

THE AGREEMENT  
BETWEEN THE  
BOARD OF SCHOOL TRUSTEES  
OF THE  
SCHOOL CITY OF HOBART  
AND  
HOBART TEACHERS ASSOCIATION

## 2024 NEGOTIATING TEAMS

### FOR THE TEACHERS:

Mrs. Debora Porter, ISTA UniServ Director  
Ms. Janice Hamady, Chief Negotiator  
Mr. Colin May  
Ms. Beth York  
Mrs. Alice Hunt-Lounges  
Mr. Kenny Evans  
Mrs. Sheri Evans  
Mrs. Jennifer Extin  
Mrs. Cathy Nelson  
Mrs. Heidi Polizotto  
Mrs. Kelly Rehlander

### FOR THE BOARD:

Mrs. Monica Conrad, Lewis & Kappes,  
Counsel  
Dr. Peggy Buffington, Superintendent  
Mr. Bob Glover, Jr., Business Manager  
Mr. Jon Mock, Director of HR & Compliance  
Mrs. Rikki Guthrie, Vice President  
Mrs. Karen Robbins, Member

## OFFICERS OF THE HOBART TEACHERS ASSOCIATION

Co-President – Mr. Colin May  
Co-President – Ms. Beth York  
Secretary – Mrs. Madeline Sullivan  
Treasurer – Ms. Janice Hamady

## BOARD OF SCHOOL TRUSTEES

Mr. Terry D. Butler, President  
Mrs. Rikki A. Guthrie, Vice President  
Mrs. Sandra Hillan, Board Secretary  
Mr. Frank Porras, Member  
Mrs. Karen J. Robbins, Member  
Mr. Donald H. Rogers, Member  
Mr. Stuart Schultz, Member

## SCHOOL ATTORNEYS

Mr. Peter Goerges  
Mrs. Monica Conrad

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**ARTICLE I  
INTRODUCTION**

**A. PARTIES**

This agreement is made and entered into this 7th day of November 2024, by and between the Hobart Teachers Association (Indiana State Teachers Association, National Education Association), hereinafter referred to as the "Association," and the Board of School Trustees of the School City of Hobart, hereinafter referred to as the "Board."

**B. RECOGNITION**

The Board hereby recognizes the Association as the exclusive representative for all members of the bargaining unit. The Board agrees not to negotiate with any other "school employee organization" as that term is defined in IC 20-29-2-14 representing employees of the unit set forth for the duration of this Agreement unless otherwise ordered by the Indiana Education Employment Relations Board (IEERB).

**C. DEFINITIONS**

The term "school employee" shall be consistent with the definition set forth in IC 20-29-2-13, as hereinafter amended, supplemented or superseded. The bargaining unit shall consist of certificated school employees, hereinafter referred to as "teacher," except the following: superintendent, assistant superintendent(s), business manager, directors, principals, assistant principals, deans, athletic director and coordinators.

**ARTICLE II  
SALARY/WAGES**

**A. NEW TEACHER SALARY PLACEMENT**

The Superintendent is authorized by the Board to evaluate the training and experience of all applicants, in accordance with training and experience requirements as set forth by the Commission of Teacher Licensing and Certification of the State of Indiana and shall place new teachers within the salary range according to qualifications and/or need.

The district will make every effort to hire new teachers at the base annual salary. Individuals with previous teaching experience will be considered for a rate commensurate with that of currently employed teachers with the same experience and degree.

**B. 2024-2025 COMPENSATION PLAN**

1. Starting Salary. Base pay will be no less than \$50,000 for new teachers employed full time (100%).
2. Salary Range. The salary range for the 2024-2025 school year will be \$50,000 - \$86,250.

- a. No full-time classroom teacher (instructs students at least 50% of the workday) is earning less than forty-thousand dollars (\$40,000), in compliance with IC 20-28-9-26.

**ARTICLE III  
WAGE /SALARY-RELATED FRINGE BENEFITS**

**A. PROFESSIONAL AND PERSONAL LEAVES**

1. Personal Leave - Three (3) personal leave days for personal business shall be granted during the contractual year upon request in writing to the superintendent at least twenty-four (24) hours before taking such leave (except in case of emergency). Such requests shall be made on a Personal Leave Form. Such leaves shall be without loss of compensation for such absence. Unused personal leave shall accumulate from year to year to a maximum of six. Those personal days, in excess of six, unused shall be added to the accumulated sick leave days on August 1 at the start of the school year in which they are accumulated. Use of personal leave by any one teacher shall not exceed six (6) days in any given school year.
2. Bereavement Leave – A leave of up to seven (7) work days shall be granted following the death of an employee's spouse, parent, child (including a miscarriage or stillbirth), brother, sister, grandparent, grandparent-in-law, grandchild, mother-in-law, father-in-law, daughter-in-law, and son-in-law, step-parent, step-child, or step-sibling, or for which any person the teacher and his/her spouse are responsible. If more than one (1) death in the immediate family should occur, seven (7) full work days shall be granted for each. Leave up to five (5) work days shall be granted for death of aunt, uncle, niece, nephew, brother-in-law, sister-in law. A leave of one (1) work day shall be granted following the death of a cousin. An employee may request leave from the superintendent to attend the funeral of someone not listed above.

If the employee begins such leave during the first half of the teacher day, that day will be counted as the first day of bereavement. If the employee leaves after that time, the first day begins the following day. These days are not cumulative. If a teacher is an administrator or executor of the estate of a deceased person, two (2) of the bereavement days may be used for that purpose within one (1) year of the date of death.

3. Educational Conference Attendance - All staff members shall be eligible for two (2) days conference attendance with pay. Teachers shall be required to file written requests with the superintendent through his/her designee setting forth the nature of the conference. Requests should be filed, if at all possible, by September 30 of each school year, but in no event later than two (2) weeks prior to the conference. The superintendent has the discretion to approve conference attendance. Such approval shall not be unreasonably withheld. A conference may be announced with less than two (2) weeks' notice; and in such instances, the

superintendent may waive the notice requirement. Such dates and days of leave may be extended by approval of the superintendent. Further, teachers may be requested to report the nature of the conference/professional meeting(s) attended and content of the program.

