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COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

ARCADIA BOARD OF EDUCATION

AND THE

ARCADIA TEACHERS ORGANIZATION

AFT/OFT

LOCAL #4783

EFFECTIVE

JULY 1, 2011 THROUGH JUNE 30, 2014

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PREAMBLE

The Board of Education of the Arcadia Local School District, Hancock County, Arcadia, Ohio, hereinafter referred to as the "Board," and the Arcadia Teachers Organization, hereinafter referred to as the "A.T.O." recognize their common aim of providing the best education possible for the youth of the District. The Board and the A.T.O. recognize that the attainment of the educational objectives of the District requires mutual understanding and cooperation among the Board, the Administrative and Supervisory Staff, and the Professional Teaching Personnel.

ARTICLE I

RECOGNITION

Section 1. The Board recognizes the A.T.O. as the exclusive negotiations agent for all regularly employed certificated/licensed personnel, except the Superintendent and principals.

Section 2. The term "teacher," when used in this Agreement, shall refer to all employees in the bargaining unit as determined in Section 1 above.

Section 3. The term of recognition shall be continuous unless the A.T.O. is removed or replaced in accordance with provisions of the Ohio Revised Code Chapter 4117.

ARTICLE II

NEGOTIATIONS PROCEDURE

Section 1. *Good Faith Negotiations:*

The Board agrees to participate in good faith negotiations with duly designated representatives of the A.T.O.

Section 2. *Scope of Negotiations:*

Both parties agree to meet at reasonable times and negotiate in good faith with respect to salaries, fringe benefits, conditions of employment, and other matters of mutual concern. Once negotiations begin, no new items may be added without mutual consent.

Section 3. *Commencement of Negotiations:*

Negotiations shall begin no later than April 2nd, unless both parties agree to an alternate date. Meetings shall be held at times and places agreed to by both parties.

Section 4. *Tentative Agreements:*

During negotiations agreed-upon items will be initialed and dated prior to adjournment of the meeting at which agreement was reached.

Section 5. *Final Approval:*

When the A.T.O. and Board reach tentative agreement on all matters being negotiated, the items will be reduced to writing and submitted to the membership of the A.T.O. for ratification and to the Board for official approval.

Section 6. *Declaration of Impasse:*

- A. If an agreement cannot be reached during negotiations, either party may declare impasse. Impasse is whenever the parties have become intransigent pertaining to unresolved issues.
- B. If impasse is declared, it is with the understanding that impasse proceedings are declared on all the issues where agreement has not been reached.
- C. The parties will jointly request a mediator from the Federal Mediation and Conciliation Service. Any costs should they occur shall be shared equally.
- D. The assigned mediator shall have the authority to call meetings for the purpose of promoting an agreement between the parties, but shall not have the authority to extend the time limits of any existing agreement or to bind the parties to any agreement.
- E. If mediation fails to achieve a successor agreement by the expiration of this Agreement or any mutually agreed-to extension, the Association may exercise its rights under Ohio Revised Code Section 4117.14 (D)(2); provided, however, that the parties may at any time mutually agree to take their dispute to fact-finding, arbitration, or some other process.

ARTICLE III

MANAGEMENT RIGHTS

Section 1. The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Ohio, and of the United States.

Section 2. The exercise of these powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and Ohio statutes.

Section 3. The A.T.O. agrees that of the functions, rights, powers, responsibilities, and authority of the Board in regard to the management of the work force and the operation of the District not specifically limited or modified by an express term of this Agreement shall remain exclusively those of the Board.

ARTICLE IV

A.T.O. RIGHTS

Section 1. *Right to Representation:*

When an employee is required to appear before the Board concerning any matter which could adversely affect his/her employment, his/her position, or his/her salary, the employee shall be entitled to have a representative of the A.T.O. present. Further, when an employee is required to appear before the Board, he/she shall be advised in writing of the reasons for the requirement.

Section 2. *Right to Organize:*

Employees shall have the right to organize, join and assist the A.T.O. and to participate in professional negotiations with the Board. The Board shall not discriminate against any employee with respect to hours, wages, terms and conditions of employment for reasons of his/her membership in the A.T.O., participation in negotiations with the Board, the institution of any grievance, complaint or proceeding under this Agreement.

Section 3. *Miscellaneous Rights:*

- A. The A.T.O. has the right to offer input into Board action through the Superintendent in areas of mutual concern.
- B. The Board shall place on the agenda of a regular Board meeting an item for consideration under "New Business" any matters made known in writing to the Superintendent by the A.T.O. seven (7) days prior to the meeting.
- C. The A.T.O. President or his/her designee shall be given written notice of any regular or special meeting of the Board together with a copy of the agenda or statement or purpose of such meeting at least twenty-four (24) hours prior to the scheduled time of such meeting.
- D. Two (2) copies of all Board minutes shall be mailed or placed in the mailbox of the A.T.O. President as soon as they have been prepared.
- E. Within thirty (30) days of ratification of the agreement, the Board shall have sufficient copies prepared and delivered to the A.T.O. for its distribution to each teacher in the District. The A.T.O. will assist in assembly of the agreement.
- F. The A.T.O. President shall be furnished on request, regularly and routinely prepared public information concerning the financial condition of the school including annual financial statements and adopted budgets. Nothing herein will require the central administrative staff to research and assemble information. The A.T.O. will furnish copies of any pertinent information as reasonably requested by the Superintendent or by the Board.

- G. All returning employees shall be given written notice of their assignments for the following year as per the master schedule no later than June 1st preceding the new school term. In event changes of such assignments are proposed, the employee affected shall be notified promptly and consulted. In no event shall changes in the employees' assignments be made later than two (2) weeks preceding the commencement of the next school term unless the affected employee and the A.T.O. President are promptly notified and it is determined by the Superintendent that an emergency situation exists.

Section 4. *A.T.O. Meetings and Conferences:*

The Superintendent shall authorize up to a combined total of six (6) days per year to the A.T.O. to be used for members elected or chosen to represent the A.T.O. on programs, meetings, conferences, or conventions of affiliates of the A.T.O. The only cost to the Board will be the substitute teacher pay for these days. Any days taken for this organizational leave will not affect the incentive payment in the Employee Attendance Incentive Program.

Section 5. *Dues Deductions:*

Salary deductions for professional organization dues will be made if the personnel so requests. This request must be made in writing to the Board Treasurer before October 1st each year. Dues deductions will be continuous from year to year unless a teacher revokes the authorization during the month of September.

The Board agrees to deduct from the individual's wage and transmit to the Treasurer of the Ohio Federation of Teachers the amount specified for each pay period worked from the salary/wages of those employees who voluntarily authorize such contributions on the forms provided for that purpose by OFT/COPE.

These transmittals shall occur monthly and shall be accompanied by a list of the names of those employees for whom such deductions have been made and the amount deducted from each such employee. The Board will provide an electronic copy of the above-mentioned transmission to the Treasurer of the A.T.O. within ten (10) days of the transmission.

Section 6. *Hiring of Administrators:*

If a committee is formed to interview administrators, two (2) teachers from the appropriate building level, chosen by the A.T.O. President, will be invited to participate in the interviewing process.

