

## CBA COMPLIANCE CHECKLIST

Submit with your ratified CBA on Gateway

| Required Items   | ✓  | Page No. <sup>1</sup>                         |
|--|----|---|
| School employer and exclusive representative identified  |    | 4   |
| Bargaining unit description (must be consistent with most recent IEERB Order)  |    | 4   |
| Beginning and ending date of CBA (must end on or before June 30, 2019)   |    | 1   |
| Ratification date (must be on or after September 15, 2017)   |    | 20  |
| Signature of at least one agent of both parties  |    | 20  |
| <b>Permitted Items</b>   |    |   |
| General definitions (definitions that apply to the whole CBA)  |    | N/A   |
| Grievance procedure (if arbitration used, must indicate if advisory or binding)  |    | 16  |
| Contract interpretation provisions (e.g., severability, supremacy, savings clauses)  |    | N/A   |
| <b>Salaries and salary increases</b>   |    |   |
| Salary for newly hired teacher (amount, schedule, or method of calculation)  |    | 10  |
|  | ✓  | Appendix B                                    |
| <b>Compensation plan</b>   |    |   |
| If there are no salary increases, CBA includes a statement to that effect  |    | N/A   |
| If it is a transition year, CBA includes statement to that effect  |    | N/A   |
| Salary range for all teachers (don't include current year increases or ISTRF)  |    | 10  |
| <b>Salary increases</b>  |    |   |
| Statement that teachers rated ineffective/improvement necessary are not eligible (except, if applicable, teachers in their first two school years of instructing students) |    | 10(c)   |
| Based on at least two of the five statutory factors  |    | 10  |
| Definitions of factors (e.g. experience, academic needs, instructional leadership)   |    | 10  |
| How much each factor contributes to increase (points, percentage, amount, etc.)  |    | 10  |
| Amount of increase (flat amount, % amount) or method for calculating amount  | 10 | 11  |
| Redistribution provision or a statement explaining why redistribution not necessary  |    |   |
|  |    | On Page 10 & 11 Based upon Calculation Method |
| <b>Stipends</b> (if applicable) (make sure stipends are clearly labelled as such)  |    | 21 & 22                                       |
| <b>Wages</b>   |    |   |
| Wages/compensation for ancillary duties (can only bargain compensation)  |    | 21 & 22                                       |
| Wages/compensation for extracurricular duties (cannot bargain numbers of positions)  |    | 21 & 22                                       |
| Compensation for extended contracts (cannot bargain number of days)  |    | 4   |

<sup>1</sup> IEERB encourages parties to number the pages of their CBA. If there are no page numbers, parties should identify the Article or Section number of the particular item (e.g., Art. I Sec B; Sec IV #2, etc.).

# **BREMEN PUBLIC SCHOOLS**

Bremen, Indiana

## **MASTER CONTRACT FOR CERTIFIED TEACHERS**

agreement between

**THE BOARD OF SCHOOL TRUSTEES  
OF  
BREMEN PUBLIC SCHOOLS**

AND

**THE BREMEN EDUCATION ASSOCIATION**

**EFFECTIVE**

**JULY 1, 2017**

**TO**

**JUNE 30, 2018**

# TABLE OF CONTENTS

ARTICLE 1 RECOGNITION.....4

ARTICLE 2 BARGAINING UNIT RIGHTS.....4

ARTICLE 3 EXTENDED DAY .....4

ARTICLE 4 DEDUCTIONS .....5

    4.1 DEDUCTIONS DETAILS:.....5

ARTICLE 5 LEAVES OF ABSENCE .....6

    5.1 SICK LEAVE.....6

    5.2 SICK LEAVE BANK.....7

    5.3 PERSONAL BUSINESS LEAVE.....8

    5.4 BEREAVEMENT LEAVE .....9

    5.5 MILITARY LEAVE.....9

    5.6 ASSAULT .....9

ARTICLE 6 COMPENSATION.....10

    6.1 COMPENSATION DETAILS.....10

    6.2 ADDITIONAL COMPENSATION – Extracurricular Schedule – (See Appendix A) .....11

    6.3 CURRICULAR RESPONSIBILITIES AND PROFESSIONAL DEVELOPMENT .....11

ARTICLE 7 FRINGE BENEFITS.....13

    7.1 SEVERANCE PAY AT TIME OF RETIREMENT .....13

    7.2 LIFE INSURANCE .....13

    7.3 LONG TERM DISABILITY .....13

    7.4 HEALTH INSURANCE .....13

    7.5 VISION INSURANCE .....14

    7.6 DENTAL INSURANCE .....14

    7.7 SECTION 125.....14

    7.8 LIABILITY INSURANCE .....14

    7.9 TRAVEL REIMBURSEMENT.....14

ARTICLE 8 GRIEVANCE PROCEDURE.....16

    8.1 DEFINITIONS.....16

    8.2 MECHANICS OF THE PROCEDURES.....16

    8.3 PROCEDURES .....17

ARTICLE 9 TENTATIVE AGREEMENT .....19

ARTICLE 10 TERMS OF AGREEMENT.....20

APPENDIX A .....21

APPENDIX A (Continued).....22

APPENDIX B .....23

APPENDIX B (continued) .....24

## **ARTICLE I RECOGNITION**

- 1.1 The Board of School Trustees of Bremen Public Schools, hereinafter referred to as BOARD, hereby recognizes the Bremen Education Association, hereinafter referred to as BEA, as the exclusive representative of the members, hereinafter referred to as teachers, of the following bargaining unit.
- 1.2 Per the IEERB affirmation dated June 14<sup>th</sup>, 2016, the bargaining unit of Bremen Education Association exclusive representative and Bremen Public School Corporation school employer is the following:

All certificated personnel under a certified contract with Bremen Public Schools, with the exception of all Central office personnel, building level administrators, and athletic directors.