Conference Expenses - Since the School City of Hobart encourages professional growth, the School City of Hobart will pay in part the expenses incurred at professional conferences, workshops and seminars. These expenses would include the cost of hiring a substitute for the teacher(s) involved. This does not include the ISTA Conference.

4. Court Appearance Leave - Leave of absence without loss of pay or other leave days shall be granted for any court appearance where attendance of the teacher is requested by the school administration or prosecutor. A teacher called for jury duty or subpoenaed as a witness in a work-related matter shall be compensated for the difference between the teaching pay and the pay received for the performance as a juror or a witness.

In the event a teacher is subpoenaed to appear in court on a non-work related matter, the teacher who is subpoenaed may elect to reimburse the school corporation for the cost of the substitute and not use a day of personal business leave.

A leave of absence without loss of pay or other leave days shall be granted for required testimony by a teacher in a criminal proceeding involving an alleged assault and battery committed against a teacher at school or school function.

5. Serious Injury or Illness in the Family – Teachers shall be allowed up to six (6) work days leave per year with pay (not accumulative but deductible from sick leave days) for absences occasioned by such serious illness or injury of the employee's spouse, parent(s), children or any person for whom the teacher is responsible and up to three (3) work days leave for absences occasioned by serious illness or injury of the employee's mother-in-law or father-in-law. If a teacher has used all of his/her available family illness days for a given school year and still needs access to additional accumulated sick leave days, he/she may make a request to use additional sick leave days for family illness to the superintendent who shall have the discretion to grant or deny such request.
6. Association Business Leave - The Association will be granted up to twelve (12) days, for the purpose of lobbying during the long session of the Indiana General Assembly and eight (8) days for such purpose during the short session. In addition, the Association will be granted ten (10) days every year for Association business other than lobbying. The Association President must coordinate the leave with the superintendent. The request will not be unreasonably denied. The Association will reimburse the school employer for the costs of substitutes. These days will not include any days provided under Article II.

7. The School City of Hobart will comply with the provisions of the Family Medical Leave Act of 1993, as supplemented, superseded or amended (herein referred to as FMLA).
8. For absences caused by illness or physical disability of the teacher, each teacher shall be allowed ten (10) days for each year of employment accumulative to 200 days. However, any teacher who has more than 200 accumulated days as of September 1, 2015 shall have that total number of accumulated days as their personal limit. In the event a new teacher shall have accumulated one or more sick leave days in a prior school corporation of this state, then there shall be added for the second year and each succeeding year of such employment up to three (3) days of sick leave until the number of accumulated days to which said teacher was entitled in the last place of employment shall be exhausted. The school employer may require the submission of a physician's certificate of treatment and nature of incapacitation or illness in cases where illness has been frequent or where a reasonable suspicion of abuse exists.
9. Absence due to injury incurred in the course of the teacher's employment shall be charged against the teacher's sick leave days provided that portion of the sick leave days covered by the Indiana Worker's Compensation Act be returned to the teacher. When a teacher has used his/her total accumulation of sick leave days prior to the end of the school year, the Board shall pay to such teacher the difference between his/her salary and benefits received under the Indiana Worker's Compensation Act for a total of not more than thirty (30) additional school days. See below for Long Term Disability insurance.

## **B. INSURANCE PROTECTION**

1. Insurance
  - a. The basic group insurance programs consist of health insurance, dental insurance, prescription drug coverage and vision insurance.
  - b. If a spouse of a teacher is employed by another employer, the spouse will enroll in the single plan of his/her employer as the primary carrier if the employer permits enrollment.
  - c. Teachers may only enroll during the first thirty (30) days of employment in the insurance plan of the school corporation and will only be permitted to enroll or change to a family plan in the case of a significant life qualifying event.
2. The basic group insurance programs shall continue the health insurance, dental insurance, prescription drug coverage and vision insurance. The Board of School Trustees agrees to implement a Section 125 Plan to defer payments of premiums, unreimbursed medical expenses and child care. The school corporation will select

the qualifying carrier with the most competitive offer with respect to charges for services of administering this plan.

- a. The Board will contribute \$11,439 of the single premium and \$30,841 of the family premium as designated in a Memo of Understanding dated September 5, 2024 in Appendix C.

3. Term Life Insurance

- a. The Board will provide, at the cost of One Dollar (\$1.00), a term life insurance policy in the amount of Fifty Thousand Dollars (\$50,000.00) and provides double indemnity coverage for accidental death.

4. Long Term Disability

- a. The Board will provide without cost to the employee, an LTD group insurance plan with 66 2/3% of regular salary benefit after a One Hundred Twenty (120) calendar day waiting period.

5. Employee Assistance Program (EAP)

- a. An EAP shall be available. (It is understood that employee participation shall be voluntary.)

6. Miscellaneous Medical Examination

- a. The cost of any medical examination or any other examination required by the Board or the law shall be paid by the Board. The Board reserves the right to designate the licensed physician to administer such medical examination.

### **C. RETIREMENT BENEFITS**

1. 403(b) Matching Annuity

- a. If a teacher elects to contribute into the employer approved 403(b) plan, the employer will match the employee's contribution up to a maximum of \$300 per school year. The employer match will take place prior to the last pay period of the contract year. All salary reduction contributions and matching contributions will be 100% immediately vested.

2. Effective September, 1992, the Board will pay the 3% teacher contribution for the Teacher Retirement Fund (TRF).

3. Severance Benefit

- a. Upon written request to the Superintendent before the respective April 1 (See C below) by a certificated school employee who:



- i has reached age 50 by the end of the succeeding school year;
- ii has or will have in the succeeding school year 15 years' experience in the School City of Hobart;
- iii the next school year will be the employee's last year of employment by the School Corporation; and
- iv timely provides the Superintendent with the required notice.
- v The School Corporation shall pay Two Thousand Dollars (\$2,000.00) of regular severance benefit to the certificated school employee prior to the end of the fiscal year. The Superintendent may waive the notice requirement as a result of the certificated school employee's serious ill health, serious accident; unforeseen emergency; or initial school year implementation of the section.