ARTICLE V

EMPLOYEE RIGHTS

Section 1. *Discrimination:*

Neither the Board nor the A.T.O. shall discriminate against or in favor of any

employee with respect to his/her employment with the Board because of sex, race, color, religion, qualified handicap, age, political affiliation, national origin, union membership or refusal to join the union or any other exercise of rights protected by the Ohio Revised Code Chapter 4117. The A.T.O. and the Board shall share equally the responsibility for implementing this Article of the Agreement.

Section 2. *Sexual Harassment:*

A. Definition:

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature involving any employee, or student will not be tolerated. Submission to such conduct shall not be a term or condition of employment. Submission to or rejection of such conduct shall not be the basis for any employment decision.

B. Any claim of sexual harassment shall be reported in accordance with the grievance procedure in Article VII of this Agreement, except that the grievance procedure will be considered commenced at the step which corresponds with the person to whom the grievance is first reported. The grievance may be first reported to the principal or the Superintendent. If a member of the administration is the alleged offending party, the grievance will bypass the administration and progress to the Board.

C. Any employee who violates this Section is subject to discipline or discharge.

Section 3. *Position Openings:*

Any teacher presently working in the District may apply for an open teaching position. The Administration will interview interested candidates from within, and they will be given first opportunity for the open teaching position if they are determined to be the best and most qualified candidate.

ARTICLE VI

NO STRIKE/NO LOCKOUT AGREEMENT

Section 1. For the duration of this Agreement, neither the A.T.O., its agents, nor the employees represented by the A.T.O. shall engage in any strike, slowdown, or withholding of services designed to interfere with the normal operations of the District except as authorized by Ohio Revised Code Chapter 4117.

Section 2. In accordance with Ohio Revised Code Chapter 4117, the Board may take action against employees and/or the A.T.O., its officers, agents, representatives, or members who violate this Article.

Section 3. In consideration of the A.T.O.'s commitment as set forth in Section 1 above, the Board shall not lock out bargaining unit members.

ARTICLE VII

GRIEVANCE PROCEDURE

Section 1. *Definitions:*

- A. Any claim by the A.T.O. or a teacher that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement shall be a grievance.
- B. All time limits consist of school days, except that when a grievance is submitted less than ten (10) days before the close of the current school term, time limits shall consist of all weekdays in order that the matters may be resolved before the close of the school term or as soon as possible thereafter. School days for purposes of the grievance procedure shall mean teacher employment days.
- C. Upon selection and certification of a grievance representative by the A.T.O., the Board shall recognize such representative in each building. At least one (1) A.T.O. representative may be present at any meeting, hearing, appeal or other proceedings relating to a grievance which has been formally presented. Nothing herein shall be construed as limiting the right of any teacher having a grievance to discuss the matter informally with his/her principal and having the grievance adjusted without the intervention of the A.T.O. provided the A.T.O. has been notified by the aggrieved teacher and the adjustment is not inconsistent with the terms of this Agreement.

Section 2. The parties acknowledge that it is usually most desirable for a teacher and his/her principal to resolve problems through free and informal communications. When requested by the teacher, the building representative may accompany the teacher to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the teacher, a grievance may be processed as follows:

- A. Grievances must be filed within fifteen (15) days of the knowledge of the occurrence of the event which initiated the grievance. Failure to do so constitutes a waiver of the right to file for that particular occurrence.
- B. The teacher may present the grievance in writing to the principal who will arrange for a meeting to take place within four (4) days after receipt of the grievance. The A.T.O. representative, if requested by the aggrieved, the aggrieved teacher, and the principal shall be present for the meeting. The principal shall provide a written answer of the grievance to the aggrieved teacher and the A.T.O. within five (5) days after the meeting. This answer shall include the reasons for the decision.
- C. If a grievance is not resolved at Step B., then the aggrieved may refer the grievance to the Superintendent or his/her official designee within seven (7) days after receipt of the Step B. answer. The Superintendent shall arrange for a meeting with the aggrieved to take place within five (5) days of his/her receipt of the appeal. Each party shall have the right to include

in its representation such witnesses and counselors as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent shall have five (5) days in which to provide his/her written decision with reasons to the A.T.O.

- D. If the grievance is not resolved in Step C., within time limits provided, the Board President shall arrange for a meeting to take place with the aggrieved not less than fifteen (15) days after his/her receipt of the appeal. The appeal will be held in executive session. Each party shall have the right to include in its representation such witnesses and counselors as it deems necessary to develop pertinent facts to the grievance. Upon conclusion of the hearing, the Board President shall have ten (10) days to provide a written decision with reasons to the grievant and the A.T.O.

If the A.T.O. is not satisfied with the written disposition of the Superintendent, the A.T.O. and the Board agree to submit the grievance to the American Arbitration Association within ten (10) days. The American Arbitration Association rules and regulations shall likewise govern the proceedings. The arbitrator shall have all power and remedies within lawful statutes to render an award which shall be advisory. The Board shall have the right to overturn the arbitrator's advisory opinion. The cost for the services of the arbitrator will be borne equally by the Board and A.T.O.

- E. If the A.T.O. and the Superintendent agree, Step B. and/or Step C. of the grievance procedure may be bypassed and the grievance brought directly to the next step.
- F. Class grievances involving one or more teachers or one or more principals and grievances involving an administrator above the building level may be initially filed by the A.T.O. at Step D.
- G. The Board acknowledges the right of the A.T.O. representative to participate in the processing of a grievance at any formal level, and no teacher shall be required to discuss any grievance if the A.T.O. representative is not present.
- H. The Board and the Administration shall cooperate with the A.T.O. in its investigation of any grievance, and further, they shall furnish the A.T.O. with any readily available information requested for the processing of any grievance.
- I. No reprisals of any kind shall be taken by the Board or the Administration against a teacher because of his/her participation in this grievance procedure. Neither shall the A.T.O. take any reprisal action against the Board or the Administration.
- J. Should the investigation or processing of any grievance require that a teacher or an A.T.O. representative be released from his/her regular assignment at the request from the Board, he/she shall be released without loss of pay or benefits.

- K. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.
- L. A grievance may be withdrawn at any level without establishing precedent.

ARTICLE VIII

PERSONNEL RECORDS

Section 1. The Superintendent will develop and implement a comprehensive and efficient system of personnel records, under the following guidelines:

- A. A personnel folder for each employee will be accurately maintained in the District offices. Routine payroll and insurance-related records are maintained in a separate folder for each employee in the Treasurer's office.
- B. In addition to the application for employment, personnel folders will contain records and information relative to compensation, payroll deductions, evaluations, and such other information as may be required by the state or considered pertinent.
- C. Each employee will have the right to review the contents of his/her own personnel file in the presence of the Superintendent.
- D. Employees may make written objections to any information contained in the file. Any objection must be signed and will become part of the personnel file. Anonymous material or material from an unidentified source will not be placed in a file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include a written response.
- E. Employees shall also have the right to petition for removal of any material, first to the Superintendent, then to the Board.

ARTICLE IX

EVALUATION OF PROFESSIONAL STAFF

Section 1. The Board believes that a determination of the efficiency and effectiveness of its teaching and administrative staffs is a critical factor in the overall operation of the District.

