

**SUPPLEMENTAL CONTRACTS-FINE ARTS/CLUBS/ACTIVITIES  
MEMORANDUM OF UNDERSTANDING**

**Between the**

**BOARD OF EDUCATION of the SHAKER HEIGHTS CITY SCHOOL DISTRICT**

**and the**

**SHAKER HEIGHTS TEACHERS' ASSOCIATION**

The Board of Education of the Shaker Heights City School District (the "Board") and the Shaker Heights Teachers' Association (the "SHTA") have previously entered into a collective bargaining agreement effective January 1, 2015 through December 31, 2017, known as the Agreement between the Shaker Heights Board of Education and Shaker Heights Teachers' Association (the "CBA").

Side Letter A of the CBA provided for Supplemental Contract Review Committees to recommend (1) procedures for posting and awarding supplemental contracts, (2) objective parameters by category, (3) job expectations for supplemental contracts by category, and (4) a self-evaluation tool to be completed annually for each supplemental contract holder.

This Memorandum of Understanding ("MOU") between the Board and the SHTA supplements the terms of the CBA with respect to Supplemental Contracts for Fine Arts/Clubs/Activities.

Specifically, ARTICLE XXIX-SUPPLEMENTAL CONTRACTS, Sections 29.04 of the CBA, as modified by the SHTA Supplemental Contracts MOU dated June 14, 2016 will be deleted and replaced with the following sections effective with the beginning of the 2017-18 contract year.

29.04 a. Supplemental contracts for the following Clubs and Activities will be computed by multiplying the index figure shown in Appendix B of 29.04(b) times \$453 effective with the beginning of the 2017-18 contract year. The index values shown in appendix B of 29.04(b) are based on a full season or year as applicable. Supplemental contracts for a partial season/year will be prorated.

29.04 b. Index for Clubs and Activities

The index is based on 1% of the base pay and tied to raises in the contract. Pay schedule for all supplementals will be either half of the pay halfway through the contract or full pay at the end of the contract. All supplementals must be signed off by the Supervisor or Principal prior to being paid to ensure the work has been completed.

Each club or activity was evaluated using the matrix in Appendix A, which provided a system to evaluate the complexity of the work and the amount of time involved outside of contract hours. Appendix B details the index multiplier to be used. Appendix D provides additional guidelines for allocating supplemental contracts at the K-4 building level, while Appendix C summarizes estimated totals for the 2017-2018 fiscal year.

**Appendix A**

**Complexity and Time Matrix**

		Complexity					
		Low - (1)	Low/Med (1.5)	Med (2)	Med/High (2.5)	High	Very High
T I M E	LOW (1)	\$453 (1)	\$679.50 (1.5)	\$906 (2)	\$1132 (2.5)	\$1359 (3)	\$1585 (3.5)
		Low	Low/Med	Med	Med/High	High	Very High
	LOW / MED (1.5)	\$679.50	\$1019.25	\$1359	\$1698.75	\$2038.50	\$2378.25
		Low	Low/Med	Med	Med/High	High	Very High
	MED (2)	\$906	\$1359	\$1812	\$2265	\$2718	\$3171
		Low	Low/Med	Med	Med/High	High	Very High
	MED / HIGH (2.5)	\$1135.50	\$1698.75	\$2265	\$2831.25	\$3397.50	\$3963.75
		Low	Low/Med	Med	Med/High	High	Very High
	HIGH (3)	\$1159	\$2038.50 Low/Med + (1.75) \$2151.75	\$2718	\$3397.50	\$4077	\$4756.50
		Low	Low/Med	Med	Med/High	High	Very High
VERY HIGH (3.5)	\$1585.50	\$2378.25	\$3171	\$3963.75	\$4756.50	\$5549.25	
	Low	Low/Med	Med	Med/High	High	Very High	
SUPER HIGH (4)	\$1812	\$2718	\$3624	\$4530	\$5436	\$6342	

Multipliers for each supplemental contract were determined by assigning them a category on the matrix for both time spent and complexity of tasks.