## **ARTICLE 2 BARGAINING UNIT RIGHTS**

Teachers shall have the following rights through the BEA, their exclusive representative:

- 2.1 When any member of the BEA or any teacher represented by the BEA is required by the BOARD or administration to meet with the BOARD or administration during the regular school day, said BEA member or teacher shall be allowed to attend said meeting without loss of pay or use of leave benefits.
- 2.2 The BEA president shall be allowed two (2) days per school year for the conduct of BEA business. Such days may be taken in one-half day increments, and the BEA shall pay the cost of the substitute.

## **ARTICLE 3 EXTENDED DAY**

- 3.1 In the event that a teacher should agree to accept an extended day schedule for the purpose of classroom instruction, said teacher's salary shall be increased by the result of the following calculation:

$$(A / B / \text{six (6) hours} = \text{hourly rate}) \times C \times D = E$$

A = Regular contract salary amount, less any additional compensation

B = Number of days in a regular contract

C = Hours per day (including fractions of an hour) extended schedule will be conducted

D = Number of days extended schedule will be conducted

E = Dollar amount to be added to base salary

This does not apply to FLEXIBLE SCHEDULES, which are simply adjustments to a normal schedule. (For example, some teachers may agree, upon administrative approval to come in early and leave early, or come in late and stay late.)

#### **ARTICLE 4 DEDUCTIONS**

The BOARD will deduct from the paycheck as regulated by the following guidelines:

##### **4.1 DEDUCTIONS DETAILS:**

The Board shall grant teachers the right to voluntary payroll deductions of the Board's and/or the Board's administrative representative's discretion. Examples of such deductions may include, but are not limited to the following: Insurance premiums (LTD, medical, dental, vision, life, cancer, accident), health savings accounts, United Way donations, and 403B contributions.

## ARTICLE 5 LEAVES OF ABSENCE

### 5.1 SICK LEAVE

Teachers will be allotted eleven (11) sick leave days during their first year of employment and allotted nine (9) days for each subsequent year of service. Unused sick leave days will accumulate and be credited to the teacher for use in future years up to a maximum of one hundred eighty five (185) days plus the current year's allotment totaling 194 sick days to start any contract year.

All allotted sick days for the current school year may be used for personal sick leave or that of family members. For the purpose of this ARTICLE, the teacher's family shall include all persons domiciled in the teacher's residence. Additionally, included in the teacher's family are the teacher's spouse and the teacher's or spouses' children, siblings, parents, grandparents and grandchildren, regardless of domicile.

- a. Teachers employed to teach summer school classes may be absent from work, with pay, on account of illness or quarantine for one (1) day during the period of summer school employment. Teachers may use up to one (1) additional day of their accumulated sick leave.
- b. Teachers who have been employed in a certified commissioned school prior to being employed in the Bremen Public Schools shall have their accumulated sick leave from the previous corporation transferred into Bremen starting with twenty-five (25) days to be made immediately available during the first year of employment. Subsequent years will allow the transfer of remaining days at the rate of twenty-five (25) days per school year until all days have been transferred or the established maximum allowed has been reached.
- c. Teachers will be allowed up to five (5) paid days for Emergency Family Leave per school year in case of severe illness or accident in the immediate family of the teacher. Emergency Family Leave days cannot accumulate. This leave shall be granted if the following conditions are met.
  1. It meets the definition for family member as defined within this ARTICLE.
  2. Prior to receiving Emergency Family Leave, the teacher must have exhausted all of the current year's family illness allocations.
  3. To be eligible, any remaining personal days combined with unpaid days must be utilized to equal a total of 5 days.
  4. The teacher submits a written request to the superintendent explaining the circumstances.
- d. All or any part of a maternity leave taken because of temporary disability may be charged at the teacher's discretion, to available accumulated sick leave days, including the current years allotment of sick leave days, provided the attending physician certifies

that the employee is unable to perform regular duties.

## 5.2 SICK LEAVE BANK

A voluntary sick leave bank shall be maintained for the personal benefit of all teachers who elect to join the sick leave bank. Loans from the sick leave bank (BANK) are available only for situations involving personal illness of the teacher. Loans will not be granted for cases concerning illness of family members. This sick leave bank will be regulated by the following conditions and procedures.

### a. Structure

1. The annual enrollment period for new membership in the BANK shall close on the thirtieth (30TH) calendar day following the first student day of each school year. Teachers desiring to voluntarily join the BANK may do so during this time frame by submitting a completed application to the superintendent. Teachers employed after the annual enrollment period has closed may join the BANK by submitting a completed application to the superintendent no later than the thirtieth (30TH) calendar day following the date of their employment.
2. Teachers desiring to have membership in the BANK must donate two (2) of their individual personal sick leave days to the BANK. To continue membership thereafter, members must donate one (1) day of individual sick leave to the BANK each year unless the beginning balance of days in the BANK is two hundred (200) or more days. For the purposes of this provision, the beginning balance will be determined after new membership donations and loan repayments have been credited to the BANK.
3. If, at any point in time, the balance of days in the BANK is reduced to thirty (30) days or less, each member of the BANK will automatically be assessed one (1) day of personal sick leave to replenish the BANK, unless the member indicated, in writing, a desire to terminate membership. Written notice of the need to replenish the BANK will be given to all members prior to the assessment being effected. Members desiring to terminate membership must inform the superintendent, in writing, within five (5) workdays after receipt of said notice.
4. Membership in the sick leave bank shall be automatically continued from one school year to the next, unless the member indicated, in writing, his election to withdraw from the BANK. Such withdrawal must be indicated during the annual enrollment period or in accordance with the provisions in paragraph 3 above. Once a member has withdrawn, he/she must follow the procedures for enrollment of new members.
5. All sick leave days donated to the BANK lose their identity and are considered a permanent contribution. They are not transferable in any sense.