Section 2. An ongoing evaluation program will be implemented to provide a record of the service of each teacher, to provide objective evidence for employment and personnel decisions, and to promote the improvement of instruction.

Section 3. The Superintendent will develop and implement a program for the annual evaluation of professional personnel directed toward the above ends.

Section 4. Within two (2) weeks after the beginning of each school term, the building principal or immediate supervisor shall acquaint each employee under his/her supervision with the evaluation procedures, standards and instruments, and he/she shall advise each employee as to who will observe and evaluate his/her performance. No evaluation may take place until such orientation has been completed.

Section 5. Procedures used in the evaluation process will be subject to Board approval. Full and appropriate records will be maintained.

- A. All teachers on limited contracts will be evaluated a minimum of twice per school year. The first evaluation will be completed prior to the Christmas recess, and the second evaluation will be completed by March 1st. No evaluation shall take place the day before or after a planned calendar day off, day after a teacher's absence, or the first or last days of a marking period. These requirements may be reasonably adjusted to accommodate unforeseen circumstances (such as absences of the teacher or evaluator) or to meet statutory requirements.
- B. All teachers with continuing contracts will be formally evaluated at least once per school year. Evaluations should be completed by March 1st.
- C. The building principal shall provide the employee with definite, positive assistance to improve the quality of teaching and to eliminate any deficiencies noted in the evaluation.
- D. The Final Evaluation Summary will be thoroughly completed for all teachers by April 1st who will be considered for contract renewal. The remaining staff will receive this evaluation by May 1st. A post-Final Evaluation Summary conference will be held if requested by the teacher or the building principal.
- E. The building principal is encouraged to complete more than the minimum number of evaluations if deemed desirable.
- F. The original evaluation documents for all teachers will be submitted to the Superintendent by the dates indicated above.
- G. The terms of this Article supersede and replace the provisions of Ohio Revised Code Section 3319.111.

ARTICLE X

WORKING CONDITIONS

Section 1. *Pay Dates:*

Teachers will be paid through direct deposit to the account and bank of their choice.

Teachers will be paid in twenty-four (24) equal pays annually with two (2) pays occurring in each calendar month (on the 15th and the last day of the month).

A teacher who performs mentoring duties or extracurricular duties under a supplemental contract issued in accordance with Appendix B of this Agreement may elect to be paid for such work by separate check. For the holder of a seasonal supplemental whose work is completed by December 15, the teacher will be paid on December 15 if written notice of the wish to be paid by separate check is furnished to the District Treasurer by December 1. In all other cases, the teacher will be paid on June 15 if written notice of the election to be paid by separate check is furnished to the Treasurer by June 1. A teacher who does not furnish such written notice will be paid not by separate check but through regular payroll.

Section 2. *Elementary Monitors:*

The Board agrees to provide appropriate preparation time for elementary school teachers as per state minimum standards.

Section 3. *School Year Extension:*

The school year shall consist of one hundred eighty-three days (183) for members of the bargaining unit. If the Ohio Department of Education mandates that the school year be extended beyond one hundred eighty-three (183) days, the Board agrees to pay for the additional days at the teacher's daily rate calculated by dividing his/her annual contract pay by one hundred eighty-three (183).

Section 4. *School Day:*

Teachers must be in their room or as assigned by 7:35 AM each morning. Teachers are to remain in their building or as assigned until 3:04 PM.

If the Superintendent implements a three (3)- hour delay because of inclement weather or some other extraordinary condition, it is understood that the school day affected will be increased at the end by one (1) hour and that teachers will remain on duty until 4:04 p.m.; this provision does not apply if the delay was for less than three (3) hours.

Section 5. *Extra Duties*

The appropriate building administrator will assign staff members to the various duties, such as high school cafeteria supervision, non-lunch playground duty and parking lot supervision, on a rotating basis.

Section 6. *Conference Expenses:*

Reimbursement amounts for meals when staff members are approved for attendance at conferences will be Six Dollars (\$6.00) for breakfast, ten dollars (\$10.00) for lunch and Fifteen Dollars (\$15.00) for supper for the duration of the conference.

Section 7. *Assignment Period:*

Any teacher who has multiple conference periods on any regular school day, may have all but one of those periods as an assignment period (i.e., the teacher will be assigned a teaching or supervision of students task, or comparable special project, and no administrative tasks).

Section 8. *School Calendar:*

Once the school calendar has been adopted and the school year has begun, the school calendar (including make-up days) cannot be changed without the agreement of the A.T.O.

Section 9. *Extended Service:*

The Board agrees to offer extended service contracts to teachers who can demonstrate a need for additional days of service.

Section 10. *Staff Meetings:*

The Administration may schedule a maximum of six (6) mandatory meetings per school year outside of the workday. Each meeting will not exceed thirty (30) minutes.

Section 11. *Special Education Teachers:*

Special education teachers shall be provided substitutes up to two (2) days per year to prepare for and confer with parents for the purposes of IEPs. Inclusive of these days will be one (1) day to write IEPs, and one (1) day to meet with parents.

Section 12. *Short-Cycle Assessments:*

Teachers involved in administering short-cycle assessments may, on 2-hour delay days, opt out of the 2-hour scheduled activities and use this time to grade short-cycle assessment tests, as needed.

Section 13. *Progressbook Posting:*

Each teacher required to use Progressbook will post student grades weekly, unless precluded from doing so because of urgent extraordinary circumstances in which case grades will be posted as soon as practicable.

ARTICLE XI

REDUCTION IN FORCE

Section 1.

Ohio Revised Code Section 3319.17 grants authority to reduce staff when the Board and Administration decide that it is necessary. A reasonable reduction may be made by suspending contracts as a result of a substantially decreased enrollment of pupils, return to duty of regular teachers after leaves of absence, financial difficulty, or the suspension of

school or territorial changes affecting the District. When such a reduction is deemed necessary, the following procedures shall be followed.

- A. On or before April 1st preceding reduction, the A.T.O. President shall be notified of the Board's intent to consider a reduction. A meeting shall be held between representatives of the A.T.O. and representatives of the Board to review appropriate data indicating a need for a reduction. The A.T.O. shall be informed as to why the reduction is deemed necessary, what teaching fields are to be affected, the extent of the anticipated reduction, and will be provided with a seniority list of all employees.
- B. The seniority list shall be prepared by listing all teachers according to continuous service in the District within all areas of certification/licensure. Those on continuing contracts shall be listed first according to continuous service in the District; then those on limited contracts shall be listed by continuous service in the District. The list shall include the data of initial employment (continuous) for each employee.

Teachers using any Board-approved unpaid leave of absence shall not lose the seniority held prior to the leave, nor shall they gain additional seniority for the time on leave, (except for a leave under the Family and Medical Leave Act) i.e., a leave of absence shall not break an employee's continuous employment.

If two (2) or more teachers have the same length of continuous service, seniority shall be determined by the date of the Board meeting at which the teacher was hired. In the case of more than one (1) employee with the same date of employment, evaluation shall be the determining factor.

- C. Any reduction shall be first covered through normal attrition.
- D. Reductions beyond those covered by attrition, will be made by suspending contracts. The Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent who shall, within each teaching field affected, give preference to teachers on continuing contracts and to teachers who have greater seniority. The position to be abolished will be applied to the seniority list. The teacher who presently holds this position is the teacher whose contract is to be suspended, unless it is possible for the involved teacher to replace a teacher with less seniority in an area for which the involved teacher is properly certificated/licensed.