**Appendix B**

**Assigned Multipliers for Each Supplemental**

<b>Index x 1 (\$453)</b>
<p><b>Elementary K-6</b></p> <ul style="list-style-type: none"><li>● Fernway Scholars</li><li>● Lomond Enrichment Scholars AM/PM</li><li>● Lomond Scholars Coordinator X 2</li><li>● Onaway Garden Club Assistant</li><li>● Onaway Yoga Club</li><li>● Mercer Student Council</li><li>● Lomond Student Council</li><li>● Lomond Garden Club Assistant</li><li>● Boulevard Morning Announcements</li><li>● Boulevard Newspaper Club</li><li>● Boulevard Intramurals x 2</li><li>● Lomond Fitness Club X 2</li><li>● Fernway Cooking Club</li><li>● WO GE Girls</li><li>● WO Running Club x 3</li><li>● WO All School Read x 3 (Every Other Year)</li><li>● WO Science Club</li><li>● WO Spaces</li><li>● WO Rising Stars</li><li>● WO Take Action-Math</li><li>● WO Assistant Ski Club Advisor</li></ul> <p><b>Middle School</b></p> <ul style="list-style-type: none"><li>● MS Spring Play Production Assistant</li><li>● MS SGORR</li><li>● MS Boys Discussion Group</li><li>● MS School Paper x 2</li><li>● MS Geography Bee</li></ul> <p><b>High School</b></p> <ul style="list-style-type: none"><li>● HS Gay Straight Alliance</li><li>● HS NAACP</li><li>● HS National History Day Advisors (Maryland Trip) x 2</li><li>● HS Take Action</li><li>● HS 9th Grade Theater Experience House Manager</li><li>● HS Thespian Conference Chaperone</li><li>● HS Project Support</li><li>● HS National History Day Advisor x 2</li></ul>
<b>Index x 1.5 (\$679.50)</b>
<p><b>Elementary K – 6</b></p> <ul style="list-style-type: none"><li>● WPBS Student Ambassadors Advisors x 2</li><li>● WO Art Club x 2</li><li>● WO Science Olympiad Assistants x 4</li><li>● WO WCC Assistant</li><li>● WO Yearbook</li></ul>

- BO Peer Mediation X 2
- WO Robotics x 2

**Middle School**

- MS Shaker Reading Mentor Advisors x 3
- MS Fall Play Production Assistant

**High School**

- HS Environmental Club
- HS Ensemble House Manager
- HS Language Lunch Tables
- HS Musical Production Pit Support
- HS Parent Support Liaison (theater)
- HS Mano en Mano x 2
- HS Fall Show House Manager
- HS Thespian Troupe Advisor
- HS Spring Show House Manager
- HS Guidance Vocational Support
- HS Assistant Ski Club Advisor
- HS Shakes Comp. and Bootcamp
- HS Stage Crew X 2

**Index x 2 (\$906)**

**Elementary K - 6**

- Fernway Scholars Coordinator
- Lomond Scholars Coordinator x 2
- Fernway Art Club
- Onaway Ropes of Lightning Coordinator
- Onaway/Lomond Garden Club
- Onaway Yoga Club
- WO Student Council x 3
- WO Sketchbook Committee
- WO Ski Club Advisors x 2
- WO PBS Co-facilitators x 2
- WO Drama Sound Set Assistants x 2
- WO Drama Club Assistants x 2

**Middle School**

- MS Assistant Ski Club Advisor - x 5
- MS Late Detention

**High School**

- HS Mock Trial
- HS 9th Grade Theater Experience Workshop
- Freshman Class Advisor
- Sophomore Class Advisor
- Junior Class Advisor
- HS Senior Project Advisors x 2
- HS New Stages House Manager
- Senior Class Activities Support x 2
- HS Art Club

