at the beginning of each school year provided the employee worked or was paid for one hundred twenty (120) days during the prior school year.

2. Bargaining Unit Status

- a. A tutor will be given the opportunity to apply for non-tutor bargaining unit vacancies provided that the tutor's evaluations demonstrate satisfactory service. Serious consideration will be given to tutors for such vacancies.
- b. Tutors shall not be eligible for continuing contracts and therefore, shall be awarded limited contracts while employed by the Board of Education. The Board of Education and C.F.E.A. agree this Article supersedes the rights established for tutors in O.R.C. 3319.11 as they concern continuing contracts.

3. Other Terms and Conditions

Tutors are subject to all other provisions of the Agreement not specifically excepted by this Article. Tutors are deemed non-renewed at the end of the year without cause.

4. The base salary for Tutors shall increase by 1.25% to \$31.13/hour for the 2010-2011 school year; the base salary shall increase 1.5% to \$31.60/hour for the 2011-2012 school year; the base salary shall increase by 1.5% to \$32.07/hour for the 2012-2013 school year.

C. Interscholastic/Co-Curricular Salary Schedules

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

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

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

D. Remuneration for College Credit

To qualify for advancement to the next higher education (training) level on the schedule, the employee must submit to the Superintendent prior to September 15 an official college or university transcript reflecting the successful completion of the required number of credits. A grade slip or other satisfactory evidence may be substituted for the transcript for a period not to exceed sixty (60) days.

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

2. Undergraduate level courses taken since June 6, 1966 will be accepted for advancement to a higher educational (training) level provided the courses are:

- a. Related to the field of education, or
- b. Related to the employee's assignment, or
- c. Related to a prospective area of instruction currently being offered in the Chagrin Falls Schools or an area of instruction being considered for inclusion within the curriculum.

3. Classes taken via computer/internet must be graded. Additionally, pre-approval by LPDC is required.

4. Any staff member who qualifies for a salary increase by moving horizontally to the next vertical column but is no longer on the salary schedule, shall be paid for the advancement by taking the difference of the multipliers at the 14th step times the base. For all teachers, all post-masters coursework used for advancement on the pay scale must be graduate level courses, must be graded, and must be a grade of "A", "B", or "C".

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

E. Severance Pay

Upon retirement, as hereinafter defined, employees shall be entitled upon application, to be paid a sum equal to twenty-five percent (25%) of their total accumulated and unused sick leave days at the time of their retirement, providing that the maximum number of paid severance days shall be sixty-seven and one half (67-1/2) days. These severance pay maximums shall be increased by twenty-five percent (25%) of total accumulated and unused personal leave for severance pay purposes only. Such payment shall be based upon the employee's daily rate of pay at the time of retirement or at the highest rate of pay the employee received in any of the last three (3) school years in which the employee worked, whichever is greater, exclusive of supplementary pay. The employee's eligibility will be determined as of his/her final date of employment in the school district. At the time of retirement, as defined below, the employee shall be provided a copy of the

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

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

1. Proof of eligibility for benefits under the State Teachers Retirement System. (First retirement check.)
2. Death of the employee in which case payment shall be made to the surviving spouse, or if there is no surviving spouse, to the employee's estate.

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

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

F. Expenses

1. Mileage

a. Rate

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

b. Prior Approval

Trips for which mileage is to be paid must have prior approval by the Assistant Superintendent and the building principal on the appropriate

form. Forms shall be available in the building offices. In emergency situations, the prior approval requirement may be waived.

2. Other Expenses

Approved expenses incurred in the course of employment shall be reimbursable providing that (1) a purchase order is processed prior to the expenditure or (2) verifiable receipts accompanied with a purchase order are provided for purchases of up to twenty-five dollars (\$25). Preapproval of expenses is encouraged whenever possible.

G. Insurance

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

1. Premium

a. HOSPITAL/SURGICAL/MAJOR MEDICAL/PRESCRIPTION INSURANCE: Effective September 1, 2007 through August 31, 2010, the Board shall pay eighty percent (80%) of the premium for family hospital, surgical, major medical, and prescription drug coverage and one hundred percent (100%) of the premium for single coverage regardless of premium costs. The employee portion of premium payments shall be made through an IRS 125 flexible spending account.

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

b. DENTAL INSURANCE: The Board of Education shall pay eighty percent (80%) of the premium for composite coverage for family premium. The Board of Education shall pay one hundred percent (100%) of the premium for composite coverage for the single premium. The Board of Education's share of premium payments for part-time employees shall be pro-rated according to procedures currently in effect.

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

2. Coverage

Accept 7EF with NO LIFE TIME LIMIT (Appendix I)

a. Hospital, Surgical and Major Medical Insurance

The plan shall be managed care with different amounts of coverage for in-network and out-of-network services. Out-of network services shall be subject to two hundred fifty (\$250) single and five hundred (\$500) family deductible. Out-of-network services shall have a twenty percent (20%) employee co-pay with maximum actual co-payment limits of one thousand dollars (\$1000) single and two thousand dollars (\$2000) family per contract year. In-network services shall have a fifteen dollar (\$15) employee co-pay for services approved in the Plan, and \$250 per admission for inpatient hospital services, skilled nursing services, and inpatient rehabilitation facility services.

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

Out of pocket maximums decreased from:

Single: \$500 to \$250
Family: \$1000 to \$500

b. Dental

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

c. Term Life Insurance

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

3. Insurance Cost Containment Committee

A joint committee of CFEA, OAPSE and Administration will serve as the Insurance Cost Containment Committee, consisting of an equal number of members of CFEA, OAPSE, and administration. The senior member of the administration shall serve as the chairperson. It shall be the function of this Committee to review the insurance program currently in existence in the District with a view to curbing health care costs through employee education, provider review and recommendation or other cost control measures, providing that any change in plan specifications must be made through negotiation and agreement of the parties to this Agreement. The committee shall be provided with all relevant documentation and shall be authorized to require the carriers to furnish data and required reports concerning cost trends and funding levels. This information shall be reported regularly to the membership.

The committee will, upon the request of the employee, review and research information concerning the nature of a disputed claim and report the outcome of the dispute to the respective employee or his/her designee.

Either the C.F.E.A. or the Board of Education can initiate a study of existing policies and their coverages as compared to others. Chagrin Falls Board of Education maintains the right to select the carrier as long as the coverage remains the same.

4. Medical Benefits Waiver (Opt-out Program)

a. An employee may waive medical (including dental) benefit coverage for the entire school year and receive a waiver payment. An employee's eligibility for the waiver is based upon contracted hours, with payment amounts prorated based on percentage of full-time. Members eligible for waivers on June 30 of each year shall determine the amount paid as follows:

0 – 30 Waivers	\$1000.00
31+ Waivers	\$2000.00

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

c. The waiver payment shall be paid in July (a separate payroll check) following the waiver year.

d. The form must be completed and returned to the Treasurer's Office by September 16 to be eligible for participation. The Medical Benefits Waiver Form will be Appendix H.

5. Policy Descriptions

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

6. Wellness Testing

Cholesterol, blood pressure, mammography, and prostate testing will be arranged on site each school year. The cost of tests shall be shared equally between the Board of Education and the employee being tested.

H. STRS Pick-Up

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

1. The amount to be picked-up and paid on behalf of each employee shall be the amount required by the State Teachers Retirement System. The employee's annual compensation shall be reduced by an amount equal to the amount picked-up and paid by the Board.
2. The pick-up percentage shall apply uniformly to all employees.
3. No employee covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the employer pick-up.
4. The pick-up shall apply to all compensation earned, including supplemental earnings. Severance pay, supplemental salaries and index, and similar matters shall be based upon the published salary schedule.
5. The Board of Education shall be held harmless from any change in ruling by the IRS regarding the appropriateness of this procedure and the financial obligation of employees to the Federal or State Government.

I. Extended Service/Compensatory Time/Release Time

1. Librarian

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

2. Special Education Teacher/Tutor

Each special education teacher/tutor required to write IEPs shall have two (2) days per year release time for the sole purpose of preparing said documents. The special education teacher/tutor and building principal will establish the dates for release time.

3. Other Extended Service

An employee who is requested and agrees to work days in addition to the one-hundred and eighty-five (185) days in the school calendar shall be paid \$175.00/day for all days or portions thereof worked in excess of the number of days in the school year unless otherwise specifically provided for in this Agreement.

J. Supplemental Positions and Salaries

Provisions

1. All supplemental salaries shall be paid at the rate set forth in the attached Co-Curricular Salary Schedule (Appendix E). All supplemental salaries shall be paid pursuant to a properly issued limited employment contract. Contracts for supplemental duties shall be one-year limited contracts and all contracts will be automatically non-renewed each year. Preference for reemployment shall be given to employees holding supplemental contracts who wish to be reemployed in the same activity in the next school year, unless the employee is notified otherwise, within four (4) weeks after the season's conclusion (contract expiration) for said supplemental.

The provisions listed herein do not apply to subject area, grade level, classroom or curricular supplementals.

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

Contracts held by non-bargaining unit employees shall be reposted annually.

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

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

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

5. Pay for all supplemental duties shall be negotiated with the C.F.E.A.

6. The employee shall request that the Athletic Director process a purchase order at the close of the season for the full amount for the payment of sports supplementals.

7. The creation of additional supplemental contract positions may be suggested by an administrator or an employee. The proposal shall include rationale, number of students to be served, the time period to be covered, a

draft job description, and salary range to be considered by the Superintendent/Board and the C.F.E.A. President/Association.

New positions may be piloted on a volunteer basis for one (1) year in order to determine student interest and a basis for the job description and salary criteria. If the new position is added to the supplemental contract list by the Board of Education, the salary and terms and conditions of employment shall be negotiated with the C.F.E.A. and the volunteer employee, if interested shall be offered the position and will be given credit on the supplemental schedule for the year of voluntary experience.

8. For each week, after the first week, that the season is extended as a result of athletic tournament play, compensation will be as follows:

Head Coaches/Directors/Advisors

Team Qualifier

.06 of their supplemental salary

Individual Qualifier

.05 of their supplemental salary

Assistant Coaches/Directors/Advisors

Team Qualifier

.05 of their supplemental salary (who actively work with squad during season)

Individual Qualifier

.04 of their supplemental salary (who actively work with squad during season)

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

K. Local Professional Development Committee (LPDC)

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

The LPDC shall consist of one (1) committee at the district level. It will have ten (10) members, five (5) teachers and five (5) administrators. The five (5) teachers shall include one representative from the high school, middle school, intermediate,

and elementary, and the President of CFEA or his/her designee will be a standing member. Teacher members will be appointed by the CFEA. The Superintendent shall be a standing member and will appoint four (4) district administrators to the committee.

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

ARTICLE XIX PAYROLL PRACTICES

A. Pay Periods

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

B. Electronic Transfer

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

C. Paycheck/Pay Form Distribution

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

D. Final Payment

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

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

E. Supplemental Pays

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

ARTICLE XX
FINALIZING THE AGREEMENT

Upon finalizing the Agreement between the C.F.E.A. and the Board of Education, a copy of the new Agreement shall be issued to each employee and the total cost of printing the Agreement shall be shared equally by the Board of Education and the C.F.E.A.

ARTICLE XXI
HONORING OF CONTRACT

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

ARTICLE XXII
CONFLICT WITH LAW OR REGULATIONS

If any provision of this document, or any application of the provisions of this document to any person or persons, or any agreement reached under its terms, conflicts with any federal or state law as determined by a court of competent final jurisdiction, then such provision, application, or agreement shall be inoperative, but the remaining provisions hereof shall continue in effect. The parties shall meet within thirty (30) school days for the purpose of renegotiating only those provisions or applications found to be contrary to law.