#### **D. PERSONAL AUTOMOBILE USE**

1. Teachers required as part of their assignment to drive personal automobiles from one school to another school shall receive a car allowance equal to the maximum deduction permitted by the IRS. A standard approved mileage figure shall set forth the distance between building assignments. As an alternative to the computation of mileage, a traveling teacher may submit an approved log sheet setting forth the date, number of trips and the standard mileage figure.

#### **E. ATTENDANCE STIPEND**

1. Exemplary teacher attendance of no more than three (3) total missed days in said contract year (excludes professional development), a stipend of \$500 will be given at the end of a school year.
2. Excellent teacher attendance of no more than five (5) total missed days in said contract year (excludes professional development), a stipend of \$250 will be given at the end of a school year.

#### **F. TUITION REIMBURSEMENT PROGRAM**

1. The School Corporation will establish a reimbursement program in the amount of \$30,000 based on available funds from the School Corporation's Title II Grant for the reimbursement of tuition and out-of-pocket expenses for pre-approved college courses. This benefit is contingent upon approval by the Superintendent.
  - a. College Course Reimbursement Criteria:
    - i. All requests for reimbursement must be pre-approved by the Superintendent.
    - ii. The request for approval must be made in writing, in advance of the start of the course.

- iii. No more than four college courses per teacher each year will be approved for reimbursement. Expenses related to audited courses will not be reimbursed. The following documentation must be submitted as part of the pre-approval process for reimbursement:
  - a. Tuition Reimbursement Program form available on the School Corporation's website for HR forms, including signatures;
  - b. A receipted copy of the tuition bill; and,
  - c. If applicable, the written, practical plan of implementation during the year following teachers taking the class.
  - d. The course must be recognized for college credit at an accredited college or university.
- iv. The School Corporation will reimburse for pre-approved courses taken by a teacher that directly apply toward the teacher obtaining dual credit certification by a college or university utilized by the School Corporation for issuance of dual credit. Teachers must receive advance approval for this benefit which must include a description of the courses to be taken and a timeline of anticipated completion.
- v. The course proposed for approval must be in the area of the teacher's certification, current teaching position, certification or an accredited master's program that advances a teacher fulfilling additional licensure requirements for hard to fill positions (i.e. AP training, PLTW, Guidance).
- vi. Not later than 30 days following the quarter or semester in which the course is completed, documentation of satisfactory evidence documenting the receipt of a grade of B or better for the course;
- vii. Subsequent reimbursement may be contingent on a B or better of course work.

**G. EXTRA DUTY CONTRACTS (SEE APPENDIX B)**

**ARTICLE IV  
PROFESSIONAL GRIEVANCE PROCEDURE**

1. Definition and Procedure

- a. "Grievance" - A claim by a teacher, teachers or the Association verified by a signed grievance form alleging there has been a violation, misinterpretation or misapplication of any express provisions of the Agreement may be processed as a grievance as hereinafter provided.
- b. "Work Day" shall be any day when teachers are required to be in attendance during the regular school term and each day during the summer except Saturdays, Sundays, and legal holidays.
- c. During the summer recess, either party may request, in writing, an extension of the time limits set forth in this Article including the reason(s) for such request; such request will be granted upon submission of the

above written request. Normally such time limits will not be extended more than thirty (30) days unless by mutual agreement of the parties.

- d. As grievances arise, good morale is maintained by sincere efforts of all persons concerned to work toward constructive solutions in an atmosphere of courtesy and cooperation. The purpose of the grievance procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- e. Any teacher has the right to be represented at any step of the grievance procedure by representatives of the Association. The grievant and the principal will be limited to the total of two (2) representatives at the Informal Level and Formal Level One.

## 2. Time Limits, Compliance and Submission of Grievance

- a. If an individual teacher has a complaint which he/she wishes to discuss with any member of the school administration, he/she is free to do so without any recourse to the grievance procedure.
- b. No additional evidence, material, allegation, remedy, or defense may be submitted by either party, which has not been disclosed to the opposite party within twenty-one (21) calendar days of an arbitration hearing unless agreed to by both parties.
- c. The superintendent may refer the matter to the principal for an amended answer of the Step I grievance.
- d. The time limits provided for in this Article shall be strictly observed in processing a grievance. The grievance must be processed in accordance with the time limits at each step or the grievance will be considered withdrawn and may not be re-filed. The parties may by mutual written agreement extend the time limits. In the event of illness of a grievant, it is agreed that the time limit will be extended until the grievant returns to work or, in case of extended illness, the Association may pursue the grievance in the grievant's absence.

## 3. Procedure

### a. Informal Grievance

- i. In the event a grievant believes there is a basis for a grievance, he/she must request in writing a meeting to discuss the grievance within twenty (20) work days of when he/she knew or should have known of facts giving rise to the alleged grievance. A mutually agreeable time and place for such a meeting will be established within ten (10) work days of the request. The grievance must be

filed with the building principal or his/her designee in the school building in which the alleged grievance arose or occurred.

b. Formal Step I

- i. If the grievant and/or Association is not satisfied with the disposition of the grievance by the building principal or if no disposition has been made within five (5) days of such meeting(s), the grievance may be submitted to Formal Step I if such grievance is filed within five (5) work days of the answer or after five (5) days from the date of the meeting(s) if no disposition has been made by the principal. The grievant shall set forth the following in writing on the form:
  - a. the article(s) and section(s) of the Agreement that allegedly have been violated;
  - b. the date the alleged violation occurred;
  - c. the known facts that support the alleged violation; and
  - d. the remedy sought.
- ii. Within five (5) work days after receiving the formal grievance, the principal and the grievant at a mutually agreeable time and place shall meet to discuss the grievance. Within five (5) work days after such meeting, the principal will communicate his/her answer in writing to the grievant(s) on the proper form.

