

# NORTHWESTERN SCHOOL CORPORATION

MASTER AGREEMENT

BETWEEN

THE BOARD OF SCHOOL TRUSTEES

OF THE

NORTHWESTERN SCHOOL CORPORATION

AND

THE NORTHWESTERN CORPORATION EDUCATION ASSOCIATION

2023-2024 THROUGH 2024-2025

This contract is entered into effective July 1, 2023, by and between The Board of School Trustees of the Northwestern School Corporation, (hereinafter referred to as the “Board”), and the Northwestern Corporation Education Association, (hereinafter referred to as the “Association”).

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## ARTICLE I

### ASSOCIATION RECOGNITION

The Board of Northwestern School Corporation (“School”) hereby recognizes the Northwestern Corporation Education Association as the exclusive and sole bargaining representative of all certificated employees as defined in Ind. Code 20-29, except for the following employees and/or positions with teacher licenses: Superintendent, Directors, Principals, Assistant Principals, Technology Integrator, and the Coordinator of Online Learning. The Board agrees not to negotiate with any teachers’ organization other than the Northwestern Corporation Education Association for the duration of this agreement. The rights and privileges of the Association, acting as the representative of teachers, as set forth in the Contract, shall be granted only to the Association in accordance with Ind. Code 20-29.

## ARTICLE II

### LEAVES

#### A. Sick Leave

1. Ten (10) sick leave days for all teachers employed by School.
2. Teachers who are contracted with School for at least four weeks of summer school will receive an additional day of sick leave per School contracted summer session.
3. Unused sick leave shall accumulate up to a total of one hundred seventy-five (175) days – inclusive of current year unused days. A voluntary sick leave bank shall be established by School and pursuant to IRS guidelines. Rules and regulations concerning the administration of the sick leave bank shall be by mutual consent of the School and the Association. Each new teacher and any teacher who requests a copy will be provided a copy of these rules and regulations by the Association. Upon a teacher’s retirement, ten (10) days of the teacher’s accumulated sick leave is donated and transferred to the sick bank unless the teacher notifies the School otherwise.
4. Unused sick leave over the maximum accumulated total of one hundred and seventy-five days (175) will be paid to eligible teachers at a daily rate of twenty dollars (\$20) per day. If a teacher retires with more than the maximum number of unused sick days, they shall be entitled to the option to apply to receive the value of those days prior to their 10 days being donated to the sick bank. Payment will occur via last payroll cycle following the completion of the school year. Any unused personal days that are converted into sick leave days over the maximum (175) allowed days will be entitled to reimbursement as well.

#### B. Family Illness

Teachers shall be allowed up to ten (10) work days per school year (deducted from sick leave) in case of serious illness, major surgery, or serious accident involving a member of the immediate family. The term “immediate family” shall be construed to mean spouse, children, parents, grandparents, grandchildren, mother-in-law, father-in-law, brothers, sisters, and others living in the home with the teacher and can be claimed as a dependent on the teacher’s federal tax return. In the event emergency conditions arise; an extension of Family Illness Leave shall be determined by School on individual merit, provided that, in all cases of approved extension by the Superintendent, an application will be submitted before or immediately upon return, stating clearly all details regarding the emergency.

#### C. Absence Due to Injury

If an accident is incurred while the teacher is performing his/her assigned professional duties during the school day or at an assigned extracurricular assignment at school, days off will not be charged against the teacher’s sick leave days. The Board shall pay the difference between the teacher’s salary and amounts received under Worker’s Compensation Act, for a period not to exceed one hundred twenty (120) days.

#### D. Leave for Temporary Disability

A teacher who becomes temporarily disabled will be granted a leave of absence under Ind. Code 20-28-10-4 for the duration of such disability certified by the attending, licensed physician but not exceeding one (1) year. Leave of absence in the case of pregnancy shall be governed by Ind. Code 20-28-10-5. Child

adoption leave will be treated in the same manner as childbirth leave. The teacher may use accumulated sick leave during such leave of absence, but shall not otherwise be entitled to pay. A second full year of leave shall not be granted unless approved by the Board due to extenuating circumstances.