ARTICLE XXIII
WAIVER OF NEGOTIATIONS DURING TERM OF AGREEMENT

1. After the Agreement has been officially approved by the C.F.E.A. and the Board of Education, both parties waive the right to initiate further negotiations on the matters included in this Agreement, during the period covered by this Agreement unless the parties mutually agree to reopen negotiations. The written provisions of this contract represent complete

collective bargaining and full agreement by the parties with respect to rates of pay, wages, hours and other terms and conditions of employment which shall prevail during the term hereof.

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

ARTICLE XXIV

SPECIALIZED HEALTH CARE PROVISIONS

Bargaining Unit Members other than nurses shall not be requested or required to provide custodial care services to any student other than those covered under ORC 4723.13, Delegated Nursing Services. Custodial care services are defined as long-term health needs and not emergency assistance required by a student.

ARTICLE XXV

TERM OF AGREEMENT

The Agreement shall be in effect through June 30, 2013. Unless terminated or changed by mutual written consent of the parties, the procedures set forth in this document and the terms thereof governing its application and interpretation will remain in force so long as recognition of the C.F.E.A. as exclusive representative of the bargaining unit continues.

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



Chagrin Falls Exempted Village Schools

400 EAST WASHINGTON STREET • CHAGRIN FALLS, OHIO 44022
PHONE (440) 247-4388 • FAX (440) 247-5883

STEPHEN L. THOMPSON
Superintendent

ROBERT W. HUNT
Assistant Superintendent

MARK DONNELLY, CPA
Business Manager

CHRISTINE A. JACKSON, Ph.D.
Director of Pupil Services

BOARD OF EDUCATION
ELIZABETH H. O'NEIL
President
KAREN WISE
Vice President
MARY KAY O'TOOLE
KAREN PENLER, CPA
ANNE B. THOMAS, Ph.D.

ANNE SPANO
Treasurer/CFO

CERTIFICATE (O.R.C.5705.412)

For the matter of:

CHAGRIN FALLS EDUCATION ASSOCIATION
Negotiated Agreement
July 1, 2010 through June 30, 2013

The undersigned, Treasurer of the Board of Education of the Chagrin Falls Exempted Village School District, Ohio, certifies that the money required to meet the obligations of the Board during Fiscal Year 2010 through Fiscal Year 2013 under the attached contract have been lawfully appropriated by the Board for such purposes and are in the treasury or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances.

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

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

Dated: 6/7/10

CHAGRIN FALLS EXEMPTED VILLAGE
SCHOOL DISTRICT BOARD OF EDUCATION

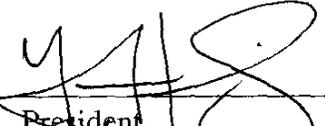
BY: Anne Spano
(Treasurer)

BY: [Signature]
(Superintendent of Schools)

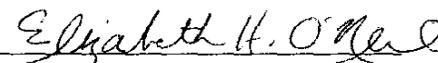
BY: Elizabeth H. O'Neil
(President, Board of Education)

CHAGRIN FALLS EDUCATION
ASSOCIATION

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

By 

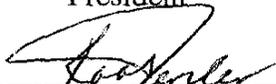
President

By 

President



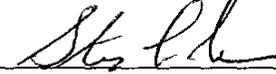
Bargaining Team Member



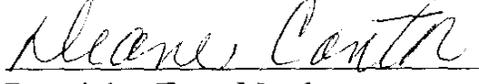
Bargaining Team Member



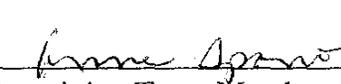
Bargaining Team Member



Bargaining Team Member

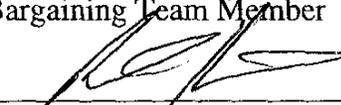


Bargaining Team Member



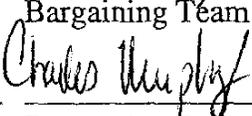
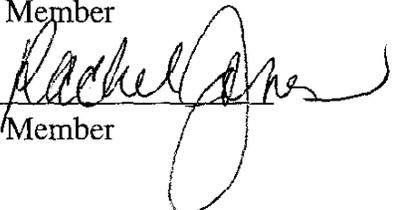
Bargaining Team Member

Bargaining Team Member



Bargaining Team Member

Bargaining Team Member

Bargaining Team Member

Appendix A

Certified Salary Schedule
2010-2011

Base = 40,360 1.25% increase to base

STEP	A	B	C	D	E	F	G
0	40,360	41,167	41,571	41,974	42,378	42,782	43,589
	1.00	1.02	1.03	1.04	1.05	1.06	1.08
1	41,974	42,983	43,468	43,992	44,477	45,001	46,010
	1.04	1.065	1.077	1.09	1.102	1.115	1.14
2	43,589	44,800	45,405	46,010	46,616	47,221	48,432
	1.08	1.11	1.125	1.14	1.155	1.17	1.2
3	45,607	47,221	48,028	48,836	49,643	50,450	52,064
	1.13	1.17	1.19	1.21	1.23	1.25	1.29
4	47,625	49,643	50,652	51,661	52,670	53,679	55,697
	1.18	1.23	1.255	1.28	1.305	1.33	1.38
5	49,643	52,064	53,275	54,486	55,697	56,908	59,329
	1.23	1.29	1.32	1.35	1.38	1.41	1.47
6	51,661	54,486	55,899	57,311	58,724	60,136	62,962
	1.28	1.35	1.385	1.42	1.455	1.49	1.56
7	53,679	56,908	58,522	60,136	61,751	63,365	66,594
	1.33	1.41	1.45	1.49	1.53	1.57	1.65
8	55,697	59,329	61,145	62,962	64,778	66,594	70,226
	1.38	1.47	1.515	1.56	1.605	1.65	1.74
9	57,715	61,751	63,769	65,787	67,805	69,823	73,859
	1.43	1.53	1.58	1.63	1.68	1.73	1.83
10	59,733	64,172	66,392	68,612	70,832	73,052	77,491
	1.48	1.59	1.645	1.7	1.755	1.81	1.92
11	61,751	66,594	69,016	71,437	73,859	76,280	81,124
	1.53	1.65	1.71	1.77	1.83	1.89	2.01
12	63,769	69,016	71,639	74,262	76,886	79,509	84,756
	1.58	1.71	1.775	1.84	1.905	1.97	2.1
13	65,787	71,437	74,262	77,088	79,913	82,738	88,388
	1.63	1.77	1.84	1.91	1.98	2.05	2.19
14	67,805	73,455	76,280	79,106	81,931	84,756	90,406
	1.68	1.82	1.89	1.96	2.03	2.1	2.24

- A=BA
- B=BA+15 SH
- C= BA+24 SH
- D= MA
- E= MA +18 SH
- F= MA + 36 SH
- G= PhD or equivalent

Appendix B

Certified Salary Schedule
2011-2012

STEP	A	B	C	D	E	F	G
0	40,966	41,785	42,195	42,605	43,014	43,424	44,243
	1.00	1.02	1.03	1.04	1.05	1.06	1.08
1	42,605	43,629	44,120	44,653	45,145	45,677	46,701
	1.04	1.065	1.077	1.09	1.102	1.115	1.14
2	44,243	45,472	46,087	46,701	47,316	47,930	49,159
	1.08	1.11	1.125	1.14	1.155	1.17	1.2
3	46,292	47,930	48,750	49,569	50,388	51,208	52,846
	1.13	1.17	1.19	1.21	1.23	1.25	1.29
4	48,340	50,388	51,412	52,436	53,461	54,485	56,533
	1.18	1.23	1.255	1.28	1.305	1.33	1.38
5	50,388	52,846	54,075	55,304	56,533	57,762	60,220
	1.23	1.29	1.32	1.35	1.38	1.41	1.47
6	52,436	55,304	56,738	58,172	59,606	61,039	63,907
	1.28	1.35	1.385	1.42	1.455	1.49	1.56
7	54,485	57,762	59,401	61,039	62,678	64,317	67,594
	1.33	1.41	1.45	1.49	1.53	1.57	1.65
8	56,533	60,220	62,063	63,907	65,750	67,594	71,281
	1.38	1.47	1.515	1.56	1.605	1.65	1.74
9	58,581	62,678	64,726	66,775	68,823	70,871	74,968
	1.43	1.53	1.58	1.63	1.68	1.73	1.83
10	60,630	65,136	67,389	69,642	71,895	74,148	78,655
	1.48	1.59	1.645	1.7	1.755	1.81	1.92
11	62,678	67,594	70,052	72,510	74,968	77,426	82,342
	1.53	1.65	1.71	1.77	1.83	1.89	2.01
12	64,726	70,052	72,715	75,377	78,040	80,703	86,029
	1.58	1.71	1.775	1.84	1.905	1.97	2.1
13	66,775	72,510	75,377	78,245	81,113	83,980	89,716
	1.63	1.77	1.84	1.91	1.98	2.05	2.19
14	68,823	74,558	77,426	80,293	83,161	86,029	91,764
	1.68	1.82	1.89	1.96	2.03	2.1	2.24

A=BA
 B=BA+15 SH
 C= BA+24 SH
 D= MA
 E= MA +18 SH
 F= MA + 36 SH
 G= PhD or equivalent

Appendix C

Certified Salary Schedule
2012-2013

STEP	A	B	C	D	E	F	G
0	41,581	42,413	42,828	43,244	43,660	44,076	44,907
	1.00	1.02	1.03	1.04	1.05	1.06	1.08
1	43,244	44,284	44,783	45,323	45,822	46,363	47,402
	1.04	1.065	1.077	1.09	1.102	1.115	1.14
2	44,907	46,155	46,779	47,402	48,026	48,650	49,897
	1.08	1.11	1.125	1.14	1.155	1.17	1.2
3	46,987	48,650	49,481	50,313	51,145	51,976	53,639
	1.13	1.17	1.19	1.21	1.23	1.25	1.29
4	49,066	51,145	52,184	53,224	54,263	55,303	57,382
	1.18	1.23	1.255	1.28	1.305	1.33	1.38
5	51,145	53,639	54,887	56,134	57,382	58,629	61,124
	1.23	1.29	1.32	1.35	1.38	1.41	1.47
6	53,224	56,134	57,590	59,045	60,500	61,956	64,866
	1.28	1.35	1.385	1.42	1.455	1.49	1.56
7	55,303	58,629	60,292	61,956	63,619	65,282	68,609
	1.33	1.41	1.45	1.49	1.53	1.57	1.65
8	57,382	61,124	62,995	64,866	66,738	68,609	72,351
	1.38	1.47	1.515	1.56	1.605	1.65	1.74
9	59,461	63,619	65,698	67,777	69,856	71,935	76,093
	1.43	1.53	1.58	1.63	1.68	1.73	1.83
10	61,540	66,114	68,401	70,688	72,975	75,262	79,836
	1.48	1.59	1.645	1.7	1.755	1.81	1.92
11	63,619	68,609	71,104	73,598	76,093	78,588	83,578
	1.53	1.65	1.71	1.77	1.83	1.89	2.01
12	65,698	71,104	73,806	76,509	79,212	81,915	87,320
	1.58	1.71	1.775	1.84	1.905	1.97	2.1
13	67,777	73,598	76,509	79,420	82,330	85,241	91,062
	1.63	1.77	1.84	1.91	1.98	2.05	2.19
14	69,856	75,677	78,588	81,499	84,409	87,320	93,141
	1.68	1.82	1.89	1.96	2.03	2.1	2.24

A=BA

B=BA+15 SH

C= BA+24 SH

D= MA

E= MA +18 SH

F= MA + 36 SH

G= PhD or equivalent

Appendix D

Tutor Salary Schedule

2010-2011

STEP	A	B	C	D	E	F	G
0	31.13	31.75	32.06	32.38	32.69	33.00	33.62
	1.00	1.02	1.03	1.04	1.05	1.06	1.08
1	32.38	33.15	33.53	33.93	34.31	34.71	35.49
	1.04	1.07	1.08	1.09	1.10	1.12	1.14
2	33.62	34.55	35.02	35.49	35.96	36.42	37.36
	1.08	1.11	1.13	1.14	1.16	1.17	1.20
3	35.18	36.42	37.04	37.67	38.29	38.91	40.16
	1.13	1.17	1.19	1.21	1.23	1.25	1.29