### Index x 2.25 (\$1019.25)

#### Middle School

- MS Gay Straight Alliance
- MS Shaker Reading Mentors Coordinator

#### High School

- HS Quebec Trip
- HS Immersion Service Trip
- HS Classics Trip (every 3 years - only paid on trip year)\*
- HS Costa Rica (every other year - only paid on trip year)\*
- HS Production Costumer x 3 (fall, winter, & spring)
- HS Chilean Exchange
- HS Chinese Language Exchange
- HS Asian Cultural Exchange x 2
- HS French Exchange

### Index x 2.5 (\$1132.50)

#### Elementary K - 6

- WO Drama Sound Set Assistants x 2
- WO Drama Club Assistants x 2

#### High School

- HS Ensemble Show Director
- HS Production Specialist (if needed)
- HS Improv Program Support
- HS College Representative Planning
- HS Engineering Club
- HS Model UN (Junior Council on World Affairs) x 2

### Index x 3 (\$1359)

#### Elementary K - 6

- Fernway Peer Mediation
- Onaway Little Theater Coordinator
- WO Assistant Model UN Coordinator
- WO Science Olympiad Coordinator
- WO Drama Club Co Coordinators x 2

#### Middle School

- MS Power of the Pen Co-Advisors x 2
- MS Garden Club \$2838 x 2
- MS NHD
- MS Robotics Assistant
- MS Drill Co
- MS Drill Co
- MS Musical Director
- MS Assistant Model UN Coordinators x 2
- MS Program Scenery for Production
- MS Fall Play Production Coordinator

#### High School

- HS Garden Club/SEEDs x 2

- HS New Stages Director
- HS Production Showcase & Touring Season
- HS Improv Program Support
- HS Musical Production Pit Coordinator
- HS Goslar Summer & Semester Exchange & Independent Study x 2

### Index x 3.5 (1585)

#### High School

- HS Music Production Pit Conductor

### Index x 3.75 (1698.75)

#### Elementary K - 6

- WO Scholars x 4
- BO Afterschool Coordinator
- FE Afterschool Coordinator
- WO WCC Coordinator

#### Middle School

- MS Yearbook Co-Advisors x 2
- MS SKi Club Head Advisor
- MS Scholars x 4
- MS D.C. Trip Coordinator

#### High School

- HS Semanteme
- HS Musical Production Music Director
- HS Stage Crew
- HS Ski Club Head
- HS Marching Band Assistant x 6
- HS Educators Rising

### Index x 4 (\$1812)

#### Elementary K - 6

- LO El Sistema Orchestra
- WO WPBS Co-Facilitators x 2
- WO Head Model UN Coordinator
- WO Outdoor Education Program (Camp) X 3

#### Middle School

- MS Head Model UN Coordinator
- MS Robotics Head
- MS Student Government Co-Advisors x 2
- MS Science Olympiad Coaches x 3
- MS Spring Play Production Director

#### High School

- HS Global Friendship/AFS
- HS Season Box Office Manager
- HS Alumni, Patrons, Promotions (theater)
- HS Science Olympiad x 3

<ul style="list-style-type: none"> <li>● HS 9th Grade Theater Experience Director</li> <li>● HS Latin Club</li> </ul>
<b>Index x 4.5 (\$2038.50)</b>
<b>High School</b> <ul style="list-style-type: none"> <li>● HS Pre-season Marching Band X 7</li> <li>● HS Study Circle X 3</li> <li>● HS Worthing Exchange</li> </ul>
<b>Index x 4.75 (\$2151.75)</b>
<b>High School</b> <ul style="list-style-type: none"> <li>● HS MAC Sisters x 2</li> <li>● HS MAC Scholars x 2</li> </ul>
<b>Index x 5 (\$2265)</b>
<b>Elementary K - 6</b> <ul style="list-style-type: none"> <li>● Onaway Scholars and After School Coordinator</li> </ul> <b>Middle School</b> <ul style="list-style-type: none"> <li>● MS Science Olympiad Coordinator</li> <li>● MS HTC Coordinator x 2</li> </ul> <b>High School</b> <ul style="list-style-type: none"> <li>● HS Tutoring Center</li> <li>● HS Band Trip</li> <li>● HS Orchestra Trip</li> </ul>
<b>Index x 6 (\$2718)</b>
<b>High School</b> <ul style="list-style-type: none"> <li>● HS Yearbook</li> <li>● HS Shakerite</li> <li>● HS Senior Project Coordinator</li> </ul>
<b>Index x 6.25 (\$2831.25)</b>
<b>Middle School</b> <ul style="list-style-type: none"> <li>● MS Stage Supervisor</li> </ul>
<b>Index x 6.5 (\$2944.50)</b>
<b>High School</b> <ul style="list-style-type: none"> <li>● HS Fall Production Director</li> <li>● HS Spring Show Director - when needed</li> </ul>
<b>Index x 7 (\$3171)</b>