A teacher whose contract is suspended as a result of a reduction shall be given written notification no later than April 30th of the year the reduction is to be implemented. The notification shall state the reason(s) for the reduction and reason(s) for the selection of the teacher.

- E. Teachers whose continuing contracts are suspended shall have the right of restoration to status in the order of seniority in the District, if and when teaching positions become vacant or are created for which any such teachers are or become qualified. After restoration of teachers with continuing contracts, those on limited contracts shall also be restored in the manner described above.

Restoration rights for teachers whose limited contracts were suspended shall commence upon the effective date of the suspension and shall continue through the next two (2) full school years.

Where group insurance policies permit, a teacher on the recall list who is unemployed and does not otherwise have group coverage available may continue to participate in those benefits which are provided to teachers in active employment provided the teacher pays the group rates for such benefits.

- F. No new teacher will be employed while there are teachers on the recall list who are certificated in the teaching area in which a vacancy exists, unless it is necessary to receive State funding for Vocational Education.

When a vacancy occurs, the Board shall send a certified announcement to the last known address of teachers on the recall list who are qualified to fill the vacancy. It is the teacher's responsibility to keep the Board informed of his/her current address. Any teacher who fails to respond in writing to the Superintendent's office within ten (10) business days, or declines a full-time position, shall forfeit all recall rights.

A teacher may also be removed from the recall list if he/she:

1. Waives his/her recall rights in writing.
2. Resigns.
3. Fails to report to work within ten (10) days after receipt of the recall notice, unless sick or injured.

- G. A teacher on the recall list shall, upon acceptance of the notification to resume active status, return to active status with the same seniority, accumulation of sick leave and salary schedule placement as enjoyed at the time of layoff.

- H. The Administration will provide letters of recommendation for teachers affected by a reduction, and will attempt to provide other forms of assistance, where possible, upon the request of the teacher.

The personnel records and all references of those teachers laid off pursuant to this Section shall clearly indicate that such was due to a reduction and not unsatisfactory performance.

- I. Teachers affected by a reduction will be given preferential consideration as substitute teachers.

ARTICLE XII

PROFESSIONAL STAFF ABSENCES AND LEAVES

Section 1. *Approved Reasons for Absence:*

A teacher shall attend faithfully the duties of his/her position and shall not be absent except for personal illness, to transact essential personal business which cannot be transacted outside of working hours, or for other good and sufficient reasons authorized by this Article or approved by the Superintendent.

Section 2. *Permission or Notification of Absence:*

A teacher absent from duty because of personal illness, illness or death in the family, or subpoena or jury summons, shall notify the appropriate administrator as early as possible, and such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible. A teacher absent from duty for any other reason shall first secure permission from the appropriate administrator.

Section 3. *Loss of Salary for Absence:*

Absence not covered by sick leave or other provisions of this Article shall result in loss of pay for the period of absence and requires advance approval by the Superintendent. The daily deduction from a teacher's salary for unauthorized absence shall be 1/183 of the annual salary.

Section 4. *Effect of Absence on Salary Increments:*

No teacher shall be denied any annual salary increment because of absence resulting from any accident incurred in line of duty, from service in the armed forces of the United States, and from a leave of absence for exchange teaching.

Section 5. *Absence Before or After a Holiday:*

A teacher's absence one (1) work day immediately preceding or following a holiday shall require a statement from a licensed physician or dental surgeon validating the need for such an absence, unless a personal or professional day is approved in advance by the Superintendent.

Section 6. *Appearance in Court:*

In case of absence in response to a subpoena or jury summons in a case in court or in the administrative hearing in which the teacher is not a party, there shall be deducted from the teacher's salary the amount and only the amount of any witness or jury fee or other compensation, exclusive of any reimbursement paid specifically for expenses incurred by reason of such subpoena or summons. A certificate signed by the teacher and stating the amount of such fee or other compensation, if any, must be submitted to the Board Treasurer, or the full salary for the period of absence shall be deducted. Optionally, no deduction will be made from the teacher's pay, if the payment made by the

court is signed over to the District.

In case of absence for any court proceeding in which the teacher is convicted of a felony or found guilty of any willful wrongdoing, no salary shall be paid for the period of absence.

Section 7. *Sick Leave:*

Each regular teacher shall be entitled to one and one-fourth (1-1/4) days of sick leave for each completed month of service. The unused portion is cumulative to a total of two hundred (200) days. The teacher may use accumulated sick leave due to personal illness or injury, illness or death of a member of his/her immediate family, or other reasons approved by the Superintendent. The length of any absence shall be subject to approval by the Superintendent. (Immediate family shall be defined as the employee's spouse, child, parent, brother, sister, father-in-law, mother-in-law, grandchild or grandparent.) Unused sick leave accumulation shall be transferable from other Ohio school districts provided the total does not exceed one hundred eighty (180) days. The Board reserves the right to allow the transfer of accumulated sick leave from districts outside Ohio (not to exceed 180 days) at the time of employment, if such recommendation is made to the Board by the Superintendent.

Section 8. *Initial Use of Sick Leave:*

At the time of initial employment each teacher shall have immediately available five (5) days sick leave. These five (5) days shall be part of his/her first year's accumulation.

Section 9. *Donation of Sick Leave:*

This Section applies only in the case of a teacher who suffers a catastrophic illness or extraordinary medical complications and who has exhausted his/her accumulated sick leave (including any advance of sick leave under Section 8 of this Article). An absence for normal pregnancy and childbirth (including a Caesarian section) is not covered by this Section, although extraordinary medical complications can qualify. Where this Section applies, the following rules are controlling.

- A. The teacher who has exhausted sick leave may receive no more than twenty (20) donated sick leave days within a school year.
- B. A teacher with accumulated sick leave may donate up to two (2) days within a school year to a recipient under Paragraph A above if, after such donation, the teacher would still have at least seventy-five (75) days of accumulated sick leave remaining. Any donation must be initiated by using the form available from the Treasurer.
- C. A recipient under Paragraph A above may be required to submit appropriate medical verification of the catastrophic illness or extraordinary medical conditions.

Section 10. *Leave for Personal Illness:*

An application for leave of absence because of personal illness shall be granted only upon recommendation by the Superintendent.

Whenever a teacher shall have been absent because of personal illness for a continuous period of a half year, the Superintendent shall investigate the facts of the case and shall make a recommendation to the Board as to whether or not the teacher should be given an unrequested leave of absence.

Section 11. *Travel Difficulties:*

If an absence results from travel difficulties between a teacher's residence and his/her place of employment, the Superintendent may waive the salary deduction if, in the judgment of the Superintendent, the teacher has made every reasonable effort to get to his/her place of employment.

Section 12. *Restricted Personal Leave:*

A teacher is allowed three (3) personal days per school year, non-accumulative, provided the request form is presented to the principal at least one (1) week in advance except in special cases.

The Superintendent will in no event approve personal leave that extends a break period or holiday for more than a total of three (3) teachers who request such leave.