2011-2012

STEP	A	B	C	D	E	F	G
0	31.60	32.23	32.55	32.86	33.18	33.50	34.13
	1.00	1.02	1.03	1.04	1.05	1.06	1.08
1	32.86	33.65	34.03	34.44	34.82	35.23	36.02
	1.04	1.07	1.08	1.09	1.10	1.12	1.14
2	34.13	35.08	35.55	36.02	36.50	36.97	37.92
	1.08	1.11	1.13	1.14	1.16	1.17	1.20
3	35.71	36.97	37.60	38.24	38.87	39.50	40.76
	1.13	1.17	1.19	1.21	1.23	1.25	1.29

2012-2013

STEP	A	B	C	D	E	F	G
0	32.07	32.71	33.03	33.35	33.67	33.99	34.64
	1.00	1.02	1.03	1.04	1.05	1.06	1.08
1	33.35	34.15	34.54	34.96	35.34	35.76	36.56
	1.04	1.07	1.08	1.09	1.10	1.12	1.14
2	34.64	35.60	36.08	36.56	37.04	37.52	38.48
	1.08	1.11	1.13	1.14	1.16	1.17	1.20
3	36.24	37.52	38.16	38.80	39.45	40.09	41.37
	1.13	1.17	1.19	1.21	1.23	1.25	1.29

A=BA

B=BA+15 SH

C= BA+24 SH

D= MA

E= MA +18 SH

F= MA + 36 SH

G= PhD

Appendix E

Base Salary:		2010-2011	40,360		
		2011-2012	40,966		
		2012-2013	41,581		
INDEX	Schedule 1 - District Interscholastics				
		Years of Service			
Position	1	2	3	4	5
Asst. Athletic Director-H.S.(1)	0.119	0.123	0.128	0.132	0.137
Asst. Athletic Director-M.S.(1)	0.119	0.123	0.128	0.132	0.137
Football Program Coord. (1)	0.152	0.16	0.168	0.176	0.19
Asst. H.S. Football Coach (6)	0.106	0.111	0.115	0.12	0.126
M.S. Head Coach (1)	0.091	0.096	0.1	0.104	0.109
Asst. M.S. Coach (3)	0.081	0.085	0.088	0.092	0.098
Boys/Girls Basketball Coord.(2)	0.139	0.146	0.152	0.159	0.185
Asst. Bball Coach (6)	0.094	0.098	0.102	0.107	0.115
M.S. Head Bball Coach (2)	0.072	0.075	0.078	0.081	0.09
Wrestling Coord. (1)	0.137	0.143	0.15	0.156	0.17
Asst. Wrestling Coach(2)	0.091	0.096	0.1	0.104	0.11
M.S. Wrestling Coach (1)	0.072	0.076	0.079	0.083	0.087
Asst. M.S. Wrestling (1)	0.049	0.053	0.056	0.06	0.064
Boys/Girls Head Soccer (2)	0.11	0.116	0.122	0.128	0.14
Asst. Soccer Coach(4)	0.079	0.082	0.086	0.089	0.094
Head Gymnastics Coach(1)	0.113	0.118	0.123	0.128	0.135
Head Swimming Coach(1)	0.113	0.118	0.123	0.128	0.135
Asst Swimming Coach(1)	0.081	0.085	0.088	0.092	0.096
Head Hockey Coach (1)	0.113	0.118	0.123	0.128	0.135
Asst. Hockey Coach(1)	0.081	0.085	0.088	0.092	0.096
Head Baseball/Softball (2)	0.106	0.111	0.116	0.121	0.127
Asst. Baseball/Softball(4)	0.076	0.079	0.083	0.086	0.091
Boys/Girls Track Coord.(2)	0.106	0.111	0.116	0.121	0.127
Asst. Track Coach (2)	0.076	0.079	0.083	0.086	0.091
M.S. Track Coach (2)	0.063	0.065	0.067	0.07	0.074
Asst. M.S. Track Coach(2)	0.048	0.05	0.052	0.055	0.058
Boys/Girls Lacrosse Coach(2)	0.106	0.111	0.116	0.121	0.127
Asst. Lacrosse Coach(2)	0.076	0.079	0.083	0.086	0.091
Cheerleading Coord.-Fall (1)	0.074	0.078	0.081	0.085	0.094
Cheerleading Coord-Wtr (1)	0.074	0.078	0.081	0.085	0.094
Asst. H.S. Cheerleading-Fall(2)	0.057	0.06	0.063	0.065	0.071
Asst. H.S. Cheerleading-Wtr(2)	0.057	0.06	0.063	0.065	0.071
M.S. Cheerleading-Fall(1)	0.043	0.046	0.049	0.052	0.055
M.S. Cheerleading-Wtr(1)	0.043	0.046	0.049	0.052	0.055
Volleyball Coordinator (1)	0.11	0.116	0.122	0.128	0.14
Asst. Volleyball Coach(2)	0.079	0.082	0.086	0.089	0.094
M.S. Volleyball Coach(2)	0.065	0.067	0.069	0.072	0.076
Head Golf Coach(1)	0.074	0.078	0.081	0.085	0.094
Asst. Golf Coach(1)	0.057	0.06	0.063	0.065	0.071
Boys/Girls Tennis Coach(2)	0.074	0.078	0.081	0.085	0.094
Asst. Tennis Coach (2)	0.057	0.06	0.063	0.065	0.071
Boys/Girls Cross Country Coord.(2)	0.074	0.078	0.081	0.085	0.094
M.S. Cross Country (2)	0.046	0.049	0.052	0.055	0.061
Faculty Manager/Fall (1)	0.047	0.0495	0.052	0.0545	0.058
Faculty Manager/Winter (1)	0.047	0.0495	0.052	0.0545	0.058
LONGEVITY STIPEND: Beginning with the 10th year and for each 5-year increment following, a longevity pay award of 10% of the coach's respective District Interscholastic Appendix E / Schedule 1 salary shall be paid at the conclusion of the qualifying season. To qualify for this stipend, all years must be in one sport/position and all must be at Chagrin Falls.					

Appendix E

2010-2011	Schedule 1 - District Interscholastics				
	Years of Service				
Position	1	2	3	4	5
Asst. Athletic Director-H.S.(1)	\$4,803	\$4,964	\$5,166	\$5,328	\$5,529
Asst. Athletic Director-M.S.(1)	\$4,803	\$4,964	\$5,166	\$5,328	\$5,529
Football Program Coord. (1)	\$6,135	\$6,458	\$6,780	\$7,103	\$7,668
Asst. H.S. Football Coach (6)	\$4,278	\$4,480	\$4,641	\$4,843	\$5,085
M.S. Head Coach (1)	\$3,673	\$3,875	\$4,036	\$4,197	\$4,399
Asst. M.S. Coach (3)	\$3,269	\$3,431	\$3,552	\$3,713	\$3,955
Boys/Girls Basketball Coord.(2)	\$5,610	\$5,893	\$6,135	\$6,417	\$7,467
Asst. Bball Coach (6)	\$3,794	\$3,955	\$4,117	\$4,319	\$4,641
M.S. Head Bball Coach (2)	\$2,906	\$3,027	\$3,148	\$3,269	\$3,632
Wrestling Coord. (1)	\$5,529	\$5,771	\$6,054	\$6,296	\$6,861
Asst. Wrestling Coach(2)	\$3,673	\$3,875	\$4,036	\$4,197	\$4,440
M.S. Wrestling Coach (1)	\$2,906	\$3,067	\$3,188	\$3,350	\$3,511
Asst. M.S. Wrestling (1)	\$1,978	\$2,139	\$2,260	\$2,422	\$2,583
Boys/Girls Head Soccer (2)	\$4,440	\$4,682	\$4,924	\$5,166	\$5,650
Asst. Soccer Coach(4)	\$3,188	\$3,310	\$3,471	\$3,592	\$3,794
Head Gymnastics Coach(1)	\$4,561	\$4,762	\$4,964	\$5,166	\$5,449
Head Swimming Coach(1)	\$4,561	\$4,762	\$4,964	\$5,166	\$5,449
Asst Swimming Coach(1)	\$3,269	\$3,431	\$3,552	\$3,713	\$3,875
Head Hockey Coach (1)	\$4,561	\$4,762	\$4,964	\$5,166	\$5,449
Asst. Hockey Coach(1)	\$3,269	\$3,431	\$3,552	\$3,713	\$3,875
Head Baseball/Softball (2)	\$4,278	\$4,480	\$4,682	\$4,884	\$5,126
Asst. Baseball/Softball(4)	\$3,067	\$3,188	\$3,350	\$3,471	\$3,673
Boys/Girls Track Coord.(2)	\$4,278	\$4,480	\$4,682	\$4,884	\$5,126
Asst. Track Coach (2)	\$3,067	\$3,188	\$3,350	\$3,471	\$3,673
M.S. Track Coach (2)	\$2,543	\$2,623	\$2,704	\$2,825	\$2,987
Asst. M.S. Track Coach(2)	\$1,937	\$2,018	\$2,099	\$2,220	\$2,341
Boys/Girls Lacrosse Coach(2)	\$4,278	\$4,480	\$4,682	\$4,884	\$5,126
Asst. Lacrosse Coach(2)	\$3,067	\$3,188	\$3,350	\$3,471	\$3,673
Cheerleading Coord.-Fall (1)	\$2,987	\$3,148	\$3,269	\$3,431	\$3,794
Cheerleading Coord-Wtr (1)	\$2,987	\$3,148	\$3,269	\$3,431	\$3,794
Asst. H.S. Cheerleading-Fall(2)	\$2,301	\$2,422	\$2,543	\$2,623	\$2,866
Asst. H.S. Cheerleading-Wtr(2)	\$2,301	\$2,422	\$2,543	\$2,623	\$2,866
M.S. Cheerleading-Fall(1)	\$1,735	\$1,857	\$1,978	\$2,099	\$2,220
M.S. Cheerleading-Wtr(1)	\$1,735	\$1,857	\$1,978	\$2,099	\$2,220
Volleyball Coordinator (1)	\$4,440	\$4,682	\$4,924	\$5,166	\$5,650
Asst. Volleyball Coach(2)	\$3,188	\$3,310	\$3,471	\$3,592	\$3,794
M.S. Volleyball Coach(2)	\$2,623	\$2,704	\$2,785	\$2,906	\$3,067
Head Golf Coach(1)	\$2,987	\$3,148	\$3,269	\$3,431	\$3,794
Asst. Golf Coach(1)	\$2,301	\$2,422	\$2,543	\$2,623	\$2,866
Boys/Girls Tennis Coach(2)	\$2,987	\$3,148	\$3,269	\$3,431	\$3,794
Asst. Tennis Coach (2)	\$2,301	\$2,422	\$2,543	\$2,623	\$2,866
Boys/Girls Cross Country Coord.(2)	\$2,987	\$3,148	\$3,269	\$3,431	\$3,794
M.S. Cross Country (2)	\$1,857	\$1,978	\$2,099	\$2,220	\$2,462
Faculty Manager/Fall (1)	\$1,897	\$1,998	\$2,099	\$2,200	\$2,341
Faculty Manager/Winter (1)	\$1,897	\$1,998	\$2,099	\$2,200	\$2,341
LONGEVITY STIPEND: Beginning with the 10th year and for each 5-year increment following, a longevity pay award of 10% of the coach's respective District Interscholastic Appendix E / Schedule 1 salary shall be paid at the conclusion of the qualifying season. To qualify for this stipend, all years must be in one sport/position and all must be at Chagrin Falls.					