b. Procedure

1. A current member of the BANK may request a loan from the BANK only after all of said member's accumulated sick leave and personal business leave days have been used and after said member has been absent, without pay, an additional five (5) days.
2. Application for a loan must be made in writing to the superintendent and must include a physician's certificate stating the nature and estimated length of disability. The application must be submitted by the member or a personal representative in cases where the member is unable to do so. The superintendent shall contact the BEA President as soon as possible so that a COMMITTEE may be formed. (COMMITTEE as defined in BPS Employee Handbook)
3. An application will be acted upon by the COMMITTEE and the Chairperson of the COMMITTEE shall inform the applicant and the superintendent, in writing, of the decision within five (5) days following the Committee's action. The decision of the COMMITTEE shall be final.
4. Loans shall be limited to a maximum of thirty (30) days per application.

c. Repayment of Loan

1. A loan recipient who remains in the employment of Bremen Public Schools shall repay the BANK the borrowed days at the minimum rate of three (3) days per school year until the loan is repaid. The minimum of three (3) days shall be transferred to the BANK at the beginning of each school year. At the member's option, an additional loan payment may be made at the end of the year in an amount up to one-half (1/2) of the member's accumulated sick leave.
2. A loan recipient who leaves the Bremen Public Schools with the loan unpaid must transfer all accumulated sick leave, up to the amount of the unpaid loan, to the BANK before being credited with sick leave, which may be transferred to another corporation. Should such employee return to employment with Bremen Public Schools, any remaining loan balance must be repaid as specified in number 1 above.
3. A loan recipient who retires or becomes totally disabled shall be exempt from repayment of any outstanding loan balance.

### 5.3 PERSONAL BUSINESS LEAVE

Each teacher is granted three (3) days, with pay, each year for the transaction of personal business or the conduct of personal or civic affairs.

- a. Personal business leave may not be divided into less than half-day units.
- b. No more than two (2) personal business days may be used to extend school holidays or vacations.

- c. All personal business days must be used prior to submitting a request, to the BOARD, for unpaid leave.
- d. Annually, employees may request that one unused personal business day may be “banked” for future use. A maximum of two personal days may be banked (one per year) giving employees access to a maximum of 5 personal days in a given year (3 from the current year allotment and 2 from the banked days). This request must be made by the last day of the current academic year.
- e. Any remaining personal business leave days not used by June 30 will be converted to sick leave days and added to the ongoing sick leave accumulation. For employees who have reached the 185 sick leave day cap, unused personal days will be purchased back at the current licensed substitute rate.

#### 5.4 BEREAVEMENT LEAVE

A teacher may be absent from work, with pay, because of a death of the teacher’s spouse, for not more than ten (10) days within 30 days following the death. A teacher may be absent from work, with pay, because of a death in the teacher’s family, as defined in ARTICLE 5.1, for not more than five (5) days within 30 days following the death. A teacher may be absent from work with pay because of the death of a close friend or relative not included in the above definition of the teacher’s family for one (1) day. Requests for bereavement leave, outside the scope of the defined policy, may be made in writing to the superintendent and addressed on a case-by-case basis.

#### 5.5 MILITARY LEAVE

If military service is required of a teacher because of a National Guard or Reserve encampment or a period of active duty for training or due to any emergency situation during the school year, the teacher required to participate shall be granted a temporary leave of absence. During such leave, the employee will receive his regular salary for a period not to exceed fifteen (15) days in any one calendar year.

#### 5.6 ASSAULT

Appearance before a judicial body or legal authority as a result of assault by a student or outsider in the course of their duties as a teacher will not result in loss of wages or in reduction of accumulated sick leave of the teacher.

## ARTICLE 6 COMPENSATION

### 6.1 COMPENSATION DETAILS

The range for full-time base teaching salaries for 2017-18 (including new to Bremen and returning staff members) is \$34,000 to \$70,000.

Salaries for teachers new to Bremen will be determined based on data available and will be determined by the Superintendent utilizing the base salary calculation tool located in the Appendix B.

#### Definitions

- a. Years of Experience (33%) – In order to qualify for a year of experience, a teacher must have a minimum of 120 paid-days previous experience. The teacher must be rated Highly Effective or Effective to receive credit.
- b. Teacher Evaluation (67%) - Bremen Public Schools shall utilize a staff evaluation plan that yields for each certificated employee an annual rating in one of the following categories:

Highly Effective  
Effective  
Improvement Necessary  
Ineffective

Each year this contract is in force, sixty-five percent (65%) of the new revenue shall be made available for teacher salaries and fringe benefits. New revenue is defined as Tuition Support, Special Education Grant, Vocational Grant, and Complexity Index Grant.

- c. **Compensation** – Years of Experience and Teacher Evaluation will be the only factors for compensation calculations. A teacher must receive a rating of highly effective or effective in order to qualify for any additional compensation. The teacher remains at their current base salary with any other rating. This does not include the ECA salaries (See Appendix A).
- d. **Certified Salary Savings Reallocation** - Members of the bargaining unit shall receive an increase funded from the savings of retiring and resigning bargaining unit members. For 2017-18, the total amount of the increase is \$3,522 to be distributed to highly effective and effective teachers who were on staff in 2016-17 and who are current employees for the 2017-18 school year. Each highly effective and effective teacher will receive their increase defined by this contract within three pay periods of contract ratification and BOARD approval. This increase will be distributed through a single retroactive pay amount followed by an adjusted bi-weekly amount for the remainder of the contract. One hundred percent (100%) of this amount will be applied to the annual base salary of each qualifying employee.