Personal leave will not be used to work for another employer, or to seek other employment, and will not be used to extend break period or holiday except in special cases to be determined by the Superintendent. Personal leave may be used as sick leave only when all sick leave is expended. Personal leave will not be taken prior to September 15 or after May 15 in any school year except in special cases to be determined by the Superintendent.

In addition, any personal days not used during the school year will be reimbursed at the substitute teacher rate to be paid on the first payday following teacher workday.

Teachers will be allowed to carry over one (1) personal day per year if the teacher furnishes written notice of that election to the District Treasurer by the last day of school. The total will not exceed four (4) accumulated days in any one (1) school year.

Section 13. *Professional Meetings, Workshops, Etc.:*

There will be no more than two (2) teachers attending any one specific professional meeting, workshop, inservice, etc., on any day when school is in regular session unless approved by an administrator.

Section 14. *Funeral Leave:*

A teacher is allowed up to three (3) days of absence without loss of pay in the

event of the death of a member of the employee's immediate family. If, in the opinion of the Superintendent, additional time is necessary, it may be granted at his/her discretion.

Section 15. *FMLA Leave:*

The parties agree to abide by the provisions of the Family and Medical Leave Act of 1993. The 12-month period during which an eligible teacher may use up to twelve (12) weeks of FMLA leave is a rolling 12-month period measured backwards from when the teacher goes on FMLA leave.

ARTICLE XIII

INSURANCE

Benefits in addition to salary are an integral part of the total compensation plan. The teacher will select the insurance benefits in which he/she wants to participate.

Section 1. *Full-time Employee Benefits:*

- A. The Board will provide hospitalization insurance for each full-time teacher with coverage comparable to that currently in effect. The maximum premium that will be paid by the Board will be eighty-five percent (85%) per month of the family and single comprehensive plan. Any premium that remains above these "caps" will be assumed by the teacher.
- B. The Board will provide dental insurance for each full-time teacher, with coverage comparable to that currently in effect. The maximum premium that will be paid by the Board will be eighty-five percent (85%) per month of the plan. Any premium that remains above this "cap" will be assumed by the teacher.
- C. The Board will provide vision insurance for each full-time teacher. The maximum premium that will be paid by the Board for this benefit will be eighty-five percent (85%) per month of the family and single plan. Any premium that remains above these "caps" will be assumed by the teacher.
- D. The insured will not duplicate insurance coverage. Changes in coverage can be accomplished only with mutual consent of the Board and A.T.O.

Section 2. *Part-Time Employees Benefits:*

- A. For part-time teachers, the Board will pay eighty-five percent (85%) per month of the family and single comprehensive plan multiplied by the teacher's full-time equivalence. Any premium that remains above these "caps" will be assumed by the teacher.
- B. The Board will provide dental insurance for each part-time teacher, with coverage comparable to that currently in effect. The maximum premium that will be paid by the Board will be eighty-five percent (85%) per month of the plan multiplied by the teacher's full-time equivalence. Any premium that remains above this "cap" will be assumed by the teacher.

- C. The Board will provide vision insurance for each part-time teacher. The maximum premium that will be paid by the Board for this benefit will be eighty-five percent (85%) per month of the family and single plan multiplied by the teacher's full-time equivalence. Any premium that remains above these "caps" will be assumed by the teacher.
- D. The insured will not duplicate insurance coverage. Changes in coverage can be accomplished only with mutual consent of the Board and A.T.O.

Section 3. *Life Insurance:*

The Board will provide Forty Thousand Dollars (\$40,000.00) term life insurance for each full-time teacher without cost to the teacher. The Board will pay the cost of the premium times full-time equivalence for part-time employees. The Board will provide the teacher with the opportunity to purchase additional insurance based on the rate and restrictions required by the insurer of the Board.

Section 4. *Liability Insurance:*

The Board will provide liability insurance for each teacher without cost to the teacher, with coverage comparable to that currently in effect.

Section 5. *Flexible Benefit Plan:*

The Board will offer a Flexible Benefit Plan to teachers as allowed under Section 125 of the Internal Revenue Code, as long as there is no monetary cost to the Board. If a plan cannot be found without monetary cost to the Board, the Board will take the necessary administrative steps to provide teachers with the opportunity to pay medical premiums with pre-tax dollars as allowed under Section 125 of the Code.

Section 6. *Spousal Language:*

If a full-time teacher has family medical coverage through an employer (not the Board) of a spouse, he/she will be eligible for a single plan under the premium conditions stated in Section 1. above. If a part-time teacher has family medical coverage through an employer (not the Board) of a spouse, he/she will be eligible for a single plan under the premium conditions stated in Section 2. above.

ARTICLE XIV

FRINGE BENEFITS

Section 1. *Annuities:*

Teachers may participate in the tax-sheltered annuity program with payroll deductions made by the Treasurer. The enrollment period is limited from January 1st to February 15th, and August 1st to September 15th of each year. Any current annuity will remain in effect unless cancelled by the teacher.

Section 2. *Severance Pay:*

- A. Severance pay will be granted to retiring teachers at the rate of .30 of a day for each day computed to the lower full day of accumulated sick leave up to two hundred (200) days of sick leave; therefore, severance pay shall not exceed sixty (60) times the current daily rate of the retiree at the time of retirement.

- B. The Board will require proof of retirement before issuance of severance payment. The issuance of the first retirement check by the State Teachers Retirement System to the retiree will be deemed sufficient proof. Eligibility for severance pay shall be based at ten (10) years of continuous service in the District immediately preceding the date of retirement.

Section 3. *Pick Up of Retirement Contributions:*

- A. The Board shall continue its current practice of "picking up" each teacher's mandatory contributions to the State Teachers Retirement System using the salary restatement method that results in no cost to the Board.

- B. With respect to any employee for whom the Board also purchases a "tax-sheltered" annuity as described in Section 403 (b) of the Internal Revenue Code, the Board will not undertake to ascertain or to certify that the aggregate of this "pick-up" and the amount being contributed to said "tax-sheltered" annuity will not exceed the exclusion allowance for federal and state income taxes provided by law.

- C. If there is a determination that the foregoing adversely affects the qualified status under the Internal Revenue Code of the contributions by the Board, or the picked up contributions or of the STRS retirement plan, this "pick-up" provision shall be void.

Section 4. *Tuition Payment:*

A. *Reimbursement Limits:*

- 1. Two Hundred Dollars (\$200.00) per quarter hour for a maximum benefit of One Thousand Five Hundred Dollars (\$1,500.00) per school year.

- or

- 2. Two Hundred Twenty-five Dollars (\$225.00) per semester hour for a maximum benefit of One Thousand Five Hundred Dollars (\$1,500.00) per school year.

- 3. Twenty Thousand Dollars (\$20,000) total maximum amount to be paid in any single school year.

B. Conditions:

Courses that qualify for reimbursement are as follows:

1. Courses in teacher's undergraduate major.
 2. Courses in teacher's teaching field.
 3. Courses in teacher's teaching assignment.
 4. Courses in a teacher's approved post-graduate program that are accepted by the Superintendent.
- C. All courses must be approved by the Superintendent prior to official enrollment in the course.
- D. Tuition reimbursement will cover just the actual cost of tuition up to Two Hundred Dollars (\$200.00) per semester hour and up to One Hundred Seventy Five Dollars (\$175.00) per quarter hour. Proof of tuition payment must be submitted to the Treasurer.
- E. Before appropriate reimbursement can be paid evidence from the college/university must be provided to the Treasurer that the teacher has successfully completed the course in which he/she was enrolled.
- F. All required documentation must be received by the District Treasurer prior to the first workday of the next teacher work year.