Appendix E

2011-2012	Schedule 1 - District Interscholastics				
	Years of Service				
Position	1	2	3	4	5
Asst. Athletic Director-H.S.(1)	\$4,875	\$5,039	\$5,244	\$5,408	\$5,612
Asst. Athletic Director-M.S.(1)	\$4,875	\$5,039	\$5,244	\$5,408	\$5,612
Football Program Coord. (1)	\$6,227	\$6,555	\$6,882	\$7,210	\$7,784
Asst. H.S. Football Coach (6)	\$4,342	\$4,547	\$4,711	\$4,916	\$5,162
M.S. Head Coach (1)	\$3,728	\$3,933	\$4,097	\$4,260	\$4,465
Asst. M.S. Coach (3)	\$3,318	\$3,482	\$3,605	\$3,769	\$4,015
Boys/Girls Basketball Coord.(2)	\$5,694	\$5,981	\$6,227	\$6,514	\$7,579
Asst. Bball Coach (6)	\$3,851	\$4,015	\$4,179	\$4,383	\$4,711
M.S. Head Bball Coach (2)	\$2,950	\$3,072	\$3,195	\$3,318	\$3,687
Wrestling Coord. (1)	\$5,612	\$5,858	\$6,145	\$6,391	\$6,964
Asst. Wrestling Coach(2)	\$3,728	\$3,933	\$4,097	\$4,260	\$4,506
M.S. Wrestling Coach (1)	\$2,950	\$3,113	\$3,236	\$3,400	\$3,564
Asst. M.S. Wrestling (1)	\$2,007	\$2,171	\$2,294	\$2,458	\$2,622
Boys/Girls Head Soccer (2)	\$4,506	\$4,752	\$4,998	\$5,244	\$5,735
Asst. Soccer Coach(4)	\$3,236	\$3,359	\$3,523	\$3,646	\$3,851
Head Gymnastics Coach(1)	\$4,629	\$4,834	\$5,039	\$5,244	\$5,530
Head Swimming Coach(1)	\$4,629	\$4,834	\$5,039	\$5,244	\$5,530
Asst Swimming Coach(1)	\$3,318	\$3,482	\$3,605	\$3,769	\$3,933
Head Hockey Coach (1)	\$4,629	\$4,834	\$5,039	\$5,244	\$5,530
Asst. Hockey Coach(1)	\$3,318	\$3,482	\$3,605	\$3,769	\$3,933
Head Baseball/Softball (2)	\$4,342	\$4,547	\$4,752	\$4,957	\$5,203
Asst. Baseball/Softball(4)	\$3,113	\$3,236	\$3,400	\$3,523	\$3,728
Boys/Girls Track Coord.(2)	\$4,342	\$4,547	\$4,752	\$4,957	\$5,203
Asst. Track Coach (2)	\$3,113	\$3,236	\$3,400	\$3,523	\$3,728
M.S. Track Coach (2)	\$2,581	\$2,663	\$2,745	\$2,868	\$3,031
Asst. M.S. Track Coach(2)	\$1,966	\$2,048	\$2,130	\$2,253	\$2,376
Boys/Girls Lacrosse Coach(2)	\$4,342	\$4,547	\$4,752	\$4,957	\$5,203
Asst. Lacrosse Coach(2)	\$3,113	\$3,236	\$3,400	\$3,523	\$3,728
Cheerleading Coord.-Fall (1)	\$3,031	\$3,195	\$3,318	\$3,482	\$3,851
Cheerleading Coord-Wtr (1)	\$3,031	\$3,195	\$3,318	\$3,482	\$3,851
Asst. H.S. Cheerleading-Fall(2)	\$2,335	\$2,458	\$2,581	\$2,663	\$2,909
Asst. H.S. Cheerleading-Wtr(2)	\$2,335	\$2,458	\$2,581	\$2,663	\$2,909
M.S. Cheerleading-Fall(1)	\$1,762	\$1,884	\$2,007	\$2,130	\$2,253
M.S. Cheerleading-Wtr(1)	\$1,762	\$1,884	\$2,007	\$2,130	\$2,253
Volleyball Coordinator (1)	\$4,506	\$4,752	\$4,998	\$5,244	\$5,735
Asst. Volleyball Coach(2)	\$3,236	\$3,359	\$3,523	\$3,646	\$3,851
M.S. Volleyball Coach(2)	\$2,663	\$2,745	\$2,827	\$2,950	\$3,113
Head Golf Coach(1)	\$3,031	\$3,195	\$3,318	\$3,482	\$3,851
Asst. Golf Coach(1)	\$2,335	\$2,458	\$2,581	\$2,663	\$2,909
Boys/Girls Tennis Coach(2)	\$3,031	\$3,195	\$3,318	\$3,482	\$3,851
Asst. Tennis Coach (2)	\$2,335	\$2,458	\$2,581	\$2,663	\$2,909
Boys/Girls Cross Country Coord.(2)	\$3,031	\$3,195	\$3,318	\$3,482	\$3,851
M.S. Cross Country (2)	\$1,884	\$2,007	\$2,130	\$2,253	\$2,499
Faculty Manager/Fall (1)	\$1,925	\$2,028	\$2,130	\$2,233	\$2,376
Faculty Manager/Winter (1)	\$1,925	\$2,028	\$2,130	\$2,233	\$2,376
LONGEVITY STIPEND: Beginning with the 10th year and for each 5-year increment following, a longevity pay award of 10% of the coach's respective District Interscholastic Appendix E / Schedule 1 salary shall be paid at the conclusion of the qualifying season. To qualify for this stipend, all years must be in one sport/position and all must be at Chagrin Falls.					

Appendix E

2012-2013	Schedule 1 - District Interscholastics				
	Years of Service				
Position	1	2	3	4	5
Asst. Athletic Director-H.S.(1)	\$4,948	\$5,114	\$5,322	\$5,489	\$5,697
Asst. Athletic Director-M.S.(1)	\$4,948	\$5,114	\$5,322	\$5,489	\$5,697
Football Program Coor. (1)	\$6,320	\$6,653	\$6,986	\$7,318	\$7,900
Asst. H.S. Football Coach (6)	\$4,408	\$4,615	\$4,782	\$4,990	\$5,239
M.S. Head Coach (1)	\$3,784	\$3,992	\$4,158	\$4,324	\$4,532
Asst. M.S. Coach (3)	\$3,368	\$3,534	\$3,659	\$3,825	\$4,075
Boys/Girls Basketball Coor.(2)	\$5,780	\$6,071	\$6,320	\$6,611	\$7,692
Asst. Bball Coach (6)	\$3,909	\$4,075	\$4,241	\$4,449	\$4,782
M.S. Head Bball Coach (2)	\$2,994	\$3,119	\$3,243	\$3,368	\$3,742
Wrestling Coor. (1)	\$5,697	\$5,946	\$6,237	\$6,487	\$7,069
Asst. Wrestling Coach(2)	\$3,784	\$3,992	\$4,158	\$4,324	\$4,574
M.S. Wrestling Coach (1)	\$2,994	\$3,160	\$3,285	\$3,451	\$3,618
Asst. M.S. Wrestling (1)	\$2,037	\$2,204	\$2,329	\$2,495	\$2,661
Boys/Girls Head Soccer (2)	\$4,574	\$4,823	\$5,073	\$5,322	\$5,821
Asst. Soccer Coach(4)	\$3,285	\$3,410	\$3,576	\$3,701	\$3,909
Head Gymnastics Coach(1)	\$4,699	\$4,907	\$5,114	\$5,322	\$5,613
Head Swimming Coach(1)	\$4,699	\$4,907	\$5,114	\$5,322	\$5,613
Asst Swimming Coach(1)	\$3,368	\$3,534	\$3,659	\$3,825	\$3,992
Head Hockey Coach (1)	\$4,699	\$4,907	\$5,114	\$5,322	\$5,613
Asst. Hockey Coach(1)	\$3,368	\$3,534	\$3,659	\$3,825	\$3,992
Head Baseball/Softball (2)	\$4,408	\$4,615	\$4,823	\$5,031	\$5,281
Asst. Baseball/Softball(4)	\$3,160	\$3,285	\$3,451	\$3,576	\$3,784
Boys/Girls Track Coor.(2)	\$4,408	\$4,615	\$4,823	\$5,031	\$5,281
Asst. Track Coach (2)	\$3,160	\$3,285	\$3,451	\$3,576	\$3,784
M.S. Track Coach (2)	\$2,620	\$2,703	\$2,786	\$2,911	\$3,077
Asst. M.S. Track Coach(2)	\$1,996	\$2,079	\$2,162	\$2,287	\$2,412
Boys/Girls Lacrosse Coach(2)	\$4,408	\$4,615	\$4,823	\$5,031	\$5,281
Asst. Lacrosse Coach(2)	\$3,160	\$3,285	\$3,451	\$3,576	\$3,784
Cheerleading Coor.-Fall (1)	\$3,077	\$3,243	\$3,368	\$3,534	\$3,909
Cheerleading Coor-Wtr (1)	\$3,077	\$3,243	\$3,368	\$3,534	\$3,909
Asst. H.S. Cheerleading-Fall(2)	\$2,370	\$2,495	\$2,620	\$2,703	\$2,952
Asst. H.S. Cheerleading-Wtr(2)	\$2,370	\$2,495	\$2,620	\$2,703	\$2,952
M.S. Cheerleading-Fall(1)	\$1,788	\$1,913	\$2,037	\$2,162	\$2,287
M.S. Cheerleading-Wtr(1)	\$1,788	\$1,913	\$2,037	\$2,162	\$2,287
Volleyball Coordinator (1)	\$4,574	\$4,823	\$5,073	\$5,322	\$5,821
Asst. Volleyball Coach(2)	\$3,285	\$3,410	\$3,576	\$3,701	\$3,909
M.S. Volleyball Coach(2)	\$2,703	\$2,786	\$2,869	\$2,994	\$3,160
Head Golf Coach(1)	\$3,077	\$3,243	\$3,368	\$3,534	\$3,909
Asst. Golf Coach(1)	\$2,370	\$2,495	\$2,620	\$2,703	\$2,952
Boys/Girls Tennis Coach(2)	\$3,077	\$3,243	\$3,368	\$3,534	\$3,909
Asst. Tennis Coach (2)	\$2,370	\$2,495	\$2,620	\$2,703	\$2,952
Boys/Girls Cross Country Coor.(2)	\$3,077	\$3,243	\$3,368	\$3,534	\$3,909
M.S. Cross Country (2)	\$1,913	\$2,037	\$2,162	\$2,287	\$2,536
Faculty Manager/Fall (1)	\$1,954	\$2,058	\$2,162	\$2,266	\$2,412
Faculty Manager/Winter (1)	\$1,954	\$2,058	\$2,162	\$2,266	\$2,412

LONGEVITY STIPEND: Beginning with the 10th year and for each 5-year increment following, a longevity pay award of 10% of the coach's respective District Interscholastic Appendix E / Schedule 1 salary shall be paid at the conclusion of the qualifying season. To qualify for this stipend, all years must be in one sport/position and all must be at Chagrin Falls.