4. Formal Step II - Superintendent

- a. In the event that the grievance is not resolved at Formal Step I, or if no written decision has been rendered within the time limit provided, the grievant may appeal the decision to Step II provided said appeal is filed with the superintendent within twenty-five (25) work days of receipt of the written answer at Step I or within thirty (30) days if no disposition is forthcoming from the building principal. The appeal on the Step II Grievance Form shall include a copy of all materials and evidence previously submitted and a copy, at the same time, shall be given to the building principal.
- b. The superintendent or his/her designee shall meet with the grievant and/or the representative of the Association at a mutually agreeable time on the grievance within ten (10) work days of the receipt of the grievance. Within ten (10) work days from the meeting on the grievance, the superintendent shall render a written decision to the grievant and the Association as to the resolution of the grievance. The superintendent may hold a formal hearing(s) prior to the rendering of the written decision, and additional time, not to exceed ten (10) work days shall be allowed if the superintendent determines further investigation is necessary.

- c. If the grievance involves alleged violation(s) of the contract in more than one (1) school building, the grievance may be filed at Formal Step II in writing within twenty-five (25) days of its occurrence. An additional five (5) days may be taken by the superintendent to submit his/her written answer to the grievant's presentation or grievance. Additionally, affected principals may attend the grievance meeting.

#### 5. Step III – Arbitration

If the Association is not satisfied with the disposition of the grievance, or if no disposition has been made within the period provided in Step II, the grievance shall, upon motion of the Association be submitted to binding arbitration before an impartial arbitrator. The parties shall not submit any grievances to arbitration except those defined by IC 20-28-9 as topics within the scope of bargaining. The Association shall serve written notice to the superintendent of its intent to arbitrate by submitting a copy of its Request for Arbitration Panel from the Federal Mediation and Conciliation Service (FMCS) within twenty (20) work days after receiving the Step II answer. The Board recognizes the right of the Association to initiate a request for a panel submission and that FMCS is authorized to provide such panel upon such request.

Following submission of a panel of arbitrators to each party by the FMCS, a representative of each party shall within five (5) days of receipt of said panel strike the names of any arbitrators who are unacceptable and number the names of those remaining in order of preference. Within seven (7) days of receipt of the panel from FMCS, the two (2) representatives shall confer either in person or by phone for the purpose of selecting the arbitrator. The numerical ratings of the remaining arbitrators shall be added together with the arbitrator having the lowest total numerical rating being the arbitrator who will hear the case unless that arbitrator disqualifies himself/herself. In the event an arbitrator disqualifies himself/herself, the arbitrator with the next lowest total numerical rating will be requested to hear the case. This procedure shall be followed until an arbitrator is selected.

The conduct of all proceedings hereunder shall be in accordance with the Code of Professional Responsibility for Arbitrators of Labor-Management Disputes as adopted by the National Academy of Arbitrators, the American Arbitration Association and the FMCS.

- a. The arbitrator shall have no authority to add to, subtract from, disregard, or alter any of the terms from this Agreement.
- b. The arbitrator shall have no power to establish new salary structures. No decision in any one (1) arbitration shall require a retroactive wage adjustment for any other member(s) of the bargaining unit if the facts are different.

- c. No formal grievance shall be adjusted without prior notification to the Association and opportunity for an Association representative to be present, nor shall any adjustment of a grievance be inconsistent with the terms of this Agreement, unless by mutual agreement of the parties.
- d. The arbitrator shall have no power to make any decision or recommendation which would require the commission of an act inconsistent with or prohibited by law.
- e. The fees and expense of the arbitrator shall be shared equally by the school employer and the grievant or the grievant's representative. All other expenses shall be borne by the party incurring them, and neither party shall be responsible for the expenses incurred by the other.
- f. The arbitrator shall have no power to substitute his/her judgment for that of the school employer as to the reasonableness of any practice, policy, or any action taken by the school employer not in violation of the express terms of this Agreement.

6. Miscellaneous

- a. Decisions rendered at any step of this procedure shall be in writing.
- b. All documents, communications, and records solely contained in the grievance process shall be maintained in a grievance file separate from the participants' personnel file(s).
- c. The forms for filing and processing grievances and other necessary documents shall be provided by the superintendent and made available through the building principals, the building representatives and the officers of the Association. The forms are also available on the School City of Hobart's website.
- d. Any hearing at the various steps shall be held during non-teaching hours unless the parties agree otherwise. In the event that the parties mutually schedule an arbitration hearing during the teaching hours, teachers who are required to attend such hearings will be given release time without loss of pay to the extent of their necessary participation.
- e. Prior to any arbitration hearing or administrative hearing, the parties shall determine the timelines and the amount of release time necessary.
- f. The election of the grievant and the Association to process a grievance to Step III shall constitute an election of remedies and bar it from pursuing the dispute in other forums, including, but not limited to, courts, the IEERB, and any federal, state or local administrative agency.

**ARTICLE V  
EFFECT AND TERM OF AGREEMENT**

This agreement supersedes and cancels all previous agreements, verbal and written or based on alleged past practices, between the school employer and the exclusive representative and constitutes the entire Agreement between the parties.

The undersigned attest to the following:

1. A public hearing was held in compliance with IC 20-29-6-1(b) on October 3, 2024. Electronic participation from the parties and/or public was not permitted.
2. A public meeting in compliance with IC 20-29-6-19 was held on November 4, 2024 to discuss the tentative agreement. Electronic participation from the parties and/or public was not permitted.

This Agreement may not be changed or amended except by a written instrument signed by both parties.

1. All bargainable issues have been discussed during negotiations leading to this Agreement and no additional bargaining on said issues will be conducted on any item, whether contained herein or not, during the life of this Agreement, except by mutual agreement or by order of any court or the IEERB.
2. The Board shall be responsible for the electronic reproduction of the Agreement on the district's website no more than thirty (30) days subsequent to formal Board ratification.
3. In the event that a section or provision is canceled due to a court ruling or a legislative act, either the Association or the Board may reopen negotiations to prevent the resultant cancellation of a right or benefit to either minimize the impact of such ruling or act, or to maintain such right or benefit by amendment.
4. This Agreement shall be effective the 1<sup>st</sup> day of July 2024, and shall remain in effect through the 30<sup>th</sup> day of June 2025. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated subject to the provisions of IC 20-29 *et seq.*
5. This Agreement is so attested to by the parties' presidents, secretaries, and members' signatures, which appear below and is made and entered into at Hobart, Indiana, on the 7<sup>th</sup> day of November 2024.