NOTE: If the Board and /or Administration requests that a teacher complete additional course-work, this course-work will be fully compensated by the Board, and this tuition payment will not be affected.

Section 5. *Retirement Notification Incentive:*

A teacher who gives written notice by December 15 to the Treasurer that he/she will service retire under STRS effective at the end of that school year, and who does in fact service retire at the end of the year will receive a lump-sum payment of Five Hundred Dollars (\$500.00), subject to applicable payroll withholdings, payable by the last regularly scheduled pay day in June.

ARTICLE XV

COMPENSATION

Section 1. *Experience Credit:*

A teacher may be awarded full credit for elementary and/or secondary teaching experience in accredited schools outside the District. If the employee is not awarded full credit, he/she must be awarded up to ten (10) years of actual credit.

Section 2. *Salary Schedule:*

See Appendix A, "Professional Staff Salary Schedule," for specific details.

Section 3. *Index Schedule:*

See Appendix A, "Professional Staff Salary Index," for specific details. In addition, the following rules apply with respect to implementation of the salary schedule and its index for the 2011-12, 2012-13, and 2013-14 school years:

- A. Effective with the 2011-12 school year, teachers will move horizontally on the salary schedule in accordance with normal procedure. However, no teacher will move vertically on the salary schedule. In other words, the vertical step placement on the schedule of an incumbent teacher for the 2011-12 school year will remain the same as it was for the 2010-11 school year; nor will the 2011-12 school year count for any teacher as vertical credit toward vertical step placement of the teacher in a future school year.
- B. Effective with the 2012-13 school year, teachers will move both horizontally and vertically on the salary schedule in accordance with normal procedure. (It is further understood that no teacher can move vertically at the start of the 2012-13 school year more than one (1) step beyond where the teacher was placed vertically during the 2010-11 school year and that no vertical movement on the salary schedule will be applied or credited retroactively.)
- C. Effective with the 2013-14 school year, unless otherwise mutually agreed under the reopener provision of Article XX of this Agreement, teachers will move horizontally on the salary schedule in accordance with normal procedure. However, no teacher will move vertically on the salary schedule, it being the parties' intent that vertical step movement and credit for the 2013-14 school year will again be frozen as it was under A. above for the 2011-12 school year.

Section 4. *Extra-Curricular/Supplemental Salary Schedule:*

See Appendix B, "Extra-Curricular/Supplemental Salary Schedule," for specific details.

Section 5. *Compensation for Covering Classes:*

The Board will provide compensation at the rate of Twenty Dollars (\$20.00) per period for those teachers asked by an administrator to cover for absent employees during his/her conference period. A teacher may refuse to cover a class if it is during his/her conference period.

Section 6. *Compensation for Working as a Detention Hall Monitor*

The Board will provide compensation at the same rate as is provided in Article XV, Section 5. Compensation for Covering Classes, for those teachers that serve as detention hall monitors for a regularly scheduled, secondary detention

hall.

Section 7. *Compensation for Serving on the LPDC Executive Committee*

Any teacher who serves on the Hancock County Local Professional Development Executive Committee will be paid at a rate of Twenty Dollars (\$20.00) per hour outside of the established school day. The total maximum the Board will pay will be one and one-half percent (1½%) of the base salary in effect during that school year.

Section 8. *Compensation for Serving on IAT Standing Committee*

All members of the IAT standing committee shall be compensated at a rate of Fifteen Dollars (\$15.00) per hour up to a maximum of thirty (30) hours outside the school day per school year. The high school and elementary school shall each have four (4) standing committee members. Each member shall be approved by the appropriate administrator.

Section 9. *Intervention and Homebound Instructors:*

A teacher assigned to before school/after school/summer intervention and/or homebound instruction duties independent of his/her normal work duties is compensated at a rate of Twenty Dollars (\$20.00) per hour for such additional duties.

Section 10. *National Board Certification:*

Upon a teacher's successful completion of the National Board Certification program, the Board will reimburse the teacher for the application fee (currently \$65.00) and for \$300.00 of the Assessment Fee. Reimbursement under this Section will be made consistent with tuition reimbursement guidelines.

ARTICLE XVI

HIRING RETIRED TEACHERS

Section 1. For purposes of salary schedule placement upon initial employment, a previously retired teacher ("PRT") will be granted a minimum of five (5) and a maximum of ten (10) years service credit, at the discretion of the Board. (A PRT with less than five years of credited teaching experience will be initially placed at their appropriate experience step on the salary schedule). The PRT will be placed on the appropriate education column of the salary schedule. A PRT may advance up to but not beyond Step 9 on the salary schedule.

1. PRTs will be awarded one-year limited contracts of employment that will automatically expire at the end of the school year without notice of non-renewal. No performance evaluations shall be required.
2. PRTs may be re-employed from year to year, with Board approval, but shall not become eligible for continuing contract status.
3. For purposes of Reduction in Force, PRTs will not accrue seniority.

4. PRTs shall not be eligible to participate in any contractual retirement incentive program, tuition reimbursement, or for severance pay upon separation from employment.
5. PRTs shall not be eligible to participate in the District's medical, dental or vision insurance program. A PRT will be eligible to participate in the District's medical insurance program (on the terms appearing in Article XIII, Sections 1 and 2 of this Agreement) if and to the extent, but only to the extent, that the PRT is precluded by STRS policy from obtaining medical insurance benefits through STRS.
6. Prior employment in the District is no guarantee of post-retirement employment or a particular assignment, if hired.
7. PRTs shall be entitled to all other contract benefits available to bargaining unit members unless otherwise limited by specific provisions of this Article.
8. The parties intend for the provisions of this Article to supercede, to the maximum extent permitted by law, all sections of the Ohio Revised Code that may be in conflict with this Article. This includes, but is not limited to Ohio Revised Code Sections 3319.11, 3319.13/14, 3319.111, 3319.17, and 124.39(B).

ARTICLE XVII

EFFECT OF AGREEMENT

- Section 1.** The terms and conditions in this Agreement represent the full and complete understanding and commitment between the parties. They may be modified by alteration, change, addition to, or deletion only through mutual consent of both parties in a written amendment.
- Section 2.** The terms and conditions of this Agreement shall be respected in individual contracts or employment agreements.
- Section 3.** Should any provision of this Agreement be declared illegal by a court of competent jurisdiction, such provision shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining provisions shall remain in full force and effect for the duration of the Agreement.

ARTICLE XVIII

NON-RENEWAL

- Section 1.** The procedures set forth in this Article shall be the sole procedures utilized by the Board for the non-renewal of limited contracts issued to members of this bargaining unit. These procedures will not be employed for non-renewal of supplemental contracts. These procedures supercede the procedures for non-renewal set forth in Ohio Revised Code Section 3319.11.
- Section 2.** If the Superintendent determines that he/she will recommend that a teacher

serving under a limited contract be non-renewed, the Superintendent will so notify that teacher on or before April 30th.