Appendix E

Base Salary:	2010-2011	40,360			
	2011-2012	40,966			
	2012-2013	41,581			
INDEX	Schedule 2 - High School Co-Curriculars				
	Years of Service				
Position	1	2	3	4	5
Academic Decathlon Advisor	0.031	0.033	0.035	0.036	0.038
Art Club Advisor	0.021	0.022	0.024	0.025	0.026
Asst. Marching Band Director (2)	0.091	0.096	0.1	0.104	0.108
Bridge to the World Coordinator (1)	0.031	0.033	0.035	0.036	0.038
Contemporary Communication/Channel 4	0.031	0.033	0.035	0.036	0.038
Cum Laude Society Advisor (1)	0.031	0.033	0.035	0.036	0.038
Dramatics - "Fall Footlighters" Advisor	0.091	0.096	0.1	0.104	0.108
Dramatics - Spring Musical Advisor	0.091	0.096	0.1	0.104	0.108
Dramatics - Spring Musical Director	0.091	0.096	0.1	0.104	0.108
Flag Team Advisor -Marching Band	0.051	0.053	0.056	0.06	0.063
Forensics Club Advisor	0.101	0.107	0.113	0.119	0.125
Freshman Class Advisor	0.021	0.022	0.024	0.025	0.026
Future Teachers of America	0.021	0.022	0.024	0.025	0.026
Grade Level Chair/Department Chair	0.038	0.04	0.042	0.045	0.047
Head Marching Band Director	0.137	0.143	0.15	0.156	0.163
International Club Advisor (2)	0.021	0.022	0.024	0.025	0.026
Jazz Band Advisor	0.072	0.076	0.079	0.083	0.086
Junior Class Advisor	0.051	0.053	0.056	0.06	0.063
Key Club Advisor	0.071	0.072	0.074	0.075	0.076
Key Club Assistant	0.022	0.023	0.025	0.026	0.028
Newspaper "Tiger Times" Advisor	0.101	0.107	0.113	0.119	0.125
Peer Care Advisor	0.051	0.053	0.056	0.06	0.063
Prism Advisor(s), Art 30%, Literary 70%	0.021	0.022	0.024	0.025	0.026
Science Club Advisor	0.021	0.022	0.024	0.025	0.026
Select Choir Advisor	0.072	0.076	0.079	0.083	0.086
Senior Class Advisor	0.041	0.043	0.045	0.048	0.051
Sophomore Class Advisor	0.021	0.022	0.024	0.025	0.026
Student Council Advisor	0.051	0.053	0.056	0.06	0.063
Student Enrichment Pilot	0.021	0.022	0.024	0.025	0.026
Student Tutoring Coordinator	0.022	0.023	0.025	0.026	0.028
Technology Advocate	0.038	0.04	0.042	0.045	0.047
Teen Institute Advisor	0.021	0.022	0.024	0.025	0.026
Thespian/Drama Club	0.021	0.022	0.024	0.025	0.026
Yearbook "Zenith" Advisor	0.101	0.107	0.113	0.119	0.125
*Teachers participating in overnight grade level trips shall be compensated \$150.00 per night. The 8th grade Washington D.C. trip and the 6th grade retreat are examples of trips that constitute a grade level trip.					
* Co-curricular Longevity Stipend for all Co-Curriculars - Beginning with the 10th year and for each 5-year increment following, a longevity pay award of 10% of the supplemental's Appendix E / Schedule 1 salary shall be paid at the conclusion of the supplemental contract. To qualify for this stipend, all years must be in one supplemental position and all must be at Chagrin Falls. All bargaining unit members currently holding supplemental contracts will be grandfathered into this longevity stipend based on how many consecutive years the supplemental contract has been held.					
* After School Music Concerts/Performances and Art Shows: Any employee involved in any of the activities in this section shall be released from attending fall and spring conferences.					

Appendix E

2010-2011	Schedule 2 - High School Co-Curriculars				
	Years of Service				
	1	2	3	4	5
Position					
Academic Decathlon Advisor	\$1,251	\$1,332	\$1,413	\$1,453	\$1,534
Art Club Advisor	\$848	\$888	\$969	\$1,009	\$1,049
Asst. Marching Band Director (2)	\$3,673	\$3,875	\$4,036	\$4,197	\$4,359
Bridge to the World Coordinator (1)	\$1,251	\$1,332	\$1,413	\$1,453	\$1,534
Contemporary Communication/Channel 4	\$1,251	\$1,332	\$1,413	\$1,453	\$1,534
Cum Laude Society Advisor (1)	\$1,251	\$1,332	\$1,413	\$1,453	\$1,534
Dramatics - "Fall Footlighters" Advisor	\$3,673	\$3,875	\$4,036	\$4,197	\$4,359
Dramatics - Spring Musical Advisor	\$3,673	\$3,875	\$4,036	\$4,197	\$4,359
Dramatics - Spring Musical Director	\$3,673	\$3,875	\$4,036	\$4,197	\$4,359
Flag Team Advisor -Marching Band	\$2,058	\$2,139	\$2,260	\$2,422	\$2,543
Forensics Club Advisor	\$4,076	\$4,319	\$4,561	\$4,803	\$5,045
Freshman Class Advisor	\$848	\$888	\$969	\$1,009	\$1,049
Future Teachers of America	\$848	\$888	\$969	\$1,009	\$1,049
Grade Level Chair/Department Chair	\$1,534	\$1,614	\$1,695	\$1,816	\$1,897
Head Marching Band Director	\$5,529	\$5,771	\$6,054	\$6,296	\$6,579
International Club Advisor (2)	\$848	\$888	\$969	\$1,009	\$1,049
Jazz Band Advisor	\$2,906	\$3,067	\$3,188	\$3,350	\$3,471
Junior Class Advisor	\$2,058	\$2,139	\$2,260	\$2,422	\$2,543
Key Club Advisor	\$2,866	\$2,906	\$2,987	\$3,027	\$3,067
Key Club Assistant	\$888	\$928	\$1,009	\$1,049	\$1,130
Newspaper "Tiger Times" Advisor	\$4,076	\$4,319	\$4,561	\$4,803	\$5,045
Peer Care Advisor	\$2,058	\$2,139	\$2,260	\$2,422	\$2,543
Prism Advisor(s), Art 30%, Literary 70%	\$848	\$888	\$969	\$1,009	\$1,049
Science Club Advisor	\$848	\$888	\$969	\$1,009	\$1,049
Select Choir Advisor	\$2,906	\$3,067	\$3,188	\$3,350	\$3,471
Senior Class Advisor	\$1,655	\$1,735	\$1,816	\$1,937	\$2,058
Sophomore Class Advisor	\$848	\$888	\$969	\$1,009	\$1,049
Student Council Advisor	\$2,058	\$2,139	\$2,260	\$2,422	\$2,543
Student Enrichment Pilot	\$848	\$888	\$969	\$1,009	\$1,049
Student Tutoring Coordinator	\$888	\$928	\$1,009	\$1,049	\$1,130
Technology Advocate	\$1,534	\$1,614	\$1,695	\$1,816	\$1,897
Teen Institute Advisor	\$848	\$888	\$969	\$1,009	\$1,049
Thespians/Drama Club	\$848	\$888	\$969	\$1,009	\$1,049
Yearbook "Zenith" Advisor	\$4,076	\$4,319	\$4,561	\$4,803	\$5,045
*Teachers participating in overnight grade level trips shall be compensated \$150.00 per night. The 8th grade Washington D.C. trip and the 6th grade retreat are examples of trips that constitute a grade level trip.					
* Co-curricular Longevity Stipend for all Co-Curriculars - Beginning with the 10th year and for each 5-year increment following, a longevity pay award of 10% of the supplemental's Appendix E / Schedule 1 salary shall be paid at the conclusion of the supplemental contract. To qualify for this stipend, all years must be in one supplemental position and all must be at Chagrin Falls. All bargaining unit members currently holding supplemental contracts will be grandfathered into this longevity stipend based on how many consecutive years the supplemental contract has been held.					
* After School Music Concerts/Performances and Art Shows: Any employee involved in any of the activities in this section shall be released from attending fall and spring conferences.					

Appendix E

2011-2012	Schedule 2 - High School Co-Curriculars				
	Years of Service				
Position	1	2	3	4	5
Academic Decathlon Advisor	\$1,270	\$1,352	\$1,434	\$1,475	\$1,557
Art Club Advisor	\$860	\$901	\$983	\$1,024	\$1,065
Asst. Marching Band Director (2)	\$3,728	\$3,933	\$4,097	\$4,260	\$4,424
Bridge to the World Coordinator (1)	\$1,270	\$1,352	\$1,434	\$1,475	\$1,557
Contemporary Communication/Channel 4	\$1,270	\$1,352	\$1,434	\$1,475	\$1,557
Cum Laude Society Advisor (1)	\$1,270	\$1,352	\$1,434	\$1,475	\$1,557
Dramatics - "Fall Footlighters" Advisor	\$3,728	\$3,933	\$4,097	\$4,260	\$4,424
Dramatics - Spring Musical Advisor	\$3,728	\$3,933	\$4,097	\$4,260	\$4,424
Dramatics - Spring Musical Director	\$3,728	\$3,933	\$4,097	\$4,260	\$4,424
Flag Team Advisor -Marching Band	\$2,089	\$2,171	\$2,294	\$2,458	\$2,581
Forensics Club Advisor	\$4,138	\$4,383	\$4,629	\$4,875	\$5,121
Freshman Class Advisor	\$860	\$901	\$983	\$1,024	\$1,065
Future Teachers of America	\$860	\$901	\$983	\$1,024	\$1,065
Grade Level Chair/Department Chair	\$1,557	\$1,639	\$1,721	\$1,843	\$1,925
Head Marching Band Director	\$5,612	\$5,858	\$6,145	\$6,391	\$6,677
International Club Advisor (2)	\$860	\$901	\$983	\$1,024	\$1,065
Jazz Band Advisor	\$2,950	\$3,113	\$3,236	\$3,400	\$3,523
Junior Class Advisor	\$2,089	\$2,171	\$2,294	\$2,458	\$2,581
Key Club Advisor	\$2,909	\$2,950	\$3,031	\$3,072	\$3,113
Key Club Assistant	\$901	\$942	\$1,024	\$1,065	\$1,147
Newspaper "Tiger Times" Advisor	\$4,138	\$4,383	\$4,629	\$4,875	\$5,121
Peer Care Advisor	\$2,089	\$2,171	\$2,294	\$2,458	\$2,581
Prism Advisor(s), Art 30%, Literary 70%	\$860	\$901	\$983	\$1,024	\$1,065
Science Club Advisor	\$860	\$901	\$983	\$1,024	\$1,065
Select Choir Advisor	\$2,950	\$3,113	\$3,236	\$3,400	\$3,523
Senior Class Advisor	\$1,680	\$1,762	\$1,843	\$1,966	\$2,089
Sophomore Class Advisor	\$860	\$901	\$983	\$1,024	\$1,065
Student Council Advisor	\$2,089	\$2,171	\$2,294	\$2,458	\$2,581
Student Enrichment Pilot	\$860	\$901	\$983	\$1,024	\$1,065
Student Tutoring Coordinator	\$901	\$942	\$1,024	\$1,065	\$1,147
Technology Advocate	\$1,557	\$1,639	\$1,721	\$1,843	\$1,925
Teen Institute Advisor	\$860	\$901	\$983	\$1,024	\$1,065
Thespian/Drama Club	\$860	\$901	\$983	\$1,024	\$1,065
Yearbook "Zenith" Advisor	\$4,138	\$4,383	\$4,629	\$4,875	\$5,121
*Teachers participating in overnight grade level trips shall be compensated \$150.00 per night. The 8th grade Washington D.C. trip and the 6th grade retreat are examples of trips that constitute a grade level trip.					
* Co-curricular Longevity Stipend for all Co-Curriculars - Beginning with the 10th year and for each 5-year increment following, a longevity pay award of 10% of the supplemental's Appendix E / Schedule 1 salary shall be paid at the conclusion of the supplemental contract. To qualify for this stipend, all years must be in one supplemental position and all must be at Chagrin Falls. All bargaining unit members currently holding supplemental contracts will be grandfathered into this longevity stipend based on how many consecutive years the supplemental contract has been held.					
* After School Music Concerts/Performances and Art Shows: Any employee involved in any of the activities in this section shall be released from attending fall and spring conferences.					