<b>Index x 7.5 (\$3397.50)</b>
<b>High School</b> <ul style="list-style-type: none"> <li>● HS Sankofa</li> <li>● HS Bookstore</li> </ul>
<b>Index x 8.75 (\$3963.75)</b>
<b>High School</b> <ul style="list-style-type: none"> <li>● HS IB Extended Essay</li> <li>● HS Student Body Advisor</li> <li>● HS Modern Dance Advisor</li> </ul>
<b>Index x 9 (\$4077)</b>
<b>High School</b> <ul style="list-style-type: none"> <li>● HS Raiderettes - (Pre-season &amp; Marching band Season) - we're combining into one contract</li> </ul>
<b>Index x 10.5 (\$4756.5)</b>
<b>Index x 14 (\$6342)</b>
<b>High School</b> <ul style="list-style-type: none"> <li>● HS Marching Band Head Director x 2 (Combined pre-season, planning &amp; charting, season)</li> <li>● HS Senior Class Advisor</li> </ul>
<b>Index x 17.5 (\$7927.5)</b>
<b>High School</b> <ul style="list-style-type: none"> <li>● Band Artist in Residence</li> </ul>



**Current Clubs not being paid as a supplemental:**

- Ultimate Frisbee
- Women’s Studies
- Creative Writing
- Poetry Outloud
- Book Club
- Operation Beautiful
- Harry Potter Alliance
- Public Speaking Club
- Math Club
- Israeli Culture Club
- Yoga Club
- French Club
- German Club
- Entrepreneur Club
- Quidditch Club
- Democratic Club
- Republican Club
- WHEW!
- Community Outreach of Artists
- MS Art Club

**Appendix C                      Clubs/Activities Supplemental Budgets By Building**

	<b>2016-17</b>	<b>2017-18</b>	<b>Difference</b>
High School	\$182,262.55	\$189,240.75	
Middle School	80,715.70	67,157.25	
Woodbury	40,953.70	47,451.75	
Boulevard	4,859.00	4,869.75	
Fernway	6,493.00	5,775.75	
Lomond	6,830.00	6,795.00	
Mercer	860.00	906.00	
Onaway	6,020.00	6,342.00	
	<b>\$328,993.95</b>	<b>\$328,538.25</b>	<b>(\$455.70)</b>

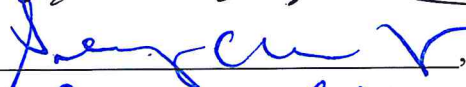
**Appendix D                      Equity Policy for K-4 Buildings**

Supplementals for clubs and activities in the K-4 buildings will be distributed at the rate of \$18 per student, not to exceed \$7,000 per building.

This MOU amends the 2015-2017 CBA and the June 14, 2016 SHTA Supplemental Contracts MOU.

**SHAKER HEIGHTS CITY SCHOOL DISTRICT  
BOARD OF EDUCATION**

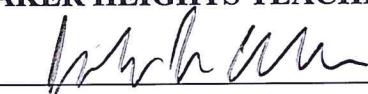
By , Board President

By , Superintendent

By Bryan C. Christman, Treasurer

Date: 8/15/17

**SHAKER HEIGHTS TEACHERS' ASSOCIATION**

By , President

Date: 8/15/17