SCHOOL CITY OF HOBART  
TEACHERS ASSOCIATION

BY: \_\_\_\_\_

  
Colin May, Co-President

BOARD OF SCHOOL  
TRUSTEES OF THE  
SCHOOL CITY OF HOBART

BY: \_\_\_\_\_

  
Terry D. Butler, President

BY: Beth York  
Beth York, Co-President

BY: Rikki A Guthrie  
Rikki A. Guthrie, Vice President

BY: Madeline Sullivan  
Madeline Sullivan, Secretary

BY: Sandra Hillan  
Sandra Hillan, Secretary

BY: Janice Hamady  
Janice Hamady, Treasurer  
Chief Negotiator

BY: Frank Porras  
Frank Porras, Member

BY: Karen J Robbins  
Karen J. Robbins, Member

BY: Donald H Rogers  
Donald H. Rogers, Member

BY: Stuart Schultz  
Stuart Schultz, Member



**APPENDIX A-1  
GRIEVANCE REPORT FORM**

Grievance # \_\_\_\_\_

**SCHOOL CITY OF HOBART GRIEVANCE REPORT**

Name of Grievant \_\_\_\_\_ Date Filed \_\_\_\_\_

Building \_\_\_\_\_ Assignment \_\_\_\_\_

**STEP I (INFORMAL)**

A. Date cause of Grievance occurred: \_\_\_\_\_

B. (1) Statement of Grievance: \_\_\_\_\_

(2) Relief sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

*If additional space is needed in reporting Section B-1 & 2 of Step I, attach on additional sheet.*

-----  
Grievance # \_\_\_\_\_

**SCHOOL CITY OF HOBART GRIEVANCE REPORT**

Name of Grievant \_\_\_\_\_ Date Filed \_\_\_\_\_

Building \_\_\_\_\_ Assignment \_\_\_\_\_

**STEP I (FORMAL)**

A. Date cause of Grievance occurred: \_\_\_\_\_

B. (1) Statement of Grievance: \_\_\_\_\_

(2) Relief sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

Grievance # \_\_\_\_\_

**SCHOOL CITY OF HOBART GRIEVANCE REPORT**

Name of Grievant \_\_\_\_\_ Date Filed \_\_\_\_\_

Building \_\_\_\_\_ Assignment \_\_\_\_\_

**STEP II**

*Submit to Superintendent in TRIPLICATE:*

A. Position of Grievant: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

B. Date received by Superintendent or Designee: \_\_\_\_\_

C. Disposition by Superintendent or Designee: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

-----  
Grievance # \_\_\_\_\_

**SCHOOL CITY OF HOBART GRIEVANCE REPORT**

Name of Grievant \_\_\_\_\_ Date Filed \_\_\_\_\_

Building \_\_\_\_\_ Assignment \_\_\_\_\_

**STEP III**

*Submit to Arbitrator in TRIPLICATE:*

A. Position of Grievant: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

B. Date submitted to Arbitration: \_\_\_\_\_

C. Disposition and award of Arbitrator: \_\_\_\_\_

\_\_\_\_\_  
Signature of Arbitrator Date of Decision

**APPENDIX A-2  
GRIEVANCE REPORT FORM (BOARD)**

Grievance # \_\_\_\_\_

**SCHOOL CITY OF HOBART GRIEVANCE REPORT**

Name of Grievant \_\_\_\_\_ Date Filed \_\_\_\_\_

Building \_\_\_\_\_ Assignment \_\_\_\_\_

**STEP I (INFORMAL)**

A. Date cause of Grievance occurred: \_\_\_\_\_

B. (1) Statement of Grievance: \_\_\_\_\_

(2) Relief sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*If additional space is needed in reporting Section B-1 & 2 of Step I, attach on additional sheet.*

-----  
Grievance # \_\_\_\_\_

**SCHOOL CITY OF HOBART GRIEVANCE REPORT**

***Submit to Superintendent in TRIPLICATE:***

Name of Grievant \_\_\_\_\_ Date Filed \_\_\_\_\_

Building \_\_\_\_\_ Assignment \_\_\_\_\_

**BOARD STEP**

A. Position of Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

B. Date received by Board of Trustees or Designee: \_\_\_\_\_

C. Disposition by Board of Trustees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX B  
EXTRA-DUTY SCHEDULE**

(If teachers share an extra duty position, the salary is split 50/50.)