Appendix E

2012-2013	Schedule 2 - High School Co-Curriculars				
	Years of Service				
Position	1	2	3	4	5
Academic Decathlon Advisor	\$1,289	\$1,372	\$1,455	\$1,497	\$1,580
Art Club Advisor	\$873	\$915	\$998	\$1,040	\$1,081
Asst. Marching Band Director (2)	\$3,784	\$3,992	\$4,158	\$4,324	\$4,491
Bridge to the World Coordinator (1)	\$1,289	\$1,372	\$1,455	\$1,497	\$1,580
Contemporary Communication/Channel 4	\$1,289	\$1,372	\$1,455	\$1,497	\$1,580
Cum Laude Society Advisor (1)	\$1,289	\$1,372	\$1,455	\$1,497	\$1,580
Dramatics - "Fall Footlighters" Advisor	\$3,784	\$3,992	\$4,158	\$4,324	\$4,491
Dramatics - Spring Musical Advisor	\$3,784	\$3,992	\$4,158	\$4,324	\$4,491
Dramatics - Spring Musical Director	\$3,784	\$3,992	\$4,158	\$4,324	\$4,491
Flag Team Advisor -Marching Band	\$2,121	\$2,204	\$2,329	\$2,495	\$2,620
Forensics Club Advisor	\$4,200	\$4,449	\$4,699	\$4,948	\$5,198
Freshman Class Advisor	\$873	\$915	\$998	\$1,040	\$1,081
Future Teachers of America	\$873	\$915	\$998	\$1,040	\$1,081
Grade Level Chair/Department Chair	\$1,580	\$1,663	\$1,746	\$1,871	\$1,954
Head Marching Band Director	\$5,697	\$5,946	\$6,237	\$6,487	\$6,778
International Club Advisor (2)	\$873	\$915	\$998	\$1,040	\$1,081
Jazz Band Advisor	\$2,994	\$3,160	\$3,285	\$3,451	\$3,576
Junior Class Advisor	\$2,121	\$2,204	\$2,329	\$2,495	\$2,620
Key Club Advisor	\$2,952	\$2,994	\$3,077	\$3,119	\$3,160
Key Club Assistant	\$915	\$956	\$1,040	\$1,081	\$1,164
Newspaper "Tiger Times" Advisor	\$4,200	\$4,449	\$4,699	\$4,948	\$5,198
Peer Care Advisor	\$2,121	\$2,204	\$2,329	\$2,495	\$2,620
Prism Advisor(s), Art 30%, Literary 70%	\$873	\$915	\$998	\$1,040	\$1,081
Science Club Advisor	\$873	\$915	\$998	\$1,040	\$1,081
Select Choir Advisor	\$2,994	\$3,160	\$3,285	\$3,451	\$3,576
Senior Class Advisor	\$1,705	\$1,788	\$1,871	\$1,996	\$2,121
Sophomore Class Advisor	\$873	\$915	\$998	\$1,040	\$1,081
Student Council Advisor	\$2,121	\$2,204	\$2,329	\$2,495	\$2,620
Student Enrichment Pilot	\$873	\$915	\$998	\$1,040	\$1,081
Student Tutoring Coordinator	\$915	\$956	\$1,040	\$1,081	\$1,164
Technology Advocate	\$1,580	\$1,663	\$1,746	\$1,871	\$1,954
Teen Institute Advisor	\$873	\$915	\$998	\$1,040	\$1,081
Thespian/Drama Club	\$873	\$915	\$998	\$1,040	\$1,081
Yearbook "Zenith" Advisor	\$4,200	\$4,449	\$4,699	\$4,948	\$5,198
*Teachers participating in overnight grade level trips shall be compensated \$150.00 per night. The 8th grade Washington D.C. trip and the 6th grade retreat are examples of trips that constitute a grade level trip.					
* Co-curricular Longevity Stipend for all Co-Curriculars - Beginning with the 10th year and for each 5-year increment following, a longevity pay award of 10% of the supplemental's Appendix E / Schedule 1 salary shall be paid at the conclusion of the supplemental contract. To qualify for this stipend, all years must be in one supplemental position and all must be at Chagrin Falls. All bargaining unit members currently holding supplemental contracts will be grandfathered into this longevity stipend based on how many consecutive years the supplemental contract has been held.					
* After School Music Concerts/Performances and Art Shows: Any employee involved in any of the activities in this section shall be released from attending fall and spring conferences.					

Appendix E

Base Salary:	2010-2011	40,360			
	2011-2012	40,966			
	2012-2013	41,581			
INDEX	Schedule 3 - Middle School Co-Curricular Schedule				
	Years of Service				
Position	1	2	3	4	5
Yearbook Advisor	0.046	0.049	0.052	0.055	0.057
Power of the Pen	0.026	0.028	0.029	0.032	0.034
Newspaper Advisor	0.026	0.028	0.029	0.032	0.034
Student Council Advisor	0.045	0.047	0.05	0.053	0.056
7th/8th Grade Class Advisor (1)	0.026	0.028	0.029	0.032	0.034
MS Liaison-Reading & Soc. Studies	0.021	0.022	0.024	0.025	0.026
MS Liaison-Math & Science	0.021	0.022	0.024	0.025	0.026
Jazz Band - M.S.	0.072	0.076	0.079	0.083	0.086
Select Choir - M.S.	0.072	0.076	0.079	0.083	0.086
Student Enrichment Pilot	0.021	0.022	0.024	0.025	0.026
*Teachers participating in overnight grade level trips shall be compensated \$150.00 per night. The 8th grade Washington D.C. trip and the 6th grade retreat are examples of trips that constitute a grade level trip.					
* Co-curricular Longevity Stipend for all Co-Curriculars - Beginning with the 10th year and for each 5-year increment following, a longevity pay award of 10% of the supplemental's Appendix E / Schedule 1 salary shall be paid at the conclusion of the supplemental contract. To qualify for this stipend, all years must be in one supplemental position and all must be at Chagrin Falls. All bargaining unit members currently holding supplemental contracts will be grandfathered into this longevity stipend based on how many consecutive years the supplemental contract has been held.					
* After School Music Concerts/Performances and Art Shows: Any employee involved in any of the activities in this section shall be released from attending fall and spring conferences.					

Appendix E

2010-2011	Schedule 3 - Middle School Co-Curricular Schedule				
	Years of Service				
Position	1	2	3	4	5
Yearbook Advisor	\$1,857	\$1,978	\$2,099	\$2,220	\$2,301
Power of the Pen	\$1,049	\$1,130	\$1,170	\$1,292	\$1,372
Newspaper Advisor	\$1,049	\$1,130	\$1,170	\$1,292	\$1,372
Student Council Advisor	\$1,816	\$1,897	\$2,018	\$2,139	\$2,260
7th/8th Grade Class Advisor (1)	\$1,049	\$1,130	\$1,170	\$1,292	\$1,372
MS Liaison-Reading & Soc. Studies	\$848	\$888	\$969	\$1,009	\$1,049
MS Liaison-Math & Science	\$848	\$888	\$969	\$1,009	\$1,049
Jazz Band - M.S.	\$2,906	\$3,067	\$3,188	\$3,350	\$3,471
Select Choir - M.S.	\$2,906	\$3,067	\$3,188	\$3,350	\$3,471
Student Enrichment Pilot	\$848	\$888	\$969	\$1,009	\$1,049
2011-2012	Schedule 3 - Middle School Co-Curricular Schedule				
	Years of Service				
Position	1	2	3	4	5
Yearbook Advisor	\$1,884	\$2,007	\$2,130	\$2,253	\$2,335
Power of the Pen	\$1,065	\$1,147	\$1,188	\$1,311	\$1,393
Newspaper Advisor	\$1,065	\$1,147	\$1,188	\$1,311	\$1,393
Student Council Advisor	\$1,843	\$1,925	\$2,048	\$2,171	\$2,294
7th/8th Grade Class Advisor (1)	\$1,065	\$1,147	\$1,188	\$1,311	\$1,393
MS Liaison-Reading & Soc. Studies	\$860	\$901	\$983	\$1,024	\$1,065
MS Liaison-Math & Science	\$860	\$901	\$983	\$1,024	\$1,065
Jazz Band - M.S.	\$2,950	\$3,113	\$3,236	\$3,400	\$3,523
Select Choir - M.S.	\$2,950	\$3,113	\$3,236	\$3,400	\$3,523
Student Enrichment Pilot	\$860	\$901	\$983	\$1,024	\$1,065
2012-2013	Schedule 3 - Middle School Co-Curricular Schedule				
	Years of Service				
Position	1	2	3	4	5
Yearbook Advisor	\$1,913	\$2,037	\$2,162	\$2,287	\$2,370
Power of the Pen	\$1,081	\$1,164	\$1,206	\$1,331	\$1,414
Newspaper Advisor	\$1,081	\$1,164	\$1,206	\$1,331	\$1,414
Student Council Advisor	\$1,871	\$1,954	\$2,079	\$2,204	\$2,329
7th/8th Grade Class Advisor (1)	\$1,081	\$1,164	\$1,206	\$1,331	\$1,414
MS Liaison-Reading & Soc. Studies	\$873	\$915	\$998	\$1,040	\$1,081
MS Liaison-Math & Science	\$873	\$915	\$998	\$1,040	\$1,081
Jazz Band - M.S.	\$2,994	\$3,160	\$3,285	\$3,451	\$3,576
Select Choir - M.S.	\$2,994	\$3,160	\$3,285	\$3,451	\$3,576
Student Enrichment Pilot	\$873	\$915	\$998	\$1,040	\$1,081

Appendix E

Base Salary:	2010-2011	40,360			
	2011-2012	40,966			
	2012-2013	41,581			
INDEX	Schedule 4 - Elem. Co-Curricular Schedule				
	Years of Service				
Position	1	2	3	4	5
5th or 6th Grade Retreat*	\$150/night	\$150/night	\$150/night	\$150/night	\$150/night
5th or 6th Grade Retreat Coordinator (2)	0.009	0.01	0.011	0.012	0.013
Assistant Select Choir	0.022	0.023	0.025	0.026	0.028
Destination Imagination Advisor	0.026	0.027	0.028	0.029	0.03
Rocket Club	0.022	0.023	0.025	0.026	0.028
Select Choir	0.072	0.076	0.079	0.083	0.086
Service Learning Club Advisor	0.022	0.023	0.025	0.026	0.028
Student Council Advisor	0.022	0.023	0.025	0.026	0.028
Student Enrichment Pilot	0.021	0.022	0.024	0.025	0.026
Tiger Tutor Coordinator	0.022	0.023	0.025	0.026	0.028
*Teachers participating in overnight grade level trips shall be compensated \$150.00 per night. The 8th grade Washington D.C. trip and the 6th grade retreat are examples of trips that constitute a grade level trip.					
* Co-curricular Longevity Stipend for all Co-Curriculars - Beginning with the 10th year and for each 5-year increment following, a longevity pay award of 10% of the supplemental's Appendix E / Schedule 1 salary shall be paid at the conclusion of the supplemental contract. To qualify for this stipend, all years must be in one supplemental position and all must be at Chagrin Falls. All bargaining unit members currently holding supplemental contracts will be grandfathered into this longevity stipend based on how many consecutive years the supplemental contract has been held.					
* After School Music Concerts/Performances and Art Shows: Any employee involved in any of the activities in this section shall be released from attending fall and spring conferences.					