Section 3. The Board will act upon the Superintendent's recommendation on or before May 15th, and will notify the teacher within three (3) days of the Board's action to non-renew.

- A. Notice will be made to the teacher at such time as the notification is delivered to the U.S. Postal Service.
- B. All correspondence shall be sent by certified mail.
- C. Teachers subject to the provisions of this Article shall keep the Board informed of their current mailing address.

Section 4. When a teacher has been notified of the Board's action, said teacher shall be accorded the right to request a statement of the circumstances leading to the Board's action.

Section 5. The affected teacher may within seven (7) days of the Board's action request a hearing during which he/she may show cause as to why his/her limited contract should be renewed.

- A. The request for hearing shall be filed with the Board Treasurer; failure to request said hearing within seven (7) days shall be deemed a waiver of the bargaining unit member's right to appeal the Board's action.
- B. The hearing will be held before two (2) Board members and shall be in executive session unless the parties mutually agree to a public hearing.
- C. The parties to the hearing shall have the right to submit evidence, both oral and written, to support their respective positions.
- D. The hearing will be held within forty (40) days of Board action.
- E. The panel shall submit a recommendation to the Board within five (5) days of the hearing.

Section 6. If the provisions of Article IX, Evaluation of Professional Staff, are not followed, limited contract teachers cannot be non-renewed.

Optional: Should a teacher believe that the Board has not substantially complied with the procedural requirements of this Article or Article IX, Evaluation of Professional Staff, he/she may request a review of the Board's compliance with procedures by an arbitrator. The review will be accomplished under the American Arbitration Association's Expedited Labor Arbitration Rules.

- A. The arbitrator's authority will solely be limited to a review of whether the Board and the Administration have substantially complied with the provisions of this Article.
- B. Should the arbitrator determine that these procedures have not been

substantially complied with, he/she may award an additional one (1) year limited contract.

- C. The arbitrator will be without authority to review the sufficiency of the Board's reasons for non-renewal.

ARTICLE XIX

DISCUSSION AND RESOLUTION COMMITTEE

A Discussion and Resolution Committee will be established and meet at least once each semester as deemed necessary by either A.T.O. or the Administration. The A.T.O. President and the Superintendent will meet to mutually establish an agenda and provide each member with a copy at least twenty-four (24) hours prior to the scheduled meeting. Other meetings may be called if necessary. Such Committee will consist of two (2) representatives of the A.T.O., one (1) being the A.T.O. President, and two (2) representatives of the Board, of which one (1) will be a Board member and one (1) the Superintendent. The purpose of the Committee is to discuss concerns of either the A.T.O. or the Board.

ARTICLE XX

DURATION

This Agreement shall be effective 11:59 PM, June 30, 2011 and it shall continue in effect until midnight, June 30, 2014.

With respect to the teacher salary schedule for the 2013-14 school year only, the A.T.O. may opt to reopen negotiations if the District's financial condition significantly changes. To exercise this option, the A.T.O. must give written notice to the Superintendent by not later than May 1, 2013 of the decision to reopen negotiations. If such notice is given, the parties will reopen negotiations for this purpose by not later than May 15, 2013. It is further understood that if negotiations do not result in an agreement by May 31, 2013, the impasse provisions of Article II, Section 6 of this Agreement will apply. If the A.T.O. opts not to reopen negotiations under this provision, it is understood that the teacher salary schedule for the 2013-14 school year will be implemented as specified in Article XV, Sections 2 and 3 of this Agreement.

This Agreement is signed the ___15th___ day of June 2011.

In witness thereof:



President of A.T.O.



President, Arcadia Board of Education



Secretary of A.T.O.



Treasurer, Arcadia Board of Education

APPENDIX A

ARCADIA PROFESSIONAL STAFF SALARY

1.00%								
2011-2012								
Step	BA		150		MA		MA+15	
0	\$ 30,170	1.000	\$ 31,588	1.047	\$ 33,037	1.095	\$ 34,093	1.130
1	\$ 31,377	1.040	\$ 32,946	1.092	\$ 34,545	1.145	\$ 35,902	1.190
2	\$ 32,613	1.081	\$ 34,333	1.138	\$ 36,084	1.196	\$ 37,713	1.250
3	\$ 33,880	1.123	\$ 35,752	1.185	\$ 37,652	1.248	\$ 39,523	1.310
4	\$ 35,179	1.166	\$ 37,199	1.233	\$ 39,252	1.301	\$ 41,333	1.370
5	\$ 36,506	1.210	\$ 38,678	1.282	\$ 40,880	1.355	\$ 43,144	1.430
6	\$ 37,864	1.255	\$ 40,187	1.332	\$ 42,540	1.410	\$ 44,954	1.490
7	\$ 39,252	1.301	\$ 41,726	1.383	\$ 44,230	1.466	\$ 46,763	1.550
8	\$ 40,670	1.348	\$ 43,293	1.435	\$ 45,948	1.523	\$ 48,573	1.610
9	\$ 42,117	1.396	\$ 45,014	1.492	\$ 47,698	1.581	\$ 50,384	1.670
10	\$ 43,596	1.445	\$ 46,734	1.549	\$ 49,478	1.640	\$ 52,194	1.730
11	\$ 45,105	1.495	\$ 48,454	1.606	\$ 51,289	1.700	\$ 54,005	1.790
12	\$ 46,643	1.546	\$ 50,172	1.663	\$ 53,129	1.761	\$ 55,815	1.850
13	\$ 48,211	1.598	\$ 51,893	1.720	\$ 55,000	1.823	\$ 57,624	1.910
14	\$ 49,811	1.651	\$ 53,642	1.778	\$ 56,901	1.886	\$ 59,435	1.970
15	\$ 49,811	1.651	\$ 53,642	1.778	\$ 58,831	1.950	\$ 62,753	2.080
17	\$ 49,811	1.651	\$ 54,547	1.808	\$ 58,831	1.950	\$ 63,960	2.120
20	\$ 51,440	1.705	\$ 55,422	1.837	\$ 60,792	2.015	\$ 65,167	2.160
23	\$ 51,440	1.705	\$ 55,422	1.837	\$ 60,792	2.015	\$ 65,770	2.180
25	\$ 52,587	1.743	\$ 56,026	1.857	\$ 62,783	2.081	\$ 66,374	2.200
Signing bonus of \$500 to any teacher hired at step 0								
Signing bonus of \$500 to any teacher hired at step 1								
A teacher starting at step 0 will be entitled to the bonus at step 1 as well								