<b>ATHLETICS</b>	<b>School</b>	<b>Step 0-1</b>	<b>Step 2-3</b>	<b>Step 4-5</b>	<b>Step 6+</b>
<b>COACHING POSITIONS:</b>					
BASEBALL VARSITY	HS	3,863	4,415	4,967	5,519
ASSISTANT VARSITY/BASEBALL	HS	3,270	3,287	3,304	3,322
JUNIOR VARSITY/BASEBALL	HS	3,164	3,200	3,235	3,269
9TH GRADE BASEBALL	HS	1,720	2,133	2,577	3,164
GIRLS SOFTBALL VARSITY	HS	3,863	4,415	4,967	5,519
ASSISTANT SOFTBALL/GIRLS	HS	3,270	3,287	3,304	3,322
JUNIOR VARSITY/SOFTBALL GIRLS	HS	3,164	3,200	3,235	3,269
BOYS BASKETBALL VARSITY	HS	6,441	7,030	7,617	8,199
ASSISTANT VARSITY/BOYS BB	HS	5,003	5,083	5,164	5,251
JUNIOR VARSITY/BOYS BB	HS	3,587	4,059	4,530	5,002
9TH GRADE/BOYS BB	HS	3,035	3,219	3,402	3,586
9TH GRADE/BOYS BB	HS	3,035	3,219	3,402	3,586
8TH GRADE BOYS A BASKETBALL	MS	1,674	2,109	2,589	3,034
8TH GRADE BOYS B BASKETBALL	MS	1,674	2,109	2,589	3,034
7TH GRADE BOYS A BASKETBALL	MS	1,674	2,109	2,589	3,034
7TH GRADE BOYS B BASKETBALL	MS	1,674	2,109	2,589	3,034
GIRLS BASKETBALL VARSITY	HS	6,441	7,030	7,617	8,199
ASSISTANT VARSITY/GIRLS BB	HS	5,003	5,083	5,164	5,251
JUNIOR VARSITY/GIRLS BB	HS	3,587	4,059	4,530	5,002
9TH GRADE/GIRLS BB	HS	3,035	3,219	3,402	3,586
9TH GRADE/GIRLS BB	HS	3,035	3,219	3,402	3,586
8TH GRADE GIRLS A BASKETBALL	MS	1,674	2,109	2,589	3,034
8TH GRADE GIRLS B BASKETBALL	MS	1,674	2,109	2,589	3,034
7TH GRADE GIRLS A BASKETBALL	MS	1,674	2,109	2,589	3,034
7TH GRADE GIRLS B BASKETBALL	MS	1,674	2,109	2,589	3,034
BOYS CROSS COUNTRY VARSITY	HS	3,753	3,999	4,245	4,490
BOYS CROSS COUNTRY ASST.	HS	3,055	3,238	3,422	3,606
MIDDLE SCHOOL BOYS CC	MS	1,667	2,126	2,576	3,054
MIDDLE SCHOOL BOYS CC	MS	1,667	2,126	2,576	3,054
MIDDLE SCHOOL BOYS CC	MS	1,667	2,126	2,576	3,054
GIRLS CROSS COUNTRY VARSITY	HS	3,753	3,999	4,245	4,490
GIRLS CROSS COUNTRY ASST.	HS	3,055	3,238	3,422	3,606
MIDDLE SCHOOL GIRLS CC	MS	1,667	2,126	2,576	3,054
MIDDLE SCHOOL GIRLS CC	MS	1,667	2,126	2,576	3,054

MIDDLE SCHOOL GIRLS CC	MS	1,667	2,126	2,576	3,054
FOOTBALL VARSITY	HS	6,441	7,030	7,617	8,199
ASSISTANT VARSITY/FB	HS	4,857	4,948	5,040	5,132
ASSISTANT VARSITY/FB	HS	4,857	4,948	5,040	5,132
ASSISTANT VARSITY/FB	HS	4,857	4,948	5,040	5,132
JUNIOR VARSITY/FB	HS	3,864	4,189	4,513	4,838
JUNIOR VARSITY/FB	HS	3,864	4,189	4,513	4,838
9TH GRADE HEAD/FB	HS	3,587	3,679	3,770	3,863
9TH GRADE/FB	HS	3,035	3,219	3,402	3,586
9TH GRADE/FB	HS	3,035	3,219	3,402	3,586
7TH GRADE FOOTBALL	MS	1,674	2,109	2,589	3,034
7TH GRADE/FB	MS	1,674	2,109	2,589	3,034
8TH GRADE/FB	MS	1,674	2,109	2,589	3,034
8TH GRADE/FB	MS	1,674	2,109	2,589	3,034
BOYS GOLF VARSITY	HS	2,353	2,642	2,933	3,222
JUNIOR VARSITY/BOYS GOLF	HS	984	1,306	1,831	2,352
GIRLS GOLF VARSITY	HS	2,353	2,642	2,933	3,222
GIRLS JV GOLF	HS	984	1,306	1,831	2,352
GIRLS GYMNASSTIC VARSITY	HS	3,510	4,101	4,687	5,272
ASSISTANT VARSITY/GIRLS GYM	HS	1,860	2,297	2,766	3,269
8TH GRADE/GIRLS GYM	MS	1,685	2,133	2,577	3,057
7TH GRADE/GIRLS GYM	MS	1,685	2,133	2,577	3,057
6TH GRADE/GIRLS GYM	MS	1,685	2,133	2,577	3,057
BOYS SOCCER VARSITY	HS	3,311	3,738	4,166	4,593
BOYS SOCCER JUNIOR VARSITY	HS	1,656	2,084	2,512	2,939
GIRLS SOCCER VARSITY	HS	3,311	3,738	4,166	4,593
GIRLS SOCCER JUNIOR VARSITY	HS	1,656	2,084	2,512	2,939
BOYS SWIMMING VARSITY	HS	4,415	4,783	5,150	5,519
ASSISTANT VARSITY/BOYS SWIM	HS	1,968	2,405	2,879	3,443
DIVING ASSISTANT/BOYS	HS	854	1,289	1,659	2,351
GIRLS SWIMMING VARSITY	HS	4,415	4,783	5,150	5,519
ASSISTANT VARSITY/GIRLS SWIM	HS	1,968	2,405	2,879	3,443
DIVING ASSISTANT/GIRLS	HS	854	1,289	1,659	2,351
BOYS TENNIS VARSITY	HS	3,311	3,738	4,166	4,593
JUNIOR VARSITY/BOYS TENNIS	HS	1,656	2,084	2,512	2,939
GIRLS TENNIS VARSITY	HS	3,311	3,738	4,166	4,593
JUNIOR VARSITY/GIRLS TENNIS	HS	1,656	2,084	2,512	2,939