E. Bereavement

1. In case of the death of a teacher's spouse, child, parent, or a parent of the teacher's spouse, the teacher shall be allowed seven (7) work days leave with pay, in the current school year, excluding weekends and holidays, beginning on the work day following the day of death. In case of the death of the following immediate family members, the teacher shall be allowed five consecutive (5) work days leave with pay in the current school year, excluding weekends and holidays, beginning on the work day following the day of death:
  - a. A grandparent of the teacher or the teacher's spouse,
  - b. A grandchild of the teacher or the teacher's spouse,
  - c. A brother or sister of the teacher or the teacher's spouse,
  - d. A brother-in-law or sister-in-law of the teacher or the teacher's spouse,
  - e. Any other person who, at the time of death, was residing in the teacher's home.
2. In the case of the death of an aunt, uncle, niece, or nephew of the teacher or teacher's spouse, the teacher shall be granted one (1) work day leave with pay in the current school year, excluding weekends and holidays for the teacher to attend the funeral.
3. In the event of simultaneous deaths of persons identified above, the applicable leave shall be granted for each decedent.
4. One (1) day leave may be granted by the Superintendent for funerals of others than members of the immediate family. Such leave shall be deducted from the accumulated sick leave of the teacher. Additional days may be granted by the Superintendent depending upon travel and circumstances.

F. Personal Business Leave

A teacher shall be entitled to three (3) work days of personal business leave per school year.

1. Unused personal business leave days shall be permitted to accumulate to a total of five (5) work days.
2. Days in excess of five (5) days will be transferred to sick leave. These days shall not increase the maximum total accumulated sick leave of one hundred seventy-five (175) days – inclusive of current year.
3. In order to take a personal business leave day on the school day immediately before or immediately after a school break or recess, a teacher shall provide written notice to the building Principal. This notice must be received by the Principal or his/her designee at least three (3) school days prior to the school break or recess. This requirement shall be waived in the event of emergency.

G. Court Leave

Any teacher who is called for jury duty or is a court witness as a direct result of his/her duties as a teacher in the School shall receive the necessary jury leave to fulfill his/her obligation. School will pay the difference between his/her regular daily salary and compensation received for jury duty. This leave shall not be deducted from sick leave or personal business leave.

H. Political Leave

A leave of absence without pay for a period of six (6) weeks may be granted to any teacher upon written request for the purpose of that teacher campaigning for the teacher's election to a public office. If the teacher is elected to a public office and the work of the public office would interfere with the task of teaching or threaten School's funding, the teacher shall be granted a leave of absence without pay for a period of time to enable the teacher to serve one (1) full term in the office to which he/she was elected.

I. General Leave of Absence

A professional or established teacher may under Ind. Code 20-28-10-3 be granted a leave of absence without pay for a maximum of one (1) year for renewal of professional training, travel, or research relative to his/her profession.

J. Professional Conference Leave

1. A teacher may request up to four (4) work days of leave to attend approved workshops, clinics, conferences or school visitations. Emergency requests that do not meet the time requirements may be approved by the Superintendent. The requests will be considered by the building Principal and/or Superintendent.
  2. A teacher will be reimbursed at the current business mileage rate established by the IRS. Registration fees and lodging will be paid by the School if approved and deemed necessary.
- K. Other Leaves  
All other leaves of absence will be decided by the Board individually on the merits of each case and as required by applicable law.
- L. Return from Leave  
A teacher returning from a leave of absence shall be given either his/her former position or another position within the scope of his/her certificate. The seniority and accumulated benefits held by the teacher prior to the leave shall be frozen for his/her use upon return. Teachers who intend to return from a year-long leave shall notify the Superintendent no later than March 1<sup>st</sup> of the year the teacher is on leave.
- M. Special Leave  
Professional leave not to exceed three (3) work days per school year may be granted by the Superintendent to the President of the Association or his/her representative to lobby or to attend conferences, workshops, or hearings. The Association shall pay the cost of the substitute incurred by School.
- N. Family Leave  
A teacher who qualifies for family leave under the provisions of the Family Medical Leave Act (FMLA), shall be granted a temporary leave of absence without pay. Extensions to such leave may be granted by the Superintendent.

### ARTICLE III

#### COMPENSATION, EXPENSES, FRINGE BENEFITS, AND RETIREMENT

- A. The Compensation Model which is effective July 1, 2023 – June 30, 2025, is set forth in Appendix “A”.
- B. Additional pay for Extra Duties and Responsibilities for 2023-2024 – 2024-2025 is set forth in Appendix “B”.
- C. A teacher who is authorized by the school Superintendent to use his/her own automobile in pursuance of assigned duties shall be reimbursed at the current business mileage rate established by the Indiana Department of Administration. A teacher who drives his/her own automobile five (5) miles or more:
  1. From the school building at which he/she teaches to a meeting at which his/her attendance is required by School administrators, or;
  2. From such a meeting to the school building at which he/she teaches.
- D. Summer School Compensation: Teachers who are contracted to teach an Indiana State Approved Course will be paid a sum using their full summer school contract rate based on the below calculations. Eligible programs include all courses included in the Indiana State Approved Course and Title Descriptions for the 2023-2024 and 2024-2025 school years. The below compensation and payment schedule will be used:

<u>Grade Level</u>	<u>Initial Payment (amount)</u>	<u>Final Payment (Calculated balance)</u>
High School	2nd payroll June (\$1,500)	1st payroll August (calculated balance)
Middle School	2nd payroll June (\$250/class)	1st payroll August (calculated balance)
Elementary	2nd payroll in June (\$250/ class)	1st payroll August (calculated balance)
Jumpstart		1st payroll August (full amount)

\*Due to the start time of Jumpstart, the full amount owed will be issued in a one-time payment on the first payroll in August.

Summer school compensation will be calculated based on the below formula:  
 Individual Teacher’s Current base salary/184 days/6 hours = SS Hourly Rate  
 SS Hourly Rate x SS Hours per day = SS Daily Rate  
 SS Daily Rate x SS Days = SS contract amount  
 SS Contract - Initial Pay = Calculated Balance

- E. A teacher shall be compensated at the rate of \$43 per hour for non-classroom instruction related ancillary duties as approved by the Superintendent (not considered a function of their job as a regular classroom teacher). These activities shall include, but not be limited to, curriculum writing and homebound instruction.
- F. Class Coverage: In the event School is unable to secure a substitute teacher for a teacher absence, a teacher may be asked by the building Principal to cover a class during their preparation time. A teacher who performs the ancillary duty of covering a class during their preparation time for another teacher shall receive a compensation rate of \$43 per class period. The building Principal will be responsible for assigning and documenting each class period covered and submitting payment vouchers on behalf of the teacher.
- G. The School shall pay the cost of any and all expanded criminal history checks and expanded child protection index checks that are required by the School or per Indiana law.
- H. Insurance Benefits  
The carrier for the group health insurance plan shall be determined jointly by the Association and the Board with the understanding that, once a carrier has been agreed upon jointly, any change of said carrier must be approved by both the Association and the Board. A committee is hereby established to oversee the implementation of the group health insurance programs. The committee shall consist of three (3) members selected by the Association and three (3) members selected by the Board consisting of a Board member and two representatives appointed by the Board. The committee shall make recommendations to both the Board and Association, who must mutually agree on the recommendations. The Board will provide the eligible teachers the ability to apply for the following insurance benefits:
1. A group health insurance plan which provides individual and/or family type medical and hospitalization care and which includes surgical and major medical provisions.
  2. The Board will allow eligible teachers to apply for coverage under a \$100,000 group term life policy at the premium cost of \$1.00 to that employee. Additional increments of \$50,000 in coverage will be available under a group term life insurance policy at the teacher's expense, up to the maximum coverage provided by the insurance carrier. Insured teachers can ask the School to allocate any unused stipend toward teacher's premium.
  3. Group disability insurance plan.
  4. Group Dental/Vision insurance plan
- I. The Board will make the following employer contribution toward the premium owed for the following group insurance benefits: \$13,090 for teachers insured under a family health plan; \$7,165 for teachers insured under a single health plan; or \$7,165 premium credit for teachers who do not participate in any School group health plan. Those teachers who are not insured in School's group health plan can only use the \$7,165 credit toward premium owed by the teacher for coverage under other group insurance available through the School.

School's Health Savings Account Plan ("HSA"): Teachers participating in the School's group health insurance plan as outlined in Article III, Section H, Subsection 1, shall have 50% of their unused, remaining stipend credit deposited into the HSA account for that teacher.

Teachers married and both employed with School may elect one family plan employer contribution and the spouse will receive a credit for employer's contribution for single coverage.

Fringe benefits, sick leave days, personal business, family illness, and other insurance benefits shall be prorated for teachers who have contracts of fewer than 184 days or work less than a full-time position (i.e. 30 hours/week or 130 hours/month during school year).

All other benefits offered by School to full time employees shall be available to eligible teachers. Teacher participation in benefit plans and benefits offered under each plan is dependent upon eligibility requirements of the insurance carriers.

All other benefit plans shall be available for participation during summer school. However, if a summer school teacher misses more than 10% of the scheduled summer school hours, the teacher will forfeit the remaining compensation and benefits offered under that summer school contract.

Exceptions to this forfeiture may be granted by the Superintendent.