Appendix E

2010-2011	Schedule 4 - Elem. Co-Curricular Schedule				
	Years of Service				
Position	1	2	3	4	5
5th or 6th Grade Retreat*	\$300	\$300	\$300	\$300	\$300
5th or 6th Grade Retreat Coordinator (2)	\$363	\$404	\$444	\$484	\$525
Assistant Select Choir	\$888	\$928	\$1,009	\$1,049	\$1,130
Destination Imagination Advisor	\$1,049	\$1,090	\$1,130	\$1,170	\$1,211
Rocket Club	\$888	\$928	\$1,009	\$1,049	\$1,130
Select Choir	\$2,906	\$3,067	\$3,188	\$3,350	\$3,471
Service Learning Club Advisor	\$888	\$928	\$1,009	\$1,049	\$1,130
Student Council Advisor	\$888	\$928	\$1,009	\$1,049	\$1,130
Student Enrichment Pilot	\$848	\$888	\$969	\$1,009	\$1,049
Tiger Tutor Coordinator	\$888	\$928	\$1,009	\$1,049	\$1,130

2011-2012	Schedule 4 - Elem. Co-Curricular Schedule				
	Years of Service				
Position	1	2	3	4	5
5th or 6th Grade Retreat*	\$300	\$300	\$300	\$300	\$300
5th or 6th Grade Retreat Coordinator (2)	\$369	\$410	\$451	\$492	\$533
Assistant Select Choir	\$901	\$942	\$1,024	\$1,065	\$1,147
Destination Imagination Advisor	\$1,065	\$1,106	\$1,147	\$1,188	\$1,229
Rocket Club	\$901	\$942	\$1,024	\$1,065	\$1,147
Select Choir	\$2,950	\$3,113	\$3,236	\$3,400	\$3,523
Service Learning Club Advisor	\$901	\$942	\$1,024	\$1,065	\$1,147
Student Council Advisor	\$901	\$942	\$1,024	\$1,065	\$1,147
Student Enrichment Pilot	\$860	\$901	\$983	\$1,024	\$1,065
Tiger Tutor Coordinator	\$901	\$942	\$1,024	\$1,065	\$1,147

2012-2013	Schedule 4 - Elem. Co-Curricular Schedule				
	Years of Service				
Position	1	2	3	4	5
5th or 6th Grade Retreat*	\$300	\$300	\$300	\$300	\$300
5th or 6th Grade Retreat Coordinator (2)	\$374	\$416	\$457	\$499	\$541
Assistant Select Choir	\$915	\$956	\$1,040	\$1,081	\$1,164
Destination Imagination Advisor	\$1,081	\$1,123	\$1,164	\$1,206	\$1,247
Rocket Club	\$915	\$956	\$1,040	\$1,081	\$1,164
Select Choir	\$2,994	\$3,160	\$3,285	\$3,451	\$3,576
Service Learning Club Advisor	\$915	\$956	\$1,040	\$1,081	\$1,164
Student Council Advisor	\$915	\$956	\$1,040	\$1,081	\$1,164
Student Enrichment Pilot	\$873	\$915	\$998	\$1,040	\$1,081
Tiger Tutor Coordinator	\$915	\$956	\$1,040	\$1,081	\$1,164

Appendix F

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

1. Grade Level Representatives/Department Heads

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

DEPARTMENT HEADS

<u>K-6</u>	<u>7-12</u>	<u>K-12</u>
Gurney Specials	English	Foreign Lang.
Int. Specials	Math/Computers	Guidance
	Science	Library
	Social Studies	Special Ed.
		Art
		Music
		Health/PE

2. Curriculum Representatives

\$175 per day for days worked outside the regular contract year on preapproved curriculum projects.

3. Intramurals

2010-2013 \$15 per hour

4. Events Helpers

2010-2013 \$35 (single) \$50 (double)

TEACHER EVALUATION PACKET APPENDIX G

PHILOSOPHY

The evaluation of teaching is a positive and cooperative venture based on mutual respect and responsibility. *Both the administrator and the teacher need to invest considerable energy, time and effort in order to make the appraisal system a success.* Therefore, we believe that:

The appraisal process helps to develop the skills of the teaching staff by focusing on performance.

The appraisal process provides a means for enhancing and recognizing the quality of instruction, encouraging professional growth, and sharing mutual concerns.

PURPOSE

- A. Enhance instruction;
- B. Encourage teacher self-appraisal;
- C. Establish and work toward the achievement of meaningful and realistic teacher goals;
- D. *Recognize outstanding teacher competencies;*
- E. Maintain a record of professional growth;
- F. Provide a vehicle through which teachers can learn about and explore a variety of instructional strategies;
- G. Establish meaningful dialogue between teacher and administrator; and
- H. To meet legal requirements concerning yearly contract and tenure status.

FORMAL OBSERVATIONS

The formal observation procedure is formative in that the administrator conducts a pre-observation conference prior to observing the lesson, observes the lesson to collect pertinent data regarding teacher and student behaviors, and initiates a post-observation conference to provide appropriate feedback for both the teacher and administrator. The pre-conference may be waived by mutual consent of administrator and teacher, for teachers who are not in their first three years in the district, or in the process of being evaluated for continuing contract.

The observation cycle will include:

1. Pre-observation conference

Prior to each observation a pre-observation conference will be held between the observer and teacher. Before this meeting, the teacher may complete a pre-observation form. Both parties may identify the activities to be observed and discuss the methods of observation.

2. Observation

The observer conducts a classroom observation of the teacher implementing the lesson and records information on the appropriate observation instrument. Each observation shall be a minimum of thirty (30) minutes in duration.

TEACHER EVALUATION PACKET APPENDIX G

3. Post-observation conference

A conference will be held following each observation. Both parties need to share their individual and mutual concerns in a positive, honest, open, and professional manner.

As an indication that the observation record has been reviewed by the teacher, the record will be signed and dated by the teacher and observer. Employee signature only indicates completion of the process and not necessarily agreement. The original will be sent to the Central Office, one copy retained by the principal, and one copy given to the teacher.

Observations of teachers by the building principal, assistant principal or appropriate supervisor will take place with the following frequency.

1. New employee (first year) - An employee with no experience shall be evaluated during the school year. The process shall include at least three (3) observations, at least one (1) taking place during the first semester.
2. Experienced employees new to the system or with two (2) year's experience or less in this system shall be evaluated each school year. The process shall include at least two (2) observations.
3. An employee who is anticipating eligibility or who is eligible for continuing contract status shall be evaluated. In the year preceding an employee's continuing contract becoming effective, that employee must be observed a minimum of three (3) times, one (1) of these during the first semester. During conferences all aspects of the employee's performance will be discussed, with emphasis in those areas that would or would not warrant the employee being granted continuing contract status. An employee who is anticipating eligibility or who is eligible for continuing contract consideration should notify the Assistant Superintendent by October 1, of the school year during which any continuing contract recommendation will be made. The final conference between employee and administrator should be held and the written report shall be received by the employee no later than April 10, of that year. Should the employee fail to inform the Assistant Superintendent by October 1, such administrator shall be released from any requirements contained in the first two sentences of this section pertaining to numbers of observations and evaluations.
4. All other employees, those with three (3) or more years experience in Chagrin Falls, shall be evaluated at least once during a three-year school period. The evaluation process shall include at least one (1) observation.
5. A conference between the employee and the administrator shall be held no later than ten (10) school days following each of the observations in 1, 2, 3, 4 unless the parties agree to a later date, and each of these conferences shall be summarized in writing. Observations and conferences over and above the minimum in 1, 2, 3, 4 shall be held as needed throughout each school year.
6. Notwithstanding the above, employees who do not teach on a regular basis may be evaluated using accepted appraisal techniques other than observation.

Other observations and/or conferences will be held as deemed necessary.

A completed observation form shall be written, and the post observation conference shall be held within ten working days unless both parties mutually agree upon other arrangements.

TEACHER EVALUATION PACKET APPENDIX G

PROCEDURAL SUGGESTIONS

When possible, observations should be scheduled at different periods of the day to enable the administrator to observe various groups or subjects.

The employee should proceed with the lesson and supply the administrator with the pertinent materials wherever this can be done without serious interruption.

The administrator should be as unobtrusive as possible unless the employee chooses to involve him/her.

FORMAL OBSERVATION ALTERNATIVES

In order to fully address the philosophy and purpose of the appraisal process, and in so doing, better meet the needs of all professional personnel, a number of developmental activities are offered as alternatives to formal observation(s). A teacher having taught a minimum of three years in the Chagrin Falls Exempted Village School District may pursue a formal observation alternative only by mutual agreement between administrator and teacher.

As an alternative to the formal evaluation system, teachers may choose to develop a Professional Growth Plan which could encompass, but not be limited by, the following:

- Peer observation
- Videotaping
- Grade Level/Subject Area Teaming
- Mentoring
- Collaboration

EVALUATION

Evaluation is summative in nature, in that the administrator writes a report(s) based on the formal and informal observation(s) and/or formal observation alternative which shall include an overall analysis of teaching, management, professional, and personal characteristics.

1. A. The written evaluation report shall contain specific recommendations regarding any improvements needed in the performance of the teacher being evaluated and regarding the means by which the teacher may obtain assistance in making such improvement.
B. Each evaluation must consist of at least one thirty-minute observation, dependent upon teaching status and number of formal observations required.
2. All professional staff will be encouraged to develop a plan for professional growth. This plan shall include specific goals and the means to teach those goals. This plan shall be discussed with the building administrator.
3. Exceptional strengths should be recognized. If any area is deemed to be in need of improvement, a professional growth plan must be addressed. It should be done in a cooperative manner. However, it may be necessary for the staff member to follow specific guidelines written by an administrator.
4. As an indication that the evaluation record has been reviewed by the teacher, the record will be signed and dated by the teacher and observer. The original will be given to the Central Office, one copy retained by the administrator, and one copy given to the teacher.

**TEACHER EVALUATION PACKET
APPENDIX G**

DESCRIPTORS FOR THE TEACHER EVALUATION FORM

The following descriptor number/category and letter/sub-category coincide with the actual observation/evaluation form.

Definitions applying to each category.

***PROFESSIONAL CHARACTERISTICS MAY INCLUDE, BUT ARE NOT LIMITED TO THE
FOLLOWING:***

1. FOLLOWS DISTRICT POLICIES AND BUILDING PROCEDURES:

- A. Addresses student progress, paperwork and phone calls in an appropriate manner.
- B. Completes a folder assisting substitutes with attendance, discipline and goals for the day.
- C. Develops lesson plans containing objectives, activities, materials, and Course of Study correlation.
- D. Accepts personal responsibility for compliance with rules and for attention to administrative requests.

2. COMMUNICATES APPROPRIATELY:

- A. Uses appropriate oral communication skills.
- B. Written communication is accurate, complete and punctual, utilizing proper written context and form.
- C. Demonstrates courtesy and flexibility.
- D. Displays the quality and objectivity expected of a professional.

3. WORKS WITH STAFF ON DISTRICT/BUILDING PROCEDURES:

- A. Participates within School/District committees/assignments.
- B. Participates fully in activities designed to meet the needs of one's particular school.
- C. Participates in inter-district curriculum committee(s).

4. IS CONTINUOUSLY AND PROFESSIONALLY GROWING THROUGH STUDY, EXPERIMENTATION AND PARTICIPATION IN PROFESSIONAL ACTIVITIES:

- A. Develops professional growth plans.
- B. Participates in peer or alternative evaluation programs.
- C. Is critical of, and constantly trying to improve one's own performance.
- D. Is aware of, and demonstrates interest in developing teaching strategies different from those consistently implemented.

TEACHER EVALUATION PACKET
APPENDIX G

***TEACHING CHARACTERISTICS MAY INCLUDE, BUT ARE NOT LIMITED TO THE
FOLLOWING:***

1. KNOWLEDGE OF SUBJECT MATTER AND TEACHING METHODS:

- A. Demonstrates an understanding of the major concepts of subject(s) to be taught.
- B. *Demonstrates knowledge of the appropriate techniques/methods to effectively teach subject(s) assigned.*
- C. *Incorporates researching techniques into their instructional performance.*
- D. Demonstrates awareness of current developments in their teaching field and works to incorporate them in the classroom.

2. PLANS FOR EFFECTIVE INSTRUCTION:

- A. Correlates objectives to Course of Study.
- B. Creates activities and assignments that promote student application of objectives.
- C. Appropriately sequences and paces activities.
- D. *Minimizes transition time between activities.*

3. PROVIDES FOR INTERACTIVE TEACHING/CLASSROOM ENVIRONMENT:

- A. Encourages freedom of expression, originality, and divergent thinking.
- B. Teaches to different learning styles (i.e., auditory, visual, kinesthetic, tactile).
- C. Provides well chosen examples that are relevant, meaningful and appropriate.
- D. Demonstrates a willingness to implement alternative instructional methods and materials appropriate to varying classroom circumstances.
- E. *Implements instructional technology to enrich or remediate.*
- F. Allows for cooperative learning experiences within the classroom.