- e. **Enrollment-Driven Funding** –Sixty-five percent (65%) of new revenue shall be made available for teacher salaries and fringe benefits.

New revenue is defined as Tuition Support, Special Education Grant, Vocational Grant and Complexity Index Grant and will be determined after all enrollment counts (ADM, Vocational, and Special Education) are finalized. Once the actual numbers are known, payment will be made based on the actual funding amount. Teachers will be issued a revised contract at this time to reflect this increase, if applicable.

The enrollment-driven funding increase will be distributed in one lump sum payment for all qualifying employees.

**For highly effective teachers:** one hundred percent (100%) of the enrollment-driven funding increase will be applied to the annual base salary of each qualifying employee.

**For effective teachers:** sixty-seven percent (67%) of the enrollment-driven funding increase will be applied to the annual base salary of each qualifying employee.

**For new to Bremen teachers:** This will serve as a stipend only and none of enrollment-driven funding increase (0%) will be applied to the annual base salary.

|                     |   |      |                          |      |                              |   |   |
|---------------------|---|------|--------------------------|------|------------------------------|---|---|
| Status:             | 2016<br>–<br>2017<br>Ending<br>Base<br>Salary | Plus | Savings<br>Reallocation: | Plus | New<br>Enrollment<br>Funding | = | 2017<br>–<br>2018<br>Ending<br>Base<br>Salary |
| Highly<br>Effective | 100% applied to<br>base                       |      | 100% applied to<br>base  |      | 100% applied<br>to base      |   |   |
| Effective           |   |      | 100% applied to<br>base  |      | 67% applied<br>to base       |   |   |
| New<br>Teacher      | Starting<br>Salary                            | N/A  | None applied<br>to base  |      |                              |   |   |

- f. Deficit financing will result in no additional compensation for that year and could result in a decrease.

6.2 ADDITIONAL COMPENSATION – Extracurricular Schedule – (See Appendix A)

- a. The parties agree that the Extracurricular Assignment Schedule, in Appendix A, shall constitute the pay for such assignments during this contract.
- b. Teachers shall be paid according to their experience in the activity or related experience.
- c. Adjunct persons shall be paid the amount shown on the schedule.

6.3 CURRICULAR RESPONSIBILITIES AND PROFESSIONAL DEVELOPMENT

Approved curriculum projects or professional development activities completed outside the regular school hours will be compensated at the rate of \$20.00 per hour up to a maximum of \$140 per full day as determined by the administrator. Formal coursework for graduate level credit and activities directly relating to maintaining teaching qualifications/certifications/licensure are not eligible for this compensation.

## **ARTICLE 7 FRINGE BENEFITS**

### **7.1 SEVERANCE PAY AT TIME OF RETIREMENT**

Severance pay shall be granted to a retiring teacher at the rate of seventy-five dollars (\$75) per year of service in Bremen Public Schools. Additionally, if a teacher has accumulated ninety (90) days or more of sick leave, he/she shall be reimbursed at the rate of thirty dollars (\$30) per day if the following conditions are met:

- a. The BOARD requires teachers to submit, in writing, their retirement notifications prior to March 1, 2018. This notice is required to allow the corporation adequate time to recruit and select the best possible replacement. After this deadline, the Board may waive this requirement for timely notice, at its discretion, if, in the opinion of the BOARD the circumstances surrounding the retirement justify such waiver.
- b. To receive severance pay, the teacher must have a minimum of fifteen (15) years of service in Bremen Public Schools.

The added compensation for severance pay will be considered a part of the teacher's final contract salary and will be paid to the teacher on the payday following the last day of the teacher's employment.

Upon the demise of any teacher eligible for severance pay, said severance pay such teacher would have received shall be paid in a lump sum to any person or organization as may have been designated by said teacher in writing to the BOARD. In the absence of said written designation, the severance pay shall be paid to the primary beneficiary listed on the teacher's group life insurance policy with Bremen Public Schools.

Teachers may also be eligible for early retirement benefits as determined by the Corporation 457 plan as detailed in Board Policy 420.

### **7.2 LIFE INSURANCE**

Each teacher so choosing will be provided with fifty thousand dollars (\$50,000) of term life insurance coverage. The cost to the teacher for said insurance shall be one dollar (\$1.00).

### **7.3 LONG TERM DISABILITY**

Each teacher so choosing will be provided with Long Term Disability Insurance (LTD) coverage. The cost to the teacher for said insurance shall be one dollar (\$1.00).

### **7.4 HEALTH INSURANCE**

The BOARD shall provide the following maximum amounts toward the premium cost of health insurance for each teacher enrolled in a group health insurance program established for Bremen Public Schools. Each teacher may select any group health insurance coverage approved by the BOARD, provided enrollment requirements are fulfilled. In all cases, the Board's contribution toward the cost of insurance premiums shall not exceed the actual cost of the premium, less one dollar (\$1.00).

a. Maximum Board Contribution:

|             |          |
|-------------|----------|
| Single Plan | \$4,512  |
| Family Plan | \$10,128 |

b. In the event of any rebate or refund of premiums, one hundred percent (100%) will be used to offset premium increases paid to the medical carrier.

## 7.5 VISION INSURANCE

The BOARD shall provide the following amounts toward the premium cost of Vision Insurance for each teacher enrolled in a group vision insurance plan established for Bremen Public Schools. Each teacher may select any vision insurance coverage approved by the BOARD, provided enrollment requirements are fulfilled. In all cases, the Board's contribution toward the cost of insurance premiums shall be the actual cost of the premium, less one dollar (\$1.00).

a. In the event of any rebate or refund of premiums, one hundred percent (100%) will be used to offset premium increases paid to the insurance carrier.