School is currently a member of the Wabash Valley/West Central Indiana School Trust (“Trust”). In the event the Trustees of the Trust approve a premium holiday where School and insured employees don’t have to pay premium for a period of time, the premium credit may be shared between School and its insured employees that participate in medical coverage provided through the Trust. Specifically, School and each insured employee may receive a one-time credit toward the amount of premium payable for coverage under the health plan. The credit would be in the amount of the normal employer or employee premium contribution for that period. School’s employer credit won’t be able to be shared with or refunded to insured employees, and because no funds are being returned to School, School’s employer’s credit would not result in School being required to share the amount of premium saved with employees.

- J. Any teacher employed by the School retiring from teaching in Indiana schools who meets the requirements of the Indiana Public Retirement System PERF or TRF plans for full retirement benefits, or who must retire because of disability or health reasons, shall notify the Superintendent in writing prior to March 1 of said school year.
- K. Any teacher who hereafter retires from employment from the School and who has at retirement:
  - 1. Reached fifty-five (55) years of age on or before the employee’s retirement date but who will not be eligible on that date for Medicare coverage.;
  - 2. Who will have completed twenty (20) years of credible employment with a public employer on or before the employee’s retirement date, ten (10) years of which must have been completed immediately preceding the retirement date; and
  - 3. Who will have completed at least fifteen (15) years of participation in the retirement plan of which the employee is a member on or before the employee’s retirement date may choose one of the following actions:
    - a. He/she chooses to continue as a participant during the first year following said retirement so that there is no break in said participation; OR
    - b. Having terminated his/her participation, he/she may not thereafter become a participant in any benefit plans offered by School.
- L. Transitional retirement plan benefits are outlined as follows:

A lump sum retirement contribution was translated into a current dollar benefit based upon an actuarial study. This amount was deposited in School’s 401(a) retirement plan account of the teachers in the transition group by October 1, 2004, and is vested (i.e. becomes the property of the teacher upon separation from service with the School). In the event the teacher separates from employment with the School by resigning because of pending disciplinary action or is terminated with cause from teaching by Board action, the dollars will be forfeited and revert back into the 401(a) plan forfeiture account. The Board agrees to maintain this qualified 401(a) retirement plan (hereinafter referred to as the “401(a) Plan”) for all certified employees currently participating in the 401(a) Plan.
- M. The Board shall also maintain a 403(b) retirement Plan (hereinafter referred to as the “403(b) Plan”) for all certified employees covered under this collective bargaining agreement. The 403(b) Plan will include provisions for participant pre-tax salary reduction contributions which will be matched by equal School employer contributions to the 403(b) Plan up to \$1,000 per contract year. For clarification, the maximum employer contribution that will be made to the 403(b) Plan by the Board will be \$1,000 per contract year.
- N. The parties agree that the 401(a) Plan and the 403(b) Plan replaced the Early Retirement Incentive Plan which existed in the previous contracts. An investment committee consisting of three members appointed by the Association and three members appointed by the Board shall review the 403(b) Plan annually. Any recommendations for investment option changes must be made to both the Board and Association who must mutually agree on any investment option changes. The parties further agree that all employer contributions made to the 403(b) Plan by the Board shall be considered as additional funds and be counted as part of any salary increases negotiated for the certified employees. The 403(b) Plan shall:
  - 1. Be subject to all applicable Internal Revenue regulations.
  - 2. Have no account initiation fees charged to the employee.
  - 3. Have no administrative or Plan document fees, costs, or expenses charged to the Board.

**ARTICLE IV**  
**TERM OF AGREEMENT**

- A. The Board and the Association subscribe to the principle that differences shall be resolved by peaceful and appropriate means without interruption of the school program. The Association, therefore, agrees that during the life of this Agreement there shall be no strikes as defined in IC 20-29-2-16. The Board agrees that during the life of this Agreement there shall be no lock-out.
- B. This contract supersedes and cancels all previous contracts and agreements, verbal or written or based on alleged past practices between the school employer and the Association, and constitutes the entire agreement between the parties.
- C. The Board and the Association agree that any part of this Agreement may be reopened for bargaining with the mutual consent of the parties.
- D. The Board and the Association agree to work collaboratively during the term of this agreement to address issues related to the salary schedule, compensation, teacher evaluation, and merit pay that may be enacted by the state legislature or Department of Education. The parties agree that additional funds are not available and adjustments must be made from the current compensation levels.
- E. It is the intent of the parties that this contract shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. If any provision of this contract or any application of this contract to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- F. This Agreement shall be effective as of July 1, **2023**, and shall continue in effect through June 30, **2025**, for all financial benefits and language sections in the contract.
- G. Whenever any notice is required to be given by either of the parties of this Agreement to the other party, either shall do so by registered letter at the following addresses: If by the Association to the Board at: 3075 N. Washington Street, Kokomo, IN 46901. If by the Board to the Association at: President of NCEA, c/o Northwestern School Corporation, 3075 N. Washington Street, Kokomo, IN 46901.