4. STRIVES FOR STUDENT MASTERY OF INSTRUCTIONAL OBJECTIVES:

- A. Monitors and evaluates student performance.
- B. Provides corrective feedback whenever necessary.
- C. Reviews and reteaches, as necessary.
- D. Uses a variety of techniques/tools to determine mastery.
- E. Provides opportunities/activities that enrich or remediate according to student needs.

**TEACHER EVALUATION PACKET
APPENDIX G**

***PERSONAL CHARACTERISTICS MAY INCLUDE, BUT ARE NOT LIMITED TO THE
FOLLOWING:***

1. PROMOTES FRIENDLY STAFF AND COMMUNITY RELATIONS:

- A. Establishes and maintains cooperative relations with school/district/community personnel.
- B. Accepts fair share of responsibility for overall school program.
- C. Adjusts easily to changes in procedure; demonstrates flexibility.
- D. Accepts group decisions without necessarily agreeing.

2. PROMOTES SELF-DISCIPLINE AND RESPONSIBILITY:

- A. Attends and is punctual to meetings appropriate to building and grade level assignment.
- B. Dresses appropriately; is neat and poised.
- C. Uses discretion in discussing professional matters with members of the community.
- D. Is not hampered by too frequent absences.

**3. DISPLAYS A WILLINGNESS TO ACCEPT CONSTRUCTIVE CRITICISM , SUGGESTIONS
AND RECOGNITION GRACEFULLY**

4. SHOWS RESPECT, CONCERN AND SINCERITY FOR OTHERS:

- A. Demonstrates sensitivity and respect for all students.
- B. Encourages all students to demonstrate responsible behaviors in a variety of settings
(i.e., classroom, hallways, independent study assignments, extra-curricular activities, co-curricular
activities, etc.).

***MANAGEMENT CHARACTERISTICS MAY INCLUDE, BUT ARE NOT LIMITED TO THE
FOLLOWING:***

1. DEFINES AND REINFORCES SPECIFIC BEHAVIORAL OBJECTIVES:

- A. Presents students a clear statement of behavioral expectations at the beginning of
year/semester/contact time.
- B. Follows building attendance procedures.

2. IMPLEMENTS A DISCIPLINE SYSTEM FAIRLY AND CONSISTENTLY

- A. Adheres to Board of Education adopted Student Code of Conduct.
- B. Uses nonverbal means to maintain discipline.

**TEACHER EVALUATION PACKET
APPENDIX G**

3. PROVIDES CLEAR AND PRECISE DIRECTIONS

4. CONTRIBUTES TO A POSITIVE SCHOOL CLIMATE:

- A. Builds rapport with staff and students.
- B. Utilizes praise appropriately.
- C. Promotes acceptance of others.
- D. Accepts responsibility for assigned supervision duties.

**Chagrin Falls Exempted Village Schools
Teacher Appraisal Form
Observation/Evaluation**

Teacher:	Building:	
Administrator:	Date:	
Day/Date/Time of Lesson:	From:	To:
Subject/Grade:	Topic:	
Observation (circle one) 1 2 3 4	Date of Pre-conference:	
	Date of Observation:	
	Date of Post Conference:	

If Evaluation:

Day/Date/Time of Obs. 1:		from	to
Day/Date/Time of Obs. 2 :		from	to
Day/Date/Time of Obs. 3:		from	to

Instructions:

1. Following each formal observation, the administration will check (√) each descriptor demonstrated.
2. The administrator will then give this form to the teacher, who will mark (X) each descriptor that has been demonstrated.
3. After making a copy to keep, the teacher will return to the administrator this form, which will then become the basis for discussion during the post observation conference.
4. For each observation or evaluation, the administrator will also complete strengths/plan for professional growth sections before returning this form to the teacher.
5. Any applicable descriptor that is not checked, must be addressed in the plan for professional growth category.
6. The teacher may then choose to provide a response in the section 'TEACHERS COMMENTS' before returning the form to the administrator.

PROFESSIONAL CHARACTERISTICS:

Evaluatee	Evaluator	
1. _____	_____	1. Follows district policies and building procedures.
2. _____	_____	2. Communicates appropriately.
3. _____	_____	3. Works with staff on district/building procedures.
4. _____	_____	4. Is continuously and professionally growing through study, experimentation, and participation in professional activities.

STRENGTHS:

PLAN FOR PROFESSIONAL GROWTH:

TEACHER COMMENTS:

TEACHING CHARACTERISTICS:

Evaluatee	Evaluator	
1. _____	_____	1. Knowledge of subject matter and teaching methods.
2. _____	_____	2. Plans for effective instruction.
3. _____	_____	3. Provides for interactive teaching/classroom environment.
4. _____	_____	4. Strives for student mastery of instructional objectives.

STRENGTHS:

PLAN FOR PROFESSIONAL GROWTH:

TEACHER COMMENTS:

PERSONAL CHARACTERISTICS:

- | Evaluatee | Evaluator | |
|-----------|-----------|--|
| 1. _____ | _____ | 1. Promotes friendly staff and community relations. |
| 2. _____ | _____ | 2. Promotes self-discipline and responsibility. |
| 3. _____ | _____ | 3. Displays a willingness to accept constructive criticism, suggestions, and recognition gracefully. |
| 4. _____ | _____ | 4. Shows respect, concern, and sincerity for others. |

STRENGTHS:

PLAN FOR PROFESSIONAL GROWTH:

TEACHER COMMENTS:

MANAGEMENT CHARACTERISTICS:

Evaluatee Evaluator

- | | | |
|----------|-------|--|
| 1. _____ | _____ | 1. Defines and teaches specific behavioral objectives. |
| 2. _____ | _____ | 2. Implements a discipline system fairly and consistently. |
| 3. _____ | _____ | 3. Provides clear and precise directions. |
| 4. _____ | _____ | 4. Contributes to a positive school climate. |

STRENGTHS:

PLAN FOR PROFESSIONAL GROWTH:

TEACHERS COMMENTS:

Additional Comments by Supervisor: (Optional)

Teacher Comments:

Evaluator's Signature: _____ Date: _____

Evaluatee's Signature: _____ Date: _____
(Employee's signature only indicates completion of the process, not necessarily agreement.)

Date received in superintendent's office: _____

**CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS
APPENDIX H**

**MEDICAL BENEFITS WAIVER FORM
2010/2011 SCHOOL YEAR**

An employee may waive medical (including dental) benefit coverage for the entire school year and receive a **waiver payment**. *An employee's eligibility for the waiver is based upon contracted hours, with payment amounts pro-rated based on percentage of full-time. The number of members eligible for waivers on June 30 shall determine the amount paid as follows:*

<i>0 – 30 waivers</i>	<i>\$1,000</i>
<i>31 + waivers</i>	<i>\$2,000</i>

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

The waiver payment shall be paid in July (*a separate payroll check*) following the waiver year.

This form must be completed and returned to the Treasurer's Office by September 17, 2010 to be eligible for participation.

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

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

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

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

Employee Signature

Date

Treasurer's Signature

Date

APPENDIX I

Deductible		
Single	\$500	\$500
Family	\$500	\$1,000
Coinsurance	100%	80%
Out of Pocket Max		
Single	\$250	\$3,000
Family	\$500	\$6,000
Lifetime Maximum		Unlimited
Office Visit	\$15 Copay	80% after ded
Preventive	No Cost Share	80% after ded
Specialist Visit	\$15 Copay	80% after ded
Emergency Services		
Urgent Care	\$35 Copay	80% after ded
Emergency Room	\$100 per Visit	
Hospital		
Inpatient	100% after ded	80% after ded
Outpatient	100% after ded	80% after ded
Diagnostic Lab/X-Ray	100% after ded	80% after ded
Vision - Exam Only	\$15 Copay	70% after ded
Prescriptions		
Retail	\$10/\$25/\$45	
Mail-Order	\$25/\$62.50/\$112.50	- 90 day Supply

**CATASTROPHIC SICK LEAVE BANK
CONTRIBUTION FORM**

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

(Signature)

(Date)

(Building)

CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS

ABSENCE FORM

- CERTIFIED
- CLASSIFIED

- HIGH SCHOOL
- MIDDLE SCHOOL
- INTERMEDIATE SCHOOL
- GURNEY SCHOOL

- FOOD SERVICE
- TRANSPORTATION
- MAINTENANCE/
CUSTODIAL
- CENTRAL OFFICE
- OTHER

EMPLOYEE _____

- 1 SICK LEAVE (SELF OR FAMILY/BEREAVEMENT – INCLUDE NAME/RELATIONSHIP)
REASON _____
DATES _____ TO _____ TOTAL DAYS _____

- 2 PERSONAL LEAVE
REASON _____
DATES _____ TO _____ TOTAL DAYS _____

- 3 VACATION REQUEST
REASON _____
DATES _____ TO _____ TOTAL DAYS _____

- 4 PROFESSIONAL LEAVE FIELD TRIP CURRICULUM OTHER
REASON _____
DATES _____ TO _____ TOTAL DAYS _____

- 5 JURY DUTY
REASON _____
DATES _____ TO _____ TOTAL DAYS _____

- 6 ADDITIONAL ABSENCE TO BE DEDUCTED FROM SALARY AUTHORIZED UNAUTHORIZED
REASON _____
DATES _____ TO _____ TOTAL DAYS _____

EMPLOYEE SIGNATURE

PRINCIPAL OR SUPERVISOR APPROVAL

DATE

DATE

**WHITE COPY - CENTRAL OFFICE
YELLOW COPY - KEEP FOR YOUR RECORDS**

Submit in Triplicate

CHAGRIN FALLS EXEMPTED VILLAGE SCHOOLS

PROFESSIONAL LEAVE REQUEST FORM
CERTIFIED/CLASSIFIED EMPLOYEES

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

NAME _____

Date: _____ School: _____

To Attend: _____

Place: _____

Sponsoring Organization: _____

Dates: _____ Days absent from school: _____

Estimate of Expenses:

Transportation (_____ miles @\$_____) = \$_____
Accommodation..... \$_____
Registration..... \$_____
Meals..... \$_____
Other..... \$_____
Estimate Total..... \$_____

Actual Amount Approved:

Approved By: _____
Principal/Supervisor

By: _____
Assistant Superintendent

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

Transportation (_____ miles @\$_____) = \$_____
Accommodation..... \$_____
Registration..... \$_____
Meals..... \$_____
Other..... \$_____
Actual Total..... \$_____

Attach all receipts and submit to Principal/Supervisor, who, in turn, submits to the Treasurer.

TOTAL: \$_____

Approved By: _____
Principal/Supervisor

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

CFEA SPOT SUBSTITUTION FORM
CHAGRIN FALLS SCHOOL DISTRICT

TEACHER NAME _____

BUILDING _____

Rate for spot substitution is \$25/hour.

(Secretary – circle option)

<u>DATE</u>	<u>ABSENT TEACHER</u>	<u>LENGTH OF TIME</u>
_____	_____	_____ HR. _____ MIN.
_____	_____	_____ HR. _____ MIN.
_____	_____	_____ HR. _____ MIN.
_____	_____	_____ HR. _____ MIN.
_____	_____	_____ HR. _____ MIN.
_____	_____	_____ HR. _____ MIN.
_____	_____	_____ HR. _____ MIN.
_____	_____	_____ HR. _____ MIN.
_____	_____	_____ HR. _____ MIN.
_____	_____	_____ HR. _____ MIN.
_____	_____	_____ HR. _____ MIN.
_____	_____	_____ HR. _____ MIN.
TOTAL:		_____ HR. _____ MIN. <u>\$25.00</u> (7.5 HRS. – 1 COMP. DAY)

SUBMITTED BY:

APPROVED BY:

TEACHER

BUILDING PRINCIPAL

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