## 7.6 DENTAL INSURANCE

The BOARD shall provide the following maximum amounts toward the premium cost of dental insurance for each teacher enrolled in a group dental insurance program established for Bremen Public Schools. Each teacher may select the single coverage approved by the BOARD, provided enrollment requirements are fulfilled. In all cases, the Board's contribution toward the cost of insurance premiums shall be the actual cost of the premium, less one dollar (\$1.00).

a. In the event of any rebate or refund of premiums, one hundred percent (100%) will be used to offset premium increases paid to the insurance carrier.

## 7.7 SECTION 125

The BOARD shall pay the annual enrollment fees to allow teacher participation in a Section 125 program. Some of the features to be included in the Section 125 program shall include the availability of premium conversion, unreimbursed medical account, and dependent care account, provided any enrollment requirements are fulfilled.

## 7.8 LIABILITY INSURANCE

Teachers shall be included under corporation liability insurance that shall be for an amount of at least one million dollars (\$1,000,000).

## 7.9 TRAVEL REIMBURSEMENT

Within limits established by the BOARD and/or administration, teachers shall be reimbursed for actual costs incurred because of travel approved, in advance, by the BOARD and/or administration. Travel expenses, subject to reimbursement, shall be limited to the costs of

registration fees, meals, lodging, and transportation to and from Bremen and the point of destination. Use of a personal vehicle for transportation, while on approved travel, will be reimbursed at the rate current rate per mile established by the Internal Revenue Completed claim forms (approved by the State Board of Accounts) and valid receipts must be submitted to the superintendent before reimbursement will be made.



## ARTICLE 8 GRIEVANCE PROCEDURE

### 8.1 DEFINITIONS

- a. **Grievance** -A grievance is a claim by a teacher, or by the BEA when acting on behalf of a group or class of teachers, that there has been a violation, misinterpretation, or misapplication in the implementation of a specific ARTICLE or section of an article of this agreement.
- b. **Grievant** - The term grievant shall mean the teacher who is seeking remedy for an alleged grievance. When a grievance has been filed in behalf of a group or call of teachers by the BEA, the term grievant shall mean the BEA.
- c. **Griever** - The term griever shall mean the person whose action or lack of action is the basis for the alleged grievance.
- d. **Day** - For the purpose of this ARTICLE, all uses of the words “day” or “days” shall mean teacher contract days or weekdays not designated as school holidays when school is not in session.
- e. **Written Grievance** - The term “written grievance” shall mean a written statement of the grievance which must include:
  - 1. The name(s) of the grievant(s)
  - 2. The name(s) of the griever(s)
  - 3. Identification of the specific provision(s) of this agreement which the grievant asserts has/have been violated, misinterpreted, or misapplied
  - 4. A description of the facts of the basis for the grievance and why the grievant believes such action or lack of action is a violation, misinterpretation, or misapplication of this agreement
  - 5. The date the basis for the alleged grievance occurred
  - 6. The specific remedy sought by the grievant
  - 7. The signature of the grievant. A grievance filed on behalf of a group or class of teachers by the BEA must contain the signature of the BEA president

### 8.2 MECHANICS OF THE PROCEDURES

- a. A grievant may be accompanied and/or assisted by a BEA representative and/or legal counsel at any meeting or in the production of any documents required in the grievance procedures.
- b. The griever, superintendent, and BOARD may be accompanied and/or assisted by any supportive association representative and/or legal counsel at any meeting or in the production of any documents required in the grievance procedures.

- c. The time limits as required in this procedure may be extended by written agreement of the grievant and griever or the grievant and superintendent, or his/her designee.
- d. If any written document as required in this procedure is not delivered until the last day for timely delivery, and if the recipient of the written document is not present for work on the last day for timely delivery, then the last day for timely delivery of said document shall be extended to the next day the recipient is present for work. If the U.S. Postal Service is used for delivery of said documents, the postmark must be no later than the final day for timely delivery as originally required by the grievance procedure.
- e. If more than one teacher is seeking remedy for the same alleged grievance, they may all co-sign the same written grievance.
- f. The grievance procedure shall terminate at any time the grievant fails to appear for a meeting or fails to comply with established time limits required in this grievance procedure. In such circumstances, the alleged grievance will be deemed to have been resolved at the next previous point of disposition by the griever or the superintendent, or his/her designee.
- g. The grievance procedure may be terminated at any time by the grievant upon written notice to the appropriate respondent at that point in time.

### 8.3 PROCEDURES

- a. **Grievant(s) Meeting:** If a teacher or BEA (grievant) believes the basis for a grievance may exist, the grievant must meet and discuss the situation with the griever(s) who are involved in the alleged grievance.
- b. **Written Grievance Submitted:** If the grievant(s) still believes that a grievance exists after the above meeting, the grievant(s) must submit a written grievance to the griever(s) no later than ten (10) days after the meeting in step a.
- c. **Griever(s) Meeting:** The griever(s) shall meet to discuss the grievance with the grievant(s) no later than five (5) days after the receipt of the written grievance step b.
- d. **Griever(s) Written Response:** The griever(s) shall deliver their written disposition of the grievance to the grievant no later than five (5) days after the meeting in step c.
- e. **Chain of Command:** Steps b., c., and d. may be repeated up the chain of command. At each level, the written grievance is submitted with reasons explaining why the grievance is not yet resolved. Each timeline is no later than five (5) days.
- f. **School Board:** If the grievance reaches the School Board,
  - 1. The written grievance with additional reasons must be addressed to the President of the Board and must be delivered to the Superintendent who shall forward it to the President of the Board.
  - 2. The grievant(s) must meet with the Board in executive session to discuss the grievance on the date of the next regular Board meeting when a legal executive session can be held.