**Ratified on this    day of November, 2023.**

**Board of School Trustees of the Northwestern School Corporation**

\_\_\_\_\_  
**Jonathan Underwood, President**

\_\_\_\_\_  
Kristen Bilkey, Superintendent & Representative of  
the Board's Negotiating Committee

**Northwestern Corporation Education Association**

\_\_\_\_\_  
Scott Troyer, President

\_\_\_\_\_  
Brittany Perry, Secretary



**The undersigned attest to the following:**

1. A public hearing was held in compliance with I.C. 20-29-6-1(b) on \_\_\_\_\_ (date), and electronic participation from the parties and/or public \_\_\_\_\_ (was/was not) permitted; and
2. A public meeting in compliance with I.C. 20-29-6-19 was held on \_\_\_\_\_ (date), to discuss the tentative agreement and electronic participation from the governing body and/or public \_\_\_\_\_ (was/was not) permitted.

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CEA President

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NWSC School Board President

**APPENDIX A**

**Northwestern School Corporation**

**Effective 2023-24 through 2024-25**

**Compensation Model**

- Teachers are placed in the column that corresponds to their level of educational attainment and the row that is closest to, but not less than, the teacher’s prior year salary. All teachers will be awarded a year of service, if applicable, for the 2022-23 and 2023-2024 school year. Compensation, as well as benefits, is prorated based upon a full-time equivalent position.
- For 2023-2025, the scale is adjusted to reflect a new range of \$43,000-\$73,250 for teachers holding a Bachelor’s Degree. The corresponding new range for teachers holding a Master’s Degree or higher is \$43,750-\$74,000. The increase to the scale at each step is based on the academic needs of students to attract and retain quality staff. The increases to the step range from \$1,000 to \$1,500. Teachers will move on the new schedule based on the factors of experience and evaluation. Teachers will move one step on the scale based upon meeting the following criteria: Experience will be worth 25% of the increase and defined as accruing a year of service per INPRS during the previous school year and evaluation will be worth 75% of the increase and is defined as having not received an evaluation rating of ineffective or needs improvement in the previous school year.
- New hire placement: letters will equate to years of experience for salary placement. (A=0 yrs., B=1 yr., etc.) The Superintendent will be granted flexibility of providing an Academic/Area Need Stipend equivalent in dollars of up to two (2) steps or up to \$3,000 – not to exceed Lane Z. If a teacher is awarded an Academic/Area Need Stipend, the stipend will be awarded for the two years of this contract.
- Compensation earned by a teacher on a partial contract will be awarded on a pro-rata basis.
- Teachers who are evaluated as Needs Improvement or Ineffective (bottom two categories in the state adopted evaluation model), or Negatively Impacts Student Growth are not eligible to receive any salary increase and will stay at their current individual base salary.
- Money that would have gone to a teacher rated Needs Improvement or Ineffective will be redistributed equally to the teachers who received a qualifying evaluation rating as a one-time stipend.

**SALARY SCHEDULE**

**Northwestern School Corporation**

**Effective 2023-24 through 2024-25**

**Salary Range: \$43,000-\$73,250– Bachelor’s Degree  
\$43,750-\$74,000– Master’s Degree or Higher**

<b>Lane</b>	<b>BA</b>	<b>MA</b>
<b>A</b>	\$43,000.00	\$43,750.00
<b>B</b>	\$44,000.00	\$44,750.00
<b>C</b>	\$45,000.00	\$45,750.00
<b>D</b>	\$46,000.00	\$46,750.00
<b>E</b>	\$47,000.00	\$47,750.00
<b>F</b>	\$48,000.00	\$48,750.00
<b>G</b>	\$49,000.00	\$49,750.00
<b>H</b>	\$50,000.00	\$50,750.00
<b>I</b>	\$51,000.00	\$51,750.00
<b>J</b>	\$52,000.00	\$52,750.00
<b>K</b>	\$53,250.00	\$54,000.00
<b>L</b>	\$54,500.00	\$55,250.00
<b>M</b>	\$55,750.00	\$56,500.00
<b>N</b>	\$57,000.00	\$57,750.00
<b>O</b>	\$58,250.00	\$59,000.00
<b>P</b>	\$59,500.00	\$60,250.00
<b>Q</b>	\$60,750.00	\$61,500.00
<b>R</b>	\$62,000.00	\$62,750.00
<b>S</b>	\$63,250.00	\$64,000.00
<b>T</b>	\$64,500.00	\$65,250.00
<b>U</b>	\$65,750.00	\$66,500.00
<b>V</b>	\$67,250.00	\$68,000.00
<b>W</b>	\$68,750.00	\$69,500.00
<b>X</b>	\$70,250.00	\$71,000.00
<b>Y</b>	\$71,750.00	\$72,500.00
<b>Z</b>	\$73,250.00	\$74,000.00