BOYS TRACK VARSITY	HS	4,415	4,783	5,150	5,519
ASSISTANT TRACK/BOYS	HS	3,062	3,453	3,845	4,236
ASSISTANT TRACK/BOYS	HS	3,062	3,453	3,845	4,236
MIDDLE SCHOOL BOYS TK	MS	1,819	2,191	2,587	3,061
MIDDLE SCHOOL BOYS TK	MS	1,819	2,191	2,587	3,061
MIDDLE SCHOOL BOYS TK	MS	1,819	2,191	2,587	3,061
MIDDLE SCHOOL BOYS TK	MS	1,819	2,191	2,587	3,061
GIRLS TRACK VARSITY	HS	4,415	4,783	5,150	5,519
ASSISTANT TRACK/GIRLS	HS	3,062	3,453	3,845	4,236
ASSISTANT TRACK/GIRLS	HS	3,062	3,453	3,845	4,236
MIDDLE SCHOOL GIRLS TK	MS	1,819	2,191	2,587	3,061
MIDDLE SCHOOL GIRLS TK	MS	1,819	2,191	2,587	3,061
MIDDLE SCHOOL GIRLS TK	MS	1,819	2,191	2,587	3,061
MIDDLE SCHOOL GIRLS TK	MS	1,819	2,191	2,587	3,061
UNIFIED TRACK	HS	1,819	2,191	2,587	3,061
UNIFIED TRACK	HS	1,819	2,191	2,587	3,061
UNIFIED TRACK	HS	1,819	2,191	2,587	3,061
GIRLS VOLLEYBALL VARSITY	HS	4,415	4,783	5,150	5,519
JUNIOR VARSITY/GIRLS VB	HS	3,664	3,730	3,796	3,863
9TH GRADE/GIRLS VB	HS	3,112	3,295	3,479	3,663
9TH GRADE/GIRLS VB	HS	3,112	3,295	3,479	3,663
8TH GRADE GIRLS A VB	MS	1,685	2,133	2,577	3,111
8TH GRADE GIRLS B VB	MS	1,685	2,133	2,577	3,111
7TH GRADE GIRLS A VB	MS	1,685	2,133	2,577	3,111
7TH GRADE GIRLS B VB	MS	1,685	2,133	2,577	3,111
BOYS VOLLEYBALL VARSITY	HS	4,415	4,783	5,150	5,519
JUNIOR VARSITY/BOYS VB	HS	3,664	3,730	3,796	3,863
9TH GRADE/BOYS VB	HS	3,112	3,295	3,479	3,663
9TH GRADE/BOYS VB	HS	3,112	3,295	3,479	3,663
BOYS WRESTLING VARSITY	HS	5,519	5,964	6,408	6,899
ASST VARSITY/BOYS WR	HS	3,863	4,046	4,230	4,415
JUNIOR VARSITY/BOYS WR	HS	3,610	3,662	3,714	3,767
9TH GRADE/BOYS WR	HS	3,059	3,242	3,425	3,609
8TH GRADE/BOYS WR	MS	1,685	2,133	2,577	3,057
8TH GRADE/BOYS WR	MS	1,685	2,133	2,577	3,057
7TH GRADE/BOYS WR	MS	1,685	2,133	2,577	3,057
6TH GRADE/BOYS WR	MS	1,685	2,133	2,577	3,057
GIRLS WRESTLING VARSITY	HS	5,519	5,964	6,408	6,899
ASST VARSITY/GIRLS WR	HS	3,863	4,046	4,230	4,415
JUNIOR VARSITY/GIRLS WR	HS	3,610	3,662	3,714	3,767
9TH GRADE/GIRLS WR	HS	3,059	3,242	3,425	3,609

ATHLETIC TRAINER	HS	8,830	9,289	9,748	10,210
ASSISTANT TRAINER	HS	4,415	4,727	5,040	5,353
CONDITIONING COACH	HS	4,613	5,679	6,744	7,810
STRENGTH & CONDITIONING SPECIALIST	HS	13,390	13,905	14,420	14,935
CARDIO LAB	MS	4,017			
CARDIO LAB	HS	4,017			

In the case of new coaches hired without experience in Hobart, placement on the lane division may be consistent with outside experience in a comparable position in the sport.

Years of experience within a sport as a coach will count towards experience for any position within a sport, except head coach; however, previous experience as head coach of that sport shall be creditable toward any subsequent service as head coach of such sport.

	School	Step 0-1	Step 2-3	Step 4-5	Step 6+
<b>DRAMATICS (PER PRODUCTION):</b>					
<b>PUBLIC PERFORMANCES:</b>					
DRAMATICS SPECIALIST	HS	1,371	1,371	1,371	1,856
ASST. DRAMATICS SPECIALIST	HS	594	884	1,179	1,476
<b>AUDITORIUM MANAGER:</b>					
AUDITORIUM MANAGER:	HS	3,764			
<b>SPONSORS:</b>					
CHEERLEADER-VARSITY	HS	2,733	3,322	3,903	
CHEERLEADER-ASSISTANT	HS	1,475	1,893	2,342	
DANCE TEAM	HS	2,733	3,321	3,903	
E-SPORTS	HS	3,322			
E-SPORTS	HS	3,322			
E-SPORTS	HS	3,322			
E-SPORTS	HS	3,322			
E-SPORTS	MS	2,657			
E-SPORTS	MS	2,657			
E-SPORTS	MS	2,657			
PEP CLUB SPONSOR	MS	504	655	807	
YOHAN'S ARMY	HS			774	
YOHAN'S ARMY	HS			774	
YOHAN'S ARMY	HS			774	
SENIOR CLASS/SPON	HS	1,011	1,310	1,612	

JUNIOR CLASS/SPON	HS	1,011	1,310	1,612
SOPHOMORE CLASS/SPON	HS	810	1,110	1,413
FRESHMAN CLASS/SPON	HS	810	1,110	1,413
8TH GRADE CLASS/SPON	MS	405	605	810
7TH GRADE CLASS/SPON	MS	405	605	810
6TH GRADE CLASS/SPON	MS	405	605	810
RELATED ARTS SPONSOR	MS	405	605	810
8TH/9TH GR TRANSITION SPON				1,082
5TH/6TH GR TRANSITION SPON				541
KDG/1ST GR TRANSITION SPON				541
STUDENT COUNCIL	HS	1,470	1,888	2,309
STUDENT COUNCIL	HS	1,470	1,888	2,309
STUDENT COUNCIL	MS	1,470	1,888	2,309
STUDENT COUNCIL	JM	984	984	984
STUDENT COUNCIL	LIB	984	984	984
STUDENT COUNCIL	VEM	984	984	984
STUDENT COUNCIL	ELC	984	984	984
HONOR SOCIETY	HS			2,176
HONOR SOCIETY	MS	1,211	1,509	1,815
KEY CLUB	HS			2,176
GERMAN CLUB	HS	479		
FRENCH CLUB	HS	479		
SPANISH CLUB	HS	479		
PSYCHOLOGY CLUB	HS	744		
BUS. PROFESSIONALS OF AMERICA	HS	1,480		
GENESIUS CLUB	HS	759		
YOUTH & GOVERNMENT	HS	1,515		
BUILDER'S CLUB	MS	744		
HIGH SCHOOL CLUBS:	HS	27.00	/Hour	
MIDDLE SCHOOL CLUBS:	MS	27.00	/Hour	
ELEM SCHOOL CLUBS:	EL	27.00	/Hour	
ACADEMIC COMPETITION ORGANIZER	HS	2,691		
QUIZ BOWL COACH	HS	1,515		
ACADEMIC COMPETITION ORGANIZER	MS	1,576		
DEBATE TEAM	HS	1,515		
CAREER LIAISON	HS	5,983		
<b>SUBJECT AREA COACHES:</b>				
ENGLISH	HS	1,515		