3. The final disposition will be made by the Board and the Board's written disposition will be made and delivered to the grievant(s) no later than five (5) days after the executive session.

**ARTICLE 9  
TENTATIVE AGREEMENT**


9.1 The Bremen Education Association and administrative representatives from Bremen Public Schools have reached a tentative agreement as of November 6, 2017.

IN WITNESS WHEREOF, the parties have executed this agreement, attested to by the signatures below, this November 6, 2017.

BREMEN EDUCATION ASSOCIATION

BY:  \_\_\_\_\_  
Chairperson Negotiations Committee

BREMEN PUBLIC SCHOOLS


BY:  \_\_\_\_\_  
Superintendent of Schools

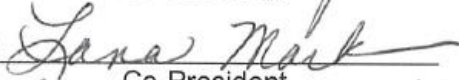
**ARTICLE 10  
TERMS OF AGREEMENT**

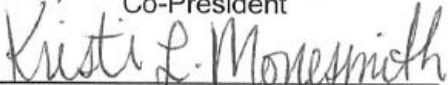
10.1 The provisions of this agreement shall be in effect on July 1, 2017 and shall continue in full force and effect until June 30, 2018.

IN WITNESS WHEREOF, the parties have executed this agreement, attested to by the signatures below, this November 13, 2017.

BREMEN EDUCATION ASSOCIATION

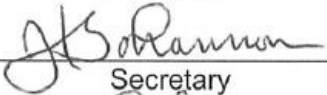
BY:   
Co-President

BY:   
Co-President

BY:   
Chairperson  
Negotiations Committee

BREMEN PUBLIC SCHOOLS  
BOARD OF SCHOOL TRUSTEES

BY:   
President

BY:   
Secretary

BY:   
Superintendent of Schools

APPENDIX A

**Bremen Public Schools Extra-Curricular Schedule  
2017-18**

**High School Athletics**

|                       | Head Coach |         |        | Assistant Coach |         |        | Freshman or 3rd Coach |         |        |
|-----------------------|------------|---------|--------|-----------------|---------|--------|-----------------------|---------|--------|
| <b>Tier 1</b>         | 0-1 Yrs    | 2-4 Yrs | 5+ Yrs | 0-1 Yrs         | 2-4 Yrs | 5+ Yrs | 0-1 Yrs               | 2-4 Yrs | 5+ Yrs |
| Football              | 6,099      | 6,804   | 7,507  | 3,842           | 4,286   | 4,730  | 2,421                 | 2,701   | 2,979  |
| Football Cont.        |            |         |        | 3,842           | 4,286   | 4,730  | 2,421                 | 2,701   | 2,979  |
| Girls Basketball      | 6,099      | 6,804   | 7,507  | 3,842           | 4,286   | 4,730  | 2,421                 | 2,701   | 2,979  |
| Girls Bball Cont.     |            |         |        |                 |         |        | 2,421                 | 2,701   | 2,979  |
| Boys Basketball       | 6,099      | 6,804   | 7,507  | 3,842           | 4,286   | 4,730  | 2,421                 | 2,701   | 2,979  |
| Boys Bball Cont.      |            |         |        |                 |         |        | 2,421                 | 2,701   | 2,979  |
| Swimming-Boys & Girls | 6,099      | 6,804   | 7,507  | 3,842           | 4,286   | 4,730  | 2,421                 | 2,701   | 2,979  |
| Girls Soccer          | 6,099      | 6,804   | 7,507  | 3,842           | 4,286   | 4,730  | 2,421                 | 2,701   | 2,979  |
| Boys Soccer           | 6,099      | 6,804   | 7,507  | 3,842           | 4,286   | 4,730  | 2,421                 | 2,701   | 2,979  |

|                    | Head Coach |         |        | Assistant Coach |         |        | Freshman or 3rd Coach |         |        |
|--------------------|------------|---------|--------|-----------------|---------|--------|-----------------------|---------|--------|
| <b>Tier 2</b>      | 0-1 Yrs    | 2-4 Yrs | 5+ Yrs | 0-1 Yrs         | 2-4 Yrs | 5+ Yrs | 0-1 Yrs               | 2-4 Yrs | 5+ Yrs |
| Volleyball         | 4,086      | 4,558   | 5,028  | 2,575           | 2,870   | 3,169  | 1,800                 | 2,010   | 2,218  |
| Wrestling          | 4,086      | 4,558   | 5,028  | 2,575           | 2,870   | 3,169  | 1,800                 | 2,010   | 2,218  |
| Softball           | 4,086      | 4,558   | 5,028  | 2,575           | 2,870   | 3,169  | 1,800                 | 2,010   | 2,218  |
| Baseball           | 4,086      | 4,558   | 5,028  | 2,575           | 2,870   | 3,169  | 1,800                 | 2,010   | 2,218  |
| Track-Boys & Girls | 4,086      | 4,558   | 5,028  | 2,575           | 2,870   | 3,169  | 1,800                 | 2,010   | 2,218  |
| Track Cont         |            |         |        |                 |         |        | 1,800                 | 2,010   | 2,218  |

|               | Head Coach |         |        |
|---------------|------------|---------|--------|
| <b>Tier 3</b> | 0-1 Yrs    | 2-4 Yrs | 5+ Yrs |
| Girls Tennis  | 2,736      | 3,054   | 3,370  |
| Boys Tennis   | 2,736      | 3,054   | 3,370  |

|                      | Head Coach |         |        | Assistant Coach |         |        |
|----------------------|------------|---------|--------|-----------------|---------|--------|
| <b>Tier 4</b>        | 0-1 Yrs    | 2-4 Yrs | 5+ Yrs | 0-1 Yrs         | 2-4 Yrs | 5+ Yrs |
| Cheerleading         | 1,835      | 2,046   | 2,258  | 1,284           | 1,432   | 1,580  |
| Girls Golf           | 1,835      | 2,046   | 2,258  |                 |         |        |
| Boys Golf            | 1,835      | 2,046   | 2,258  |                 |         |        |
| Girls Cross Country* | 1,835      | 2,046   | 2,258  |                 |         |        |
| Boys Cross Country*  | 1,835      | 2,046   | 2,258  |                 |         |        |