## APPENDIX B

### Northwestern School Corporation

Effective 2023-2025

#### ADDITIONAL PAY FOR EXTRA DUTIES AND RESPONSIBILITIES

A freshman team in football must play in order for an assistant freshman football coach to receive pay. A “C” assistant coach in high school swimming and track will only be paid if there is a dual head coach working in that sport. If a grandfathered rate is applied creating an inequality that violates the Title IX federal civil rights law, the stipend of the opposite gender will be adjusted to not discriminate. \*Employees hired prior to 2014-15 will be grandfathered at 2014-15 rate. The number of positions is for informational purposes only. The number of positions is non bargainable and the program is contingent on student participation.

Activity	# of Positions	Stipend	Notes
Future Farmers of America	1	\$ 1,110.00	
Activities	20	\$ 75.00	
Mentor Program Coordinator	1	\$ 600.00	
ELL Coordinator	1	\$ 1,500.00	
Mentor Teacher		\$ 300.00	Positions will vary based on new staff
Honor Society - HS	2	\$ 445.00	
Student Council - HS	2	\$ 1,105.00	
Stud. Against Driving Drunk	1	\$ 240.00	
Student Council - MS	1	\$ 555.00	
Intramural Program. Secondary	2	\$ 405.00	
Academic Coach - HS Coord.	1	\$ 555.00	
Academic Coach - HS	6	\$ 280.00	
Academic Coach - MS Coord.	1	\$ 555.00	
Academic Coach - MS	6	\$ 280.00	
Academic Coach - Elem. Math Bowl	2	\$ 280.00	
Academic Coach - Elem. Spell Bowl	2	\$ 280.00	
Academic Coach- Elem Science Bowl	2	\$ 280.00	
Yearbook - HS	1	\$ 1,540.00	
Yearbook - MS	1	\$ 280.00	
Honor Society - MS	1	\$ 225.00	
Yearbook- Elem	2	\$ 270.00	
Fall Drama Production	1	\$ 1,295.00	
Spring Prod. - Musical Dir.	1	\$ 1,295.00	
Spring Prod. - Choreographer	1	\$ 640.00	
Spring Prod. - Instr. Dir./Arr.	1	\$ 835.00	
Spring Prod. - Vocal Dir./Arr.	1	\$ 835.00	
Spring Prod. - Assistant	1	\$ 720.00	
Drama Director - MS	1	\$ 835.00	
Thespian Sponsor	1	\$ 555.00	
Auditorium Manager	1	\$ 2,945.00	
Auditorium Sound/Light Mgr.	1	\$ 955.00	
Drama Prod. Sponsor - Elem.	4	\$ 835.00	
Student Council - NES	3	\$ 310.00	
Student Council - HES	1	\$ 310.00	
Robotics - Elem.	2	\$ 555.00	
Robotics - MS	1	\$ 555.00	

Robotics - Secondary	2	\$ 1,110.00	
Science Fair Coord. - HS	1	\$ 3,680.00	
Science Fair Coord. - Elem.	2	\$ 1,110.00	
Cheerleader Sponsor - MS	1	\$ 800.00	
Cheerleader Spon. - Var./JV	1	\$ 2,580.00	
Cheerleader Sponsor - Asst.	1	\$ 1,285.00	
Cheerleader Sponsor - Fresh.	1	\$ 820.00	
Fieldhouse Supervisor		N/A	2 hrs./event @ 0.001 of beginning teacher pay
Athletic Events Supervisor	1	\$ 6,150.00	
Conditioning Coord. - Fall	1	\$ 2,050.00	
Conditioning Coord. - Spring	1	\$ 2,050.00	
Conditioning Coord. - Summer	1	\$ 2,050.00	
Detention Super. 180 Days	2	\$ 700.00	
NEO Art & Instr. - Elem.	2	\$ 490.00	
NEO Sel. Choir Instr. - Elem.*	2	\$ 490.00	
Shop Maint. - HS*	1	\$ 310.00	
Team Leader - HS	7	\$ 1,110.00	
Team Leader - MS	2	\$ 1,110.00	
Team Leader - Elem	14	\$ 540.00	
Class Sponsor - Freshman	1	\$ 260.00	
Class Sponsor - Sophomore	1	\$ 260.00	
Class Sponsor - Junior*	2	\$ 1,285.00	
Class Sponsor - Senior	2	\$ 360.00	
Band Dir. 10 Months - HS	1	\$ 4,050.00	
Assistant Band - HS	1	\$ 2,135.00	
Choir Instructor - HS	1	\$ 2,210.00	
Band - MS	1	\$ 1,110.00	
Jazz/Pep Band Director	1	\$ 1,845.00	
Band Assistant	2	\$ 1,080.00	
Varsity Singers	1	\$ 2,950.00	
Flag Instructor	1	\$ 1,110.00	
Percussion Instructor	1	\$ 1,110.00	
Instructional Coaches	4	\$ 1,110.00	
Shooting Club	1	\$ 555.00	
eSports Club	1	\$ 555.00	