ENGLISH	MS	757
MATH	HS	1,515
MATH	MS	757
SCIENCE	HS	1,515
SCIENCE	MS	757
SOCIAL STUDIES	HS	1,515
SOCIAL STUDIES	MS	757
MUSIC AND ART	HS	1,515
ACADEMIC SPELL BOWL	HS	1,106
ACADEMIC SPELL BOWL	MS	550

	School	Step 0-1	Step 2-3	Step 4-5	Step 6+
<b>GUIDANCE:</b>					
GUIDANCE FACILITATOR	HS	2,016	2,623	3,329	4,033
GUIDANCE FACILITATOR	MS	1,211	1,815	2,518	3,228

<b>MEDIA CENTER:</b>					
MEDIA CENTER FACILITATOR	DIST				1,515

<b>BRICKIE LEADERS:</b>					
BRICKIE LEADERS	HS				1,200
BRICKIE LEADERS	HS				1,200
BRICKIE LEADERS	MS				745
BRICKIE LEADERS	MS				745
BRICKIE LEADERS	MS				745

<b>MENTORS:</b>					
NEW TEACHER MENTOR (PER MENTEE)					371

	School	Step 0-1	Step 2-3	Step 4+
<b>SCHOOL PUBLICATIONS:</b>				
SPONSOR, NEWSPAPER	HS	1,413	1,815	2,219
SPONSOR, YEARBOOK	HS	1,413	1,815	2,219
BUS. MGR., YEARBOOK	HS	503	704	1,011
SPONSOR, NEWSPAPER	MS	1,413	1,815	2,219
SPONSOR, YEARBOOK	MS	1,413	1,815	2,219

In determining creditable experience, service in any position within the following areas shall be credited to another position within that individual area:

1. Guidance
2. School Publications
3. Class Sponsor

For example, service in middle school guidance as a facilitator shall be creditable to the



PIT	HS	530
CHOREOGRAPHER	HS	530
COSTUME DESIGNER	HS	530

In determination of creditable experience, service in any position within this area shall be credited to another position within that individual area.

(Note: The persons holding these positions will not be required to have more public performances than the average number for the past five years.)

	School	Step 0-1	Step 2-3	Step 4+
<b>DEPARTMENT CHAIRPERSONS:</b>				
2 - 5 FTE MEMBERS	HS	906	1,110	1,509
+ 6 FTE MEMBERS	HS	1,509	1,815	2,219
<b>DEPARTMENT CHAIRPERSONS:</b>				
1.5 - 4 FTE MEMBERS	MS	810	1,011	1,413
+ 5 FTE MEMBERS	MS	1,413	1,714	2,016
<b>ELEMENTARY GRADE LEVEL:</b>				
SYSTEM FACILITATOR - KDG		1,509	1,815	2,219
FINE ARTS FACILITATOR		1,158	1,413	1,816
<b>ELEM GR LEVEL CONTACTS:</b>				
1.5+ FTE MEMBERS				1,082

**APPENDIX C**  
**MEMO OF UNDERSTANDING**

**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**SCHOOL CITY OF HOBART (SCOH) AND**  
**HOBART TEACHERS ASSOCIATION (HTA)**

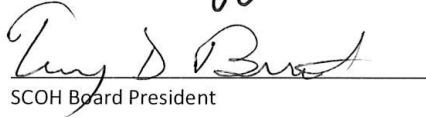
1. **Parties:** This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between the Board of School Trustees of the School City of Hobart, herein after referred to as the Board, and the Hobart Teachers Association, herein referred to as the HTA.
2. **Purpose:** The purpose of this MOU is to formally establish the Medical, Dental, and Vision insurance rates for teachers for the 2024-2025 school year. The Open Enrollment window extends from September 6, 2024 to September 20, 2024. The Negotiation window of September 15, 2024 to November 15, 2024, set by the General Assembly, prevents the necessary time for reenrollment and the subsequent recordkeeping for our organization.
3. **Term of MOU:** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and shall remain in full force and effect for not longer than June 30, 2025.
4. **Responsibilities of the Board:** It is the intent of the Board to establish Medical, Dental, and Vision insurance rates for teachers for the 2024-2025 school year. Further, the Board desires to set a reenrollment window that allows for a reasonable amount of time for consideration of reenrollment options as well as the execution of said enrollment.
5. **Responsibilities of HTA:** It is the intent of the HTA to ratify the Medical, Dental, and Vision insurance rates for the 2024-2025 school year as well as to provide a reasonable amount of time for reenrollment.
6. **Insurance Rates:** The MOU establishes that the Board will pay a flat dollar contribution per school year for employee medical, dental, and vision insurance in the amount of:  

\$11,439 for a single plan  
\$30,841 for a family plan
7. **Signatures:** In witness thereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

School City of Hobart

  
SCOH Superintendent

9-4-24  
Date

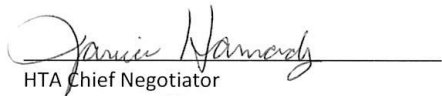
  
SCOH Board President

SEP 05 2024  
Date

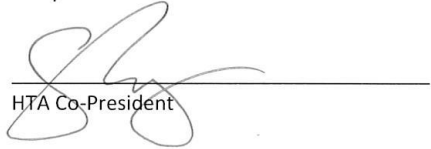
  
SCOH Board Secretary

9-5-24  
Date

Hobart Teachers Association

  
HTA Chief Negotiator

9-4-24  
Date

  
HTA Co-President

8/4/24  
Date