**Non Tiered**

|                  |       |
|------------------|-------|
| Boys Basketball  | 1,040 |
| Girls Basketball | 1,040 |
| Football         | 1,040 |

\*\* Discretionary Stipend 3,000

\* Boys and Girls sports that compete in the same season and have one coach are figured at 1.5 times the tiered salary. If two separate people hold the positions, each coach is paid at the respective rate.

Discretionary Stipend: The purpose of the Discretionary Stipend is to allow for the expansion of extra-curricular programs as the need arises. The Superintendent will consider recommendations from the School Administration and, prior to approval, allow the BEA an opportunity to provide input. Compensation may be used to obtain additional coaches, directors and sponsors as participation levels dictate or as the need arises. Examples may include freshman, junior varsity athletic program, middle school feeder programs, sports without an assistant coaching stipend, open facility supervision, additional director or sponsor positions, etc.

**APPENDIX A (Continued)**

| <b>Middle School Athletics</b>             |            |         |         |                    |         |                              |
|--|------------|---------|---------|--------------------|---------|------------------------------|
|  | Head Coach |         |         | Assistant Coach    |         |                              |
| <b>Tier 1</b>                              | 0-1 Yrs    | 2-4 Yrs | 5+ Yrs  | 0-1 Yrs            | 2-4 Yrs | 5+ Yrs                       |
| Football                                   | 2,230      | 2,640   | 2,932   | 2,230              | 2,640   | 2,932                        |
| Girls Basketball                           | 2,230      | 2,640   | 2,932   | 2,230              | 2,640   | 2,932                        |
| Boys Basketball                            | 2,230      | 2,640   | 2,932   | 2,230              | 2,640   | 2,932                        |
|  | Head Coach |         |         | Assistant Coach    |         |                              |
| <b>Tier 2</b>                              | 0-1 Yrs    | 2-4 Yrs | 5+ Yrs  | 0-1 Yrs            | 2-4 Yrs | 5+ Yrs                       |
| Volleyball                                 | 1,671      | 1,980   | 2,199   | 1,671              | 1,980   | 2,199                        |
| Wrestling                                  | 1,671      | 1,980   | 2,199   | 1,336              | 1,584   | 1,761                        |
|  | Head Coach |         |         | Assistant Coach    |         |                              |
| <b>Tier 3</b>                              | 0-1 Yrs    | 2-4 Yrs | 5+ Yrs  | 0-1 Yrs            | 2-4 Yrs | 5+ Yrs                       |
| Girls Track*                               | 1,253      | 1,484   | 1,649   | 1,003              | 1,188   | 1,319                        |
| Boys Track*                                | 1,253      | 1,484   | 1,649   | 1,003              | 1,188   | 1,319                        |
| Cross Country*                             | 1,253      | 1,484   | 1,649   | <b>Non Tiered</b>  |         | HeadCoach                    |
| Cheerleading                               | 1,253      | 1,484   | 1,649   | 5th Gr Girls Bball | 500     |                              |
|  |            |         |         | 5th Gr Boys Bball  | 500     |                              |
| <b>Tier 4</b>                              | Head Coach |         |         | MS Swimming        | 800     |                              |
| 6th Gr Girls Basketball                    | 594        | 703     | 782     | MS Tennis          | 800     |                              |
| 6th Gr Boys Basketball                     | 594        | 703     | 782     | MS Xcountry Asst   | 400     |                              |
|  |            |         |         | MS Golf            | 500     |                              |
| <b>Directors and Sponsors</b>              |            |         |         |                    |         |                              |
| <b>Tier 1</b>                              |            |         | 0-1 Yrs | 2-4 Yrs            | 5+ Yrs  | *** Team Leaders             |
| Band (1 position)                          |            |         | 2,346   | 2,640              | 2,932   | Kindergarten                 |
| Vocal (1 position)                         |            |         | 2,346   | 2,640              | 2,932   | First Grade                  |
| Yearbook-HS (1 position)                   |            |         | 2,346   | 2,640              | 2,932   | Second Grade                 |
| Drama (1 position, 2 productions per yr)   |            |         | 2,346   | 2,640              | 2,932   | Third Grade                  |
| <b>Tier 2</b>                              |            |         |         |                    |         | Fourth Grade                 |
| Auditorium (1 position)                    |            |         | 1,571   | 1,769              | 1,965   | Fifth Grade                  |
| MS Yearbook (1 position)                   |            |         | 1,571   | 1,769              | 1,965   | Six Grade                    |
| STUCO - HS (1 position)                    |            |         | 1,571   | 1,769              | 1,965   | Seventh Grade                |
| FFA (1 position)                           |            |         | 1,571   | 1,769              | 1,965   | Eighth Grade                 |
| Prom (1 position)                          |            |         | 1,571   | 1,769              | 1,965   | HS English, Foreign Language |
| DECA (1 position)                          |            |         | 1,571   | 1,769              | 1,965   | HS Science, Health, PE       |
| <b>Tier 3</b>                              |            |         |         |                    |         | HS Mathematics               |
| STUCO - MS (1 position)                    |            |         | 1,052   | 1,185              | 1,316   | HS Social Studies            |
| Team Leaders (17 positions ***)            |            |         | 1,052   | 1,185              | 1,316   | HS Fine Arts                 |
| Academic Coaches (11 positions ****)       |            |         | 1,052   | 1,185              | 1,316   | HS Practical Arts            |
| Nat'l Honor Society (1 position)           |            |         | 1,052   | 1,185              | 1,316   | K-8 Specials                 |
| Art Club (1 position)                      |            |         | 1,052   | 1,185              | 1,316   | HS Specials                  |
| Science Club (1 position)                  |            |         | 1,052   | 1,185              | 1,316   | *** Academic Coaches         |
| HS Intramurals (1 position)                |            |         | 1,052   | 1,185              | 1,316   | K-8 Language Arts            |
| Color Guard (1 position)                   |            |         | 1,052   | 1,185              | 1,316   | Math                         |
| Winter Guard (1 position)                  |            |         | 1,052   | 1,185              | 1,316   | Science                      |
| Junior National Honor Society (1 position) |            |         | 1,052   | 1,185              | 1,316   | Social Studies               |
| Robotics Club (1 position)                 |            |         | 1,052   | 1,185              | 1,316   | Interdisciplinary            |
| Coding Club (1 position)                   |            |         | 1,052   | 1,185              | 1,316   | HS Fine Arts                 |
| FFA Assistant                              |            |         | 1,052   | 1,185              | 1,316   | Language Arts                |
| <b>Tier 4</b>                              |            |         | 0-1 Yrs | 2-4 Yrs            | 5+ Yrs  | Math                         |
| HS Spell Bowl (1 position)                 |            |         | 400     | 450                | 500     | Science                      |
| Middle School Spell Bowl (1 position)      |            |         | 400     | 450                | 500     | Social Studies               |
| Elementary Spell Bowl (1 position)         |            |         | 400     | 450                | 500     | Interdisciplinary            |
| Summer Band                                |            |         | 3,330   | 3,659              | 3,988   |                              |