APPENDIX A

ARCADIA PROFESSIONAL STAFF SALARY

2012-2013

Step	BA		150		MA		MA+15	
0	\$ 30,170	1.000	\$ 31,588	1.047	\$ 33,037	1.095	\$ 34,093	1.130
1	\$ 31,377	1.040	\$ 32,946	1.092	\$ 34,545	1.145	\$ 35,902	1.190
2	\$ 32,613	1.081	\$ 34,333	1.138	\$ 36,084	1.196	\$ 37,713	1.250
3	\$ 33,880	1.123	\$ 35,752	1.185	\$ 37,652	1.248	\$ 39,523	1.310
4	\$ 35,179	1.166	\$ 37,199	1.233	\$ 39,252	1.301	\$ 41,333	1.370
5	\$ 36,506	1.210	\$ 38,678	1.282	\$ 40,880	1.355	\$ 43,144	1.430
6	\$ 37,864	1.255	\$ 40,187	1.332	\$ 42,540	1.410	\$ 44,954	1.490
7	\$ 39,252	1.301	\$ 41,726	1.383	\$ 44,230	1.466	\$ 46,763	1.550
8	\$ 40,670	1.348	\$ 43,293	1.435	\$ 45,948	1.523	\$ 48,573	1.610
9	\$ 42,117	1.396	\$ 45,014	1.492	\$ 47,698	1.581	\$ 50,384	1.670
10	\$ 43,596	1.445	\$ 46,734	1.549	\$ 49,478	1.640	\$ 52,194	1.730
11	\$ 45,105	1.495	\$ 48,454	1.606	\$ 51,289	1.700	\$ 54,005	1.790
12	\$ 46,643	1.546	\$ 50,172	1.663	\$ 53,129	1.761	\$ 55,815	1.850
13	\$ 48,211	1.598	\$ 51,893	1.720	\$ 55,000	1.823	\$ 57,624	1.910
14	\$ 49,811	1.651	\$ 53,642	1.778	\$ 56,901	1.886	\$ 59,435	1.970
15	\$ 49,811	1.651	\$ 53,642	1.778	\$ 58,831	1.950	\$ 62,753	2.080
17	\$ 49,811	1.651	\$ 54,547	1.808	\$ 58,831	1.950	\$ 63,960	2.120
20	\$ 51,440	1.705	\$ 55,422	1.837	\$ 60,792	2.015	\$ 65,167	2.160
23	\$ 51,440	1.705	\$ 55,422	1.837	\$ 60,792	2.015	\$ 65,770	2.180
25	\$ 52,587	1.743	\$ 56,026	1.857	\$ 62,783	2.081	\$ 66,374	2.200
Signing bonus of \$500 to any teacher hired at step 0								
Signing bonus of \$500 to any teacher hired at step 1								
A teacher starting at step 0 will be entitled to the bonus at step 1 as well								

APPENDIX A

ARCADIA PROFESSIONAL STAFF SALARY

2013-2014								
Step	BA		150		MA		MA+15	
0	\$ 30,170	1.000	\$ 31,588	1.047	\$ 33,037	1.095	\$ 34,093	1.130
1	\$ 31,377	1.040	\$ 32,946	1.092	\$ 34,545	1.145	\$ 35,902	1.190
2	\$ 32,613	1.081	\$ 34,333	1.138	\$ 36,084	1.196	\$ 37,713	1.250
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14	\$ 49,811	1.651	\$ 53,642	1.778	\$ 56,901	1.886	\$ 59,435	1.970
15	\$ 49,811	1.651	\$ 53,642	1.778	\$ 58,831	1.950	\$ 62,753	2.080
17	\$ 49,811	1.651	\$ 54,547	1.808	\$ 58,831	1.950	\$ 63,960	2.120
20	\$ 51,440	1.705	\$ 55,422	1.837	\$ 60,792	2.015	\$ 65,167	2.160
23	\$ 51,440	1.705	\$ 55,422	1.837	\$ 60,792	2.015	\$ 65,770	2.180
25	\$ 52,587	1.743	\$ 56,026	1.857	\$ 62,783	2.081	\$ 66,374	2.200
Signing bonus of \$500 to any teacher hired at step 0								
Signing bonus of \$500 to any teacher hired at step 1								
A teacher starting at step 0 will be entitled to the bonus at step 1 as well								

APPENDIX B

EXTRA-CURRICULAR/SUPPLEMENTAL SALARY SCHEDULE

Certain assignments may require extra responsibility or extra time over and above that required of all professional staff members. When the Board and Administration determine the need, such assignments will be provided a supplemental contract and supplemental compensation as listed below. Contracts for such assignments will be awarded by the Board upon the recommendation of the Superintendent.

A teacher who is offered and undertakes a supplemental assignment will enter into a one-year limited contract with the Board. In order to comply with statutory notification dates, and to accommodate the planning, scheduling, and budgetary needs of the District, the Board may, prior to April 30th, notify all holders of supplemental contracts that their contracts will not be renewed for the following school year.

Pay for supplemental assignments will be based upon work performed beyond regular duties and beyond the regular work day.

The percent shown below will be applied to the experience level of each individual for that activity on the B.A. Column of the teacher salary schedule.

Position

Athletic Director	20%
Assistant Athletic Director	9
Head Football Coach	15
Assistant Football (3)	9
Middle School Football (2)	4
Head Basketball Coach (2)	15
Assistant Basketball Coach (2)	9
Freshman Basketball Coach	7
Middle School Basketball Coaches (4)	4
Head Track Coach	11
Assistant Track Coaches (2)	6
Middle School Track Coaches (2)	4
Head Volleyball Coach	11
Assistant Volleyball Coach	6

Position

Head Wrestling Coach	11%
Assistant Wrestling Coach	6
Middle School Wrestling Coach	4
Head Baseball Coach	11
Assistant Baseball Coach	6
Head Softball Coach	11
Assistant Softball Coach	6
Head Golf Coach	11
Assistant Golf Coach	6
Weight Trainer	4
Assistant Weight Trainer	3
Head Cheerleader Advisor	11
Assistant Cheerleader Advisor	6
Jr./Sr. Advisors (6)	3
Sophomore Advisor (2)	1.5
Freshman Advisor (2)	1.5
Yearbook Advisor	5
Assistant Yearbook Advisor	4
Student Council Advisor	2.5
Honor Society Advisor	1.5
Band Director	15
Assistant Band Director	9
Vocal Music Director	3
Musical Directors (4)	4

Position

Middle School Volleyball Coaches (2)	4%
Quiz Bowl Advisor Middle/High School	2.5
Power of the Pen	2.5
HappyTeen Institute Advisor	2.5
Elementary Musicals/Choir	3.5
Elementary Student Council	1.5
Head Golf Coach	9
National Junior Honor Society Advisor	1
Musical Set Design and Construction	2

A. The number in parenthesis for example, "Head Basketball Coaches (2)" indicates the maximum number of positions to be filled in each job classification. In the absence of this number, it is understood that compensation is available for only one (1) individual in that job classification. As is indicated above, positions will be filled based on the need determined by the Board and the Administration.

B. Once placed on the schedule and with the exception of C. below, only years of experience at Arcadia in the same position count toward progression on the salary scale.

Once placed on the schedule and with the exception of C. below, only years of actual musical productions count toward progression on the salary scale.

C. If a person moves down in an activity, he/she will retain all years of experience in that activity.

Example: If the Head Football Coach had 5 years in that position and moved to be a Middle School Football Coach, he would retain the 5 years experience in that activity.

If a person moves up in an activity, he/she will retain one-half (1/2) of the years of experience in that activity.

Example: If the Assistant Coach in Volleyball had 6 years in that position and moved to be the Head Volleyball Coach, he/she would retain 3 years experience in that activity.

D. Positions can be added at any time by mutual agreement of the Board and the A.T.O. without reopening negotiations.