Description	Index	Stipend
Baseball Varsity Coach	.135	\$5,789.27
Baseball Assistant Coach	.072	\$3,093.90
Baseball Special Assistant Coach	.072	\$3,093.90
Baseball B Special Assistant Coach	.027	\$1,164.15
Baseball MS Head Coach	.045	\$1,929.76
Baseball MS Assistant	.027	\$1,164.15
Boys' Basketball Varsity Coach*	.206	\$8,877.93
Boys' Basketball Assistant Coach	.099	\$4,247.56
Boys' Basketball Special Assistant	.072	\$3,093.90
Boys' Basketball C Special Assistant	.072	\$3,093.90
Boys' Basketball MS Coach - 8th	.054	\$2,317.80
Boys' Basketball MS Asst. - 8th	.036	\$1,552.20
Boys' Basketball MS Coach - 7th	.054	\$2,317.80
Boys' Basketball MS Asst. - 7th	.036	\$1,552.20
Cross Country Varsity Coach	.148	\$6,371.34
Cross Country Assistant Coach	.063	\$2,705.85
Cross Country MS Coach	.036	\$1,552.20
Cross Country B MS Assistant	.018	\$776.10
Cross Country Separate Head Coach	.099	\$4,247.56
Football Varsity Coach	.206	\$8,877.93
Football Assistant Coach	.090	\$3,859.51
Football Assistant Coach	.090	\$3,859.51
Football Assistant Coach	.090	\$3,859.51
Football D Special Assistant Coach	.063	\$2,705.85
Football E Special Assistant Coach	.036	\$1,552.20
Football MS Coach - 8th	.045	\$1,929.76
Football MS Assistant - 8th	.027	\$1,164.15
Football MS Coach - 7th	.045	\$1,929.76
Football MS Assistant - 7th	.027	\$1,164.15
Boys' Golf Varsity Coach	.117	\$5,023.66
Boys' Golf Assistant Coach	.045	\$1,929.76
Boys' Soccer Varsity Coach	.108	\$4,635.61
Boys' Soccer Assistant Coach	.063	\$2,705.85
Boys' Soccer Special Assistant	.063	\$2,705.85
Boys' Soccer B Special Assistant	.027	\$1,164.15
Boys' Soccer MS Head Coach	.045	\$1,929.76
Boys' Soccer MS Assistant	.027	\$1,164.15
Boys' Swimming Varsity Coach*	.099	\$4,247.56