\*\*To promote staff participation in our extracurricular programs, each certified staff member will receive a \$100 stipend in addition to the listed salary for each activity they sponsor.

## APPENDIX B

|  |             |             |             |                                  |
|--|-------------|-------------|-------------|----------------------------------|
| <b>Probationary Base Salary Calculations</b> |             |             |             | Name: _____                      |
| <b>Education And Experience Points</b>       |             |             |             | Education and Experience Points  |
| Yrs Exp                                      | Bachelors   | Masters     |             |                                  |
| 0  | 6           | 9           |             |                                  |
| 1  | 12          | 16          |             |                                  |
| 2  | 19          | 23          |             |                                  |
| 3  | 26          | 30          |             |                                  |
| 4  | 33          | 33          |             |                                  |
| 5  | 6           | 9           |             |                                  |
| 6  | 12          | 16          |             |                                  |
| 7  | 19          | 23          |             |                                  |
| 8  | 26          | 30          |             |                                  |
| 9  | 33          | 33          |             |                                  |
| 10   | 6           | 9           |             |                                  |
| 11   | 12          | 16          |             |                                  |
| 12   | 19          | 23          |             |                                  |
| 13   | 26          | 30          |             |                                  |
| 14   | 33          | 33          |             |                                  |
| <b>Effectiveness Rating Points</b>           |             |             |             | Effectiveness Rating Points      |
|  |             | 50          |             |                                  |
|  |             | 40          |             |                                  |
| <b>Academic Need of Students Points</b>      |             |             |             | Academic Need of Students Points |
|  |             | 10 _____    |             |                                  |
|  |             | 5 _____     |             |                                  |
|  |             | 2 _____     |             |                                  |
| Points                                       | 0-4 Yrs Exp | 5-9 Yrs Exp | 10+ Yrs Exp |                                  |
| 60 or fewer                                  | 34,000      | 37,000      | 40,000      |                                  |
| 65   | 34,500      | 37,750      | 41,000      |                                  |
| 70   | 35,000      | 38,500      | 42,000      |                                  |
| 75   | 35,500      | 39,250      | 43,000      |                                  |
| 80   | 36,000      | 40,000      | 44,000      |                                  |
| 85   | 36,500      | 40,750      | 45,000      | Total Points                     |
| 90   | 37,000      | 41,500      | 46,000      |                                  |
| 95   | 37,500      | 42,250      | 47,000      |                                  |
| 100  | 38,000      | 43,000      | 48,000      | Salary Recommendation            |



**APPENDIX B (continued)**

**Potential Bremen Alignment/Needs  
(Non-Inclusive List)**

- \_\_\_\_\_ Licensed in a high demand or difficult to find area
- \_\_\_\_\_ Bilingual (or greater) language skills
- \_\_\_\_\_ Experience with ENL populations
- \_\_\_\_\_ Special education licensure and experience
- \_\_\_\_\_ Licensed in multiple areas beyond normal expectations
- \_\_\_\_\_ PLTW experience
- \_\_\_\_\_ STEM experience
- \_\_\_\_\_ Scarce availability of instructors of the given discipline in Bremen area
- \_\_\_\_\_ Proven record of student achievement
- \_\_\_\_\_ Experience leading curriculum development
- \_\_\_\_\_ Qualified to teach dual credit courses
- \_\_\_\_\_ Elementary masters in math or reading/language arts
- \_\_\_\_\_ Experience with 1:1 Environments
- \_\_\_\_\_ Past experience serving in leadership role on district committees
- \_\_\_\_\_ Experience organizing and providing professional development
- \_\_\_\_\_ Participating and leadership with community groups