Boys' Swimming Assistant Coach	.054	\$2,317.80
Boys' Swimming Dual Head Coach*	.148	\$6,371.34
Boys' Swimming Assistant Coach	.018	\$776.10
Boys' Tennis Varsity Coach	.099	\$4,247.56
Boys' Tennis Assistant Coach	.036	\$1,552.20
Boys' Track Varsity Coach	.108	\$4,635.61
Boys' Track Assistant Coach	.063	\$2,705.85
Boys' Track MS Coach	.036	\$1,552.20
Boys' Track MS Coach	.036	\$1,552.20
Boys' Track Dual Head Coach	.162	\$6,953.41
Boys' Track MS Assistant Coach	.018	\$776.10
Wrestling Varsity Coach	.117	\$5,023.66
Wrestling Assistant Coach	.063	\$2,705.85
Wrestling MS Coach	.045	\$1,929.76
Wrestling Assistant Coach	.027	\$1,164.15
Girls' Basketball Varsity Coach	.206	\$8,877.93
Girls' Basketball Assistant Coach	.099	\$4,247.56
Girls' Basketball Special Assistant	.072	\$3,093.90
Girls' Basketball Freshman Coach	.072	\$3,093.90
Girls' Basketball MS Coach - 8th	.054	\$2,317.80
Girls' Basketball MS Asst. - 8th	.036	\$1,552.20
Girls' Basketball MS Coach - 7th	.054	\$2,317.80
Girls' Basketball MS Asst. - 7th	.036	\$1,552.20
Girls' Golf Varsity Coach	.117	\$5,023.66
Girls' Golf Assistant Coach	.045	\$1,929.76
Gymnastics Varsity Coach	.108	\$4,635.61
Gymnastics Assistant Coach	.036	\$1,552.20
Girls' Soccer Varsity Coach	.108	\$4,635.61
Girls' Soccer Assistant Coach	.063	\$2,705.85
Girls' Soccer Junior Varsity Coach	.063	\$2,705.85
Girls' Soccer Junior Varsity Asst.	.027	\$1,164.15
Softball Varsity Coach	.135	\$5,789.27
Softball Assistant Coach	.072	\$3,093.90
Softball Special Assistant Coach	.072	\$3,093.90
Softball B Special Assistant Coach	.027	\$1,164.15
Softball MS Head Coach	.045	\$1,929.76
Softball MS Assistant	.027	\$1,164.15
Softball MS Assistant	.027	\$1,164.15
Girls' Swimming Varsity Coach*	.099	\$4,247.56
Girls' Swimming Assistant Coach	.054	\$2,317.80

Girls' Swimming Assistant Coach	.018	\$776.10
Girls' Tennis Varsity Coach	.099	\$4,247.56
Girls' Tennis Assistant Coach	.036	\$1,552.20
Girls' Track Varsity Coach	.108	\$4,635.61
Girls' Track Assistant Coach	.063	\$2,705.85
Girls' Track MS Coach	.036	\$1,552.20
Girls' Track MS Coach	.036	\$1,552.20
Volleyball Varsity Coach	.108	\$4,635.61
Volleyball Assistant Coach	.063	\$2,705.85
Volleyball Special Assistant	.045	\$1,929.76
Volleyball C Special Assistant	.045	\$1,929.76
Volleyball MS Coach - 8th	.036	\$1,552.20
Volleyball MS Coach - 7th	.036	\$1,552.20
Volleyball MS Assistant	.018	\$776.10
Co-Ed MS Tennis Coach	.036	\$1,552.20
Co-Ed MS Tennis Assistant	.018	\$776.10
Co-Ed MS Swimming Coach	.036	\$1,552.20
Co-Ed MS Swimming Assistant	.018	\$776.10
Co-Ed MS Swimming Assistant	.018	\$776.10
Co-Ed MS Golf	.027	\$1,164.15

## ARTICLE V

### GRIEVANCE PROCEDURE

**The Association** and the Board agree to the following grievance procedures. A grievance is the claim by one or more teachers or the Association that there has been a violation of this Contract.

1. A grievance must be in writing and presented in proper order to the principal, administrative supervisor, or administrative designee no later than thirty (30) calendar days from the occurrence of the alleged violation, unless it is an alleged failure to follow the teacher evaluation procedure stipulated in this Contract, in which case the grievance must be presented no later than May 7th of the school year. The grievance must cite the Contract provision(s) allegedly violated and contain a clear statement of the appropriate relief sought.
2. The grievance may be handled informally between the Grievant, the building principal, and the Association's grievance committee.
3. If the grievance is not resolved within ten (10) days of filing, it may be appealed by the Grievant and the Association representative to the Superintendent.
4. If there is no satisfactory solution at the Superintendent's level within seven (7) days, the Grievant and the Association representative may appeal to the Board at its next calendar meeting.
5. Miscellaneous:
  1. The purpose of the grievance procedure is to settle equitably, at the lowest possible administrative level, issues, which may arise from time to time regarding alleged violations of this Contract.
  2. A representative of the Association may be present at all proceedings involving individual or small group grievances. A committee of the Association shall be present for all Association grievances.
  3. All grievances are expected to be handled expeditiously.
  4. No reprisal shall be taken against any participant in the grievance procedure because of such participation.
  5. Time limits may be shortened or expanded if both sides agree. Both parties shall keep appropriate records regarding the dates, dispositions, and outcomes of various steps in the grievance. If mutually agreed both parties may share such information.
  6. Should any grievant not adhere to the above procedure, the claim of the grievant shall be forfeited.
  7. Grievance records, defined as the written grievance, subsequent responses and appeals, communications directly related to the grievance process, and the grievance resolution document, if any, shall not be kept as part of a teacher's personnel file and will only be shared on a need to